

# Request for Offer

## *Instructional Design of Technical Survey E-learning Course*

### Introduction

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

The Geneva International Centre for Humanitarian Demining (GICHD) works towards reducing risk to communities caused by explosive ordnance, focusing on landmines, cluster munitions and ammunition stockpiles. The Centre helps develop and professionalise the sector for the benefit of its partners: national and local authorities, donors, the United Nations, other international and regional organisations, non-governmental organisations, commercial companies, and academia. It combines four lines of service: field support focused on advice and training, multilateral work focused on norms and standards, research and development focused on cutting-edge solutions, and facilitating dialogue and cooperation.

Collectively, our advisors support around 40 affected states and territories every year while working very closely with partner organisations to achieve our goals. This work is made possible by core contributions, project funding and in-kind support from 30 governments and organisations. The GICHD stays flexible in its response to needs and changes in its working context. The GICHD is a Swiss foundation and benefits from its location in Maison de la Paix in Geneva to cooperate closely with organisations dedicated to humanitarian action development, disarmament, peace and security.

**Reference number:** RFO/2023/SYU/01

**Posting date:** 01.09.2023

**Deadline for submission of the Request for Offer form:** 11.09.2023, 23.59 Geneva Time

**Currency:** The proposal and quotation shall be presented in Swiss Francs (CHF)

**Language:** The proposal and quotation shall be submitted in English.

**Submit to:** [consultants@gichd.org](mailto:consultants@gichd.org)

### Background

Through internal consultations, supported by course feedback received from the wider sector, GICHD has identified the need to consolidate some of its training and to develop a principal package for Land Release training. The course combines e-learning, virtual sessions, and practical exercises. One of the main components of the Land Release course is the Technical Survey, for which the development of the e-learning part is required.

This will be a combination of self-learning, supported by a virtual session at the end of the e-

learning.

To access and complete the course, users must create an account on the GICHD training platform at [training.gichd.org](https://training.gichd.org), following the instructions 'How to apply' at the bottom of the page.

The Technical Survey Unit is composed of 8 modules articulated as follows:

- Module 1: Introduction to Technical Survey
- Module 2: Different Assets for the Technical Survey
- Module 3: Terrain and Threat Analysis
- Module 4: Targeted and Systematic Approaches
- Module 5: Criteria for reduction and expected outputs from the TS
- Module 6: Quality management processes for the TS
- Module 7: Cluster Munition Remnant Survey (CMRS)
- Module 8: Scenario-Based Task (for students to complete)

Virtual sessions and testimonials will be developed by the GICHD Team and embedded within the TS Learning Unit. This will be discussed with the selected developer to ensure a smooth transition between various course segments.

The whole e-learning course will be delivered through the online learning platform Blackboard.

## Scope of Work

The selected Company or Consultant(s) will support the GICHD Team by providing support with the design of e-learning/multimedia products and their development over a period of 3 months with the following scope:

- Design and development of the interactive modules for the course
- Design the interactive exercises embedded into lessons
- Support the overall course flow and ensure a smooth transition between course segments

## Service provider qualifications

A Consultant(s) or Company with extensive experience with instructional design multimedia development of e-content on Articulate Rise is required to complete the assignment. The provider will ensure the timely and effective implementation of the tasks and the delivery of all required outputs per the agreed contract.

More specifically, the prospective provider will be required to have the following qualifications and skills:

- Proven extensive experience in instructional design and multimedia development
- Proven experience in designing and developing e-learning content for adult audiences
- Excellent knowledge of Rise 360
- Ability to work with XLIFF files for translation of e-learning content

- Proven experience using Adobe Illustrator, Camtasia, Final Cut Pro X
- Good project management skills and ability to deliver within tight timeframes
- Excellent professional knowledge of English
- A proven track record of implementing similar projects to those outlined in the scope of work, reflected in the company profile
- Familiarity with disability-friendly design to ensure that the content and design are gender and diversity inclusive.
- Good understanding of GICHD's style guide
- Experience in or working with the non-profit, humanitarian or development sectors
- Ability to work independently and as part of a team
- A proactive yet flexible mindset

The Company or 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 company with a material package and source files. Based on this meeting and building on the methodology proposed, the Company will submit to the GICHD project manager a detailed work plan with a timeline. During the inception process, the Company will also be introduced to relevant stakeholders for the project. Timeframe: mid-Sept.

## Delivery dates of the services

Activities under this project are expected to commence in Sep 2023 for a period of 3 months, with a possibility for follow-up projects.

Description of Service	Approximative Deadline*
Kick-off meeting	Mid-Sept 2023
Detailed workplan with a timeline	End of Sept 2023
Course structure and storyline	Mid-Nov 2023
Development of content	End of Nov 2023
Revision of content based on GICHD feedback	One week after receiving comments
Final delivery of package	Dec 2023

\*The above approximative deadlines shall be confirmed during the kick-off meeting based on the work plan submitted by the Company/consultant (s).

It is not envisaged that the selected Company / Consultant(s) will work full-time. Still, they should have time to support the GICHD team flexibly, especially during review processes.

All deliverables, including original files, records, documents, and other tangible items made, used or held by the Company / Consultant(s) while providing the services, will be and remain at all times the property of the GICHD.

## Location

The task is expected to be conducted remotely with regular online meetings with the GICHD project manager.

## Duration

Activities under this project are expected to commence upon the signature of the contract by mid-September 2023, after the kick-off meeting. The overall assignment is expected to be completed according to the planned schedule and, at the latest, by **24 December 2023**.

## Pricing/fees

The selected consultant will present a detailed quote for each deliverable, describing tasks, the number of days required to complete the project and the daily rate.

## Legal requirement

Interested candidates must guarantee that they are registered as an independent legal consultant or company in Switzerland. The selected consultant or company are expected to enter a contract with the GICHD that is based on the GICHD standard contract template, incorporating a Code of Conduct.

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

## Proposal submission

All questions for clarification and submission of proposals can be done through email: [consultants@gichd.org](mailto:consultants@gichd.org)

The GICHD will accept applications until **11.09.2023, 23.59 Geneva Time**.

The consultant shall provide a coherent, organised and clear proposal in response to the request and submit the following elements:

1. Name of individual(s) and their function and address.
2. A short portfolio/examples of previous design work with non-profits, humanitarian, or development sectors (3-4 projects).
3. A short text to show the capacity to deliver the specific services within the next 3 months
4. CV of consultant(s).
5. Testimonials/reference(s) from previous client(s). Reference contact details are required.
6. A proof of registration as an independent consultant or company in Switzerland.

7. A financial offer specifying the daily fee, as well as any other estimated professional costs, as per the below table.

<b>Services</b>	<b>Days/Units</b>	<b>Rate in CHF</b>	<b>Total, including VAT</b>
<b>Fees</b>			
Daily fees			
<b>Other costs (estimates)</b>			
<b>Total</b>			

Equipment such as laptops with word processing software and other software needed for the purpose of the consultancy (i.e., Rise Articulate) are not covered by the GICHD and should be included in the consultant services at no extra cost.

## Evaluation of proposals

The evaluation of proposals will consider the following elements:

- The ability to undertake the scope of the work and deliver its outputs
- Competitiveness of the offer
- Proven and documented experience in delivering similar outputs

The GICHD may request additional information from the applicants during the selection process and may request to receive references from other clients of the applicants.