# Request for Offer
*Explosive Ordnance Risk Education (EORE) Essentials E-Learning Course*

## Introduction

The Geneva International Centre for Humanitarian Demining (GICHD) is pleased to invite consultants to submit an offer for the provision of the description of the services described below as per requirements set out in this request for offer.

## Background

Explosive ordnance risk education (EORE) is a vital component of risk reduction approaches for the protection of lives during and after conflict. Despite its importance, a recent needs analysis found that there is no sector-wide agreement on qualifications required for EORE practitioners and, until 2017, there were no specific EORE trainings or qualifications available at sector level. Two courses launched in recent years by UNICEF through the Partnerships for Peace (PfP) Partnership Work Programme have helped to bridge this gap – but access remains limited to those who can attend in person. No other training opportunities presently exist at global or intra-organisational level for EORE professionals.

This has led to a capacity gap: while the mine action community has established a number of standards, procedures and guidelines for effective EORE, these are not always translated into implementation. There is a need to ensure that those responsible for designing and delivering EORE, across all countries and organisations, have access to standardised resources providing a basic grounding in the fundamentals of effective EORE in line with International Mine Action Standards (IMAS).

## EORE Essentials E-Learning Concept

The GICHD is developing an e-learning course on the fundamentals of risk education, based on a concept note approved in June 2020.

The objective of the course is to raise the standard of risk education design and delivery by offering a grounding in the core principles of effective and ethical EORE. This entry-level e-learning module will target any professionals involved in the management, design or delivery of EORE activities, worldwide, as well as key stakeholders who could benefit from enhanced understanding of the risk education pillar. It is envisaged that this course will be promoted by and serve as a prerequisite induction for new EORE staff from implementing partners, national authorities and donors. An emphasis will be placed on using accessible terminology, and assistive technology such as text to speech software to ensure accessibility by persons with visual impairments.

The EORE Advisory Group (AG) – a group of over a dozen organisations that came together out of concern about underinvestment in risk education and committed to strengthening this mine action pillar – will provide external quality management for the project.

# Description of the Assignment

The GICHD seeks an e-learning consultant(s) or company to lead the first phase of the design and development of the EORE Essentials E-Learning Course, in line with the approved concept note and similar to the already established Gender and Diversity in Mine Action e-learning course.

S/he will be a key member of the GICHD Project Team, where s/he will be looked to for:

- Guidance from an adult learning (andragogy) perspective, including advice on if the learning objectives are realistic and suggestions for practical steps that need to be taken;

- Ideas on how to translate the concept note – including the behavioural change pyramid (annex 1) and sample structure (annex 2) – into a coherent, interactive, scenario-based e-learning course capable of achieving the learning objectives; and

- Hands-on leadership in driving the development of the course at a technical level, including drafting the written content, overseeing the production of the visual content and managing the building of the course on the e-learning platform.

Other members of the project team will include technical experts on EORE who will be responsible for providing subject-matter materials and guidance to the Consultant(s), liaising with internal and external stakeholders including for the peer review process, and conducting outreach for the launch of the course. Additional service providers may be recruited if needed, for example for the production of animations or illustrations for the visual content.

The Consultant(s) will be expected to meet regularly (online or offline) with the GICHD Project Team to discuss the course's development.

# Scope of Work

## 1. Inception

The Consultant(s) will be required to meet with the GICHD Project Manager to discuss and clarify the Terms of Reference and the content of the assignment. The GICHD will provide the Consultant(s) with a material package and list of suggested contacts from whom additional materials can be sought. Based on this meeting and building on the methodology proposed, the Consultant(s) will submit to the GICHD project manager a detailed workplan with timeline. During the inception process, the Consultant will also be introduced to relevant stakeholders for project.

Timeframe: 23-27 November

## 2. Material Review and Storyboard

The Consultant(s) is expected to review existing materials and develop a complete storyboard for the EORE Essentials E-Learning course – and to revise the storyboard based on feedback received through the peer review process. The concept for the storyboard should be scenario-

based and interactive, and it should cover the full EORE project cycle. It should align with the concept note that has been approved and be similar in style to the GICHD's Gender and Diversity E-Learning course.

Tentative timeframe: November-December 2020

### 3. Development of Written and Visual Content for First Module

The first module of the EORE Essentials e-learning course will be an introductory module focusing on what risk education is and why it is important. This module will be particularly relevant for stakeholders who are *not* EORE practitioners – such as donors, mine action stakeholders working on other pillars, and other humanitarian, protection, development or education actors. It is proposed that this module will be launched first and will be capable of functioning as a standalone module for those who do not need the full course.

The Consultant(s) will be responsible for developing all written and visual content for the first module – drawing on existing materials and resources to the extent possible and where permission has been given. This includes:

- Translating subject-matter inputs and technical materials into accessible content that supports the learning objectives;

- Providing drafts of all written content including scripts; and

- Overseeing the production of visual content (including developing technical and cost proposals for any additional service providers needed, communicating the requirements to the service provider(s) and liaising with them for modifications).

The Consultant(s) will also be required to revise the content based on feedback received through the peer review process.

