

Request for Offer

Instructional Design and Translation of 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 description 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, with a focus 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 does so by combining 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 to 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/EORE/01

Posting date: 20.04.2023

Deadline for submission of the Request for offer form: 03.05.2023, 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

Background

An Explosive Ordnance Risk Education (EORE) [Sector Mapping and Needs Analysis](#) carried out by the GICHD in 2019 found that there was a need to increase access to EORE global trainings for practitioners. Against this background, the GICHD developed through a highly collaborative process an EORE e-learning course divided into two parts:

An entry-level e-learning course ‘**Introduction to EORE Essentials**’ which was launched in July 2021 in English. A [trailer](#) was created and used to promote the module. This course was designed

for professionals involved in the management of EORE programmes as well as stakeholders who could benefit from enhanced general understanding of the risk education pillar such as donors, protection, education and development actors. Since its launch, the course has been translated in Arabic and Ukrainian and complete by +1000 learners. A French version will be released in June.

To access and complete the course, users must first create an account on the GICHD training platform at training.gichd.org following the instructions 'How to apply' at the bottom of the page.

Following the launch of the entry-level e-learning, the GICHD started developing an '**Advanced EORE e-learning**' focusing on the EORE project cycle specifically for field practitioners. This longer and modular course will be launched in June 2023 alongside a tailored **short teaser video**. The advanced e-learning is composed of 6 modules articulated as follows:

- Module 2.1: Scenario
- Module 2.2: Planning and Analysis
- Module 3: Design of an EORE programme
- Module 4: Implementation, coordination and integration of EORE interventions
- Module 5: Monitoring, Evaluation, Accountability and Learning
- Module 6: Conclusion

Modules 2.2 to 5 take approximately 2 hours each to complete and contain multimedia (i.e. audio testimonials, expert videos and animated videos) and interactive exercises to engage learners.

The e-learning courses were developed on Articulate Rise. The EORE e-learning journey (introduction and advanced courses) was developed by the GICHD with the support of the [EORE Advisory Group](#) and a dedicated group of EORE thematic experts from across organisations who provided quality management.

Scope of Work

The selected Company or Consultant(s) will support the GICHD EORE team by providing support with the design of communications materials and translations of e-learning/multimedia products over a period of 8 months with the following scope:

a) Translation of the 'Advanced EORE e-learning course'

Scope:

- Target language: French
- Text translation and media transcription
- Translation of SurveyMonkey Excel files, Padlet and links integration
- Voice-over recording and text integration for animated video
- Text integration and subtitling for experts videos
- Voice-over recording for audio testimonials
- Subtitling for all videos
- Building of the translation in Rise and publishing in SCORM
- Test and adjustments
- Quality Assurance

b) Development of a 2-minute teaser video in English to promote the 'Advanced EORE e-learning'

Scope:

- Develop a short video to communicate about the advanced course in line with the existing trailer for the 'Introduction to EORE Essentials' to be published on the GICHD YouTube channel. For consistency, the video must follow the visual identity and model of the existing trailer of the 'Introduction to EORE Essentials' course.

c) **Translation of the new teaser video** for the 'Advanced EORE e-learning course'

Scope:

- Target language: French
- Translation of text and screenshots replacement

d) **Translation of the existing teaser video** for 'Introduction to EORE Essentials'

Scope:

- Target languages: Ukrainian and French
- Translation of text and screenshots replacement

Service provider qualifications

A Consultant(s) or Company with extensive experience with instructional design, multimedia development and translation 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 in line with 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 French and 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 EORE 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 workplan with a timeline. During the inception process, the Company will also be introduced to relevant stakeholders for project. Timeframe: mid-May.

Delivery dates of the services

Activities under this project are expected to commence in May 2023, for a period of 8 months, with a possibility for follow up projects.

Description of Service	Approximative Deadline*
1. Inception	
Detailed workplan with timeline	Mid-May 2023
2. Translation of the 'Advanced EORE e-learning course in French	
Delivery of translated e-learning on Rise and SCORM file	31 December 2023
3. Development of a 2-minute teaser video for the Advanced EORE e-learning in English	
Development of written content	End May 2023
Revision of written content based on GICHD feedback	1 week after receiving comments
Development of visual content	Early June 2023
Revision of visual content based on GICHD feedback	1 week after receiving comments
Final delivery of teaser video	Mid-June 2023
4. Translation of the 2-minute teaser video for the Advanced EORE e-learning in French	
Final delivery of French version of the teaser video	End July
5. Translation of existing teaser for the Introduction to EORE Essentials e-learning in French and Ukrainian	
Final delivery of French and Ukrainian translations	End July

*The above approximative deadlines shall be confirmed during the inception process, 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, but he/she should have time to support the EORE team on a flexible basis, especially during review processes.

All deliverables, including original files, records, documents and other tangible items made, used or held by the Company / Consultant(s) in the course of 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 EORE programme manager.

Duration

Activities under this project are expected to commence upon the signature of the contract by mid-May 2023. The overall assignment is expected to be completed according to planned schedule and at latest by **31 December 2023**.

Pricing/fees

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

Legal requirement

Interested candidates must provide a guarantee that they are registered as an independent legal consultant or company in Switzerland. The selected consultant or company are expected to enter into 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 authorizes 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.

Proposal submission

All questions for clarification and submission of proposals can be done through email: consultants@gichd.org

The GICHD will accept applications until **04.05.2023, 23.59 Geneva Time**.

The consultant shall provide a coherent, organized 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 8 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.

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

Equipment such as laptops with word processing software and other softwares 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.