Tentative timeframe: Q1 2021

### 4. Build of First Module in E-Learning Platform

Finally, the Consultant will manage the building of the first module on the e-learning authoring tool (preferably on Rise 360), including incorporating any final adaptations as necessary for its approval/endorsement. At the end of this process, the first module should be ready for launch in English on the GICHD's Online Training Platform.

Tentative timeframe: March-April 2021

### 5. Potential for follow-on activities

Following the launch of the first module, the GICHD foresees a second phase of the project for the development and launch of the remainder of the e-learning course. In this case, there may be a possibility for a follow-on assignment for the Consultant(s) should both parties be interested. The second phase will be contingent on the securing of additional funds for the project and therefore is not included in the scope of this tender.

Tentative timeframe: Q2-Q4 2021

# Deliverables

The consultant will be measured and remunerated according to delivery of the following products:

| Description of Service | Approximative Deadline* |
|---|---|
| 1. Inception | |
| Detailed workplan with timeline | 23-27 November |
| 2. Material Review and Storyboard | |
| Storyboard outline draft | 31 December 2020 |
| Revisions to storyboard based on feedback from peer review process | 2 weeks after receiving consolidated comments |
| 3. Development of Written and Visual Content for the First Module | |
| Development of <u>written</u> content | 1 February 2021 |
| Revision of written content based on peer review feedback | 1 week after receiving comments |
| Development of <u>visual</u> content | 1 March 2021 |
| Revision of visual content based on peer review feedback | 2 weeks after receiving comments |
| 4. Build of the First Module on the E-Learning Platform | |
| Completion of building of first module | 1 April 2021 |
| Revision of first module based on peer review feedback | 2 weeks after receiving comments |

*The above approximative deadlines shall be confirmed during the inception process, based on the work plan submitted by the Consultant(s).

All deliverables, including original files, records, documents and other tangible items made, used or held by the Consultant in the course of providing the services will be and remain at all times the property of the GICHD.

# Delivery dates and locations of the services

## Location

The task is expected to be conducted remotely.

## Duration

Activities under this project are expected to commence upon the finalisation of the contract by 20 November 2020. The overall assignment is expected to be completed according to planned schedule and at latest by **30 April 2021** with the approval of the first module of the e-learning course by the GICHD Management and endorsement by the EORE AG. It is not envisaged that the project will be full time.

# Required Expertise

An e-learning consultant or company with extensive experience designing and developing e-learning content for adult professional audiences is required to complete the assignment. S/he will ensure the timely and effective implementation of the tasks and the delivery of all required outputs in line with the agreed contract. S/he will be responsible for liaison between the GICHD and the relevant stakeholders involved in the tasks and/or whose inputs are required for completing the tasks, with the exception of the peer review process that will be managed by the GICHD Project Manager.

The prospective consultant will be **required** to have the following qualifications and skills:

- A degree in instructional design, andragogy/adult learning, or other relevant educational degree or qualification;
- Minimum 5 years of experience at the level of expertise required to carry out the main duties and responsibilities of this position;
- Extensive knowledge of adult learning principles;
- Experience adapting content into creative and interactive e-learning courses that capture the attention of users and support knowledge retention;
- Experience integrating microlearning, interactive scenarios, gamification and/or social elements of e-learning;
- Proficiency in building interactive e-learning content on Rise 360 (or willingness and capacity to learn);
- Fluency in English with strong writing skills, including an ability to convey complex subject matter in easy-to-understand language;
- Ability to manage time efficiently, effectively handle multiple tasks and competing priorities, as well as meet deadlines;
- Ability to work independently and as part of a team;
- A proactive yet flexible mindset.

In addition, the following qualifications and skills are **desirable**:

- Experience in or working with the humanitarian, protection or development sector;
- Familiarity with behavioural change approaches (BCC/SBCC) or risk communication and community engagement (RCCE).

# Application

## Legal Requirement

Interested candidates/entities must provide a guarantee that they have independent legal identity (registered to a commercial register or similar institution) or that s/he is a legally self-employed/independent worker and have been registered as a legal business entity.

By applying to the tender, the applicant authorises the GICHD to use their personal information to administer the tender and for internal purpose only. The detailed information will not be passed onto other parties without obtaining the applicant's explicit written consent first.

## Applications

Each applicant must submit the following as minimum:

1. A **technical offer** specifying the methodology used to complete the requested services, including a proposed timeline to complete each task and its associated deliverables.
2. A **financial offer** specifying the number of days needed to accomplish the mandate, the daily fee, as well as any other estimated professional costs, if relevant.
3. Sample(s) of previous e-learning courses developed
4. CV of consultant(s)
5. Two reference contact details.

**Currency:** The offer shall be presented in Swiss Francs (CHF)

**Language:** The application must be submitted in English

**Submit to:** consultants@gichd.org (CC: m.laruelle@gichd.org)

Successful applicants will be contacted and informed of the status of their applications.

**The deadline for application is 16 November 2020. Applicants are invited to apply as early as possible. The applications will be assessed on a rolling basis.**