

Request for Proposals

Technical Upgrading, Adaptation and Technical Support in Delivery of an e-Learning Course: Introduction to Gender Mainstreaming at Local Level

1. Summary of Requirements

The Network of Associations of Local Authorities of South East Europe (in the rest of the document referred to as “NALAS”), implements the project “Promoting E-learning and regional knowledge base development on GRB”, within the framework of the regional UN Women project “Promoting Gender Responsive Policies and Budgets: Towards Transparent, Inclusive and Accountable Governance in Republic of North Macedonia”.

The project is focused on expanding contemporary learning opportunities for the municipal staff and local practitioners regarding gender mainstreaming and gender responsive budgeting. Ensuring political commitment of the women elected officials at local level from SEE for promotion of gender mainstreaming and GRB is also considered as key project’s achievement. In addition, the project will contribute in engendering local service delivery and practical application of gender mainstreaming concept in the municipal solid waste management.

More specifically to this RfP, the project’s Expected Result 1 is focused to upgrading the e-learning course “INTRODUCTION TO GENDER MAINSTREAMING AT LOCAL LEVEL” (GMLL), to expand access and to support delivery of the content among LGAs and their members in order to increase the awareness, knowledge and capacities on gender equality and GRB.

Finally, the project will contribute to an increased regional cooperation in the area of gender equality among the associations of local governments and will upgrade the Knowledge Centre and NALAS e-Academy by making tools, resource materials and e-course on gender mainstreaming and gender responsive budgeting available to the local self-governments.

In the frame of the project, NALAS requests proposals from interested companies for provision of services related to technical upgrade of the English version of the e-learning course “Introduction to Gender Mainstreaming at Local Level”, its adaptation in 4 local languages and technical support in delivery of the lingual courses.

2. Invitation

Companies with proven experience and expertise in ICT, developing e-learning courses, interactive multi-media products and on-line learning tools are invited to respond to this Request for Proposals.

3. Request for Proposals Terminology

The following terms will apply to this Request for Proposals and to any subsequent Contract. Submission of a proposal in response to this Request for Proposals indicates acceptance of all the following terms:

Terminology

- a) “NALAS” means the Network of Associations of Local Authorities of South East Europe;
- b) “Contract” means the written agreement resulting from the Request for Proposal executed by the NALAS Secretariat and the successful vendor;
- c) “Contractor” means the successful vendor selected from this Request for Proposal;
- d) “Must”, “Mandatory” or “Required” means a requirement that must be met in order for a proposal to receive consideration;

- e) “Consultant” means a company that submits, or intends to submit, a proposal in response to this Request for Proposal.

4. Closing Date and Location

To be considered, proposals must be received in electronic form not later than **05 March 2020 (Thursday), 16:00 (CET)** at info@nalas.eu, with Subject: **Offer for Upgrading GMLL e-Learning Course**.

5. Enquiries

This Request for Proposal can be downloaded from the NALAS website at www.nalas.eu. For any questions about the content of this RfP, please contact NALAS Knowledge and Communications Manager, Ms. Jelena Janevska, at janevska@nalas.eu, or +389 2 3090818.

6. Ownership of Proposals

All documents, including proposals submitted in response to this Request for Proposals become the property of NALAS. However, only the submissions by the successful Consultant will be used. Once a contract has been awarded, the name of the successful consultant will be available to the public upon request.

7. Scope and Objectives of the Assignment

Within this RfP the Contractor will:

- 1) ***Review and upgrade the content of the e-learning course in English language in accordance to the revised content materials.***

The e-learning course includes a number of technical and visual solutions to support the learning process, such as readings, presentations, presentations with voiceover, videos, quizzes, exercises, case studies, etc.

The target groups for the course are the local decision makers and management from Local Government.

The e-Learning Course on Introduction to Gender Mainstreaming at Local Level is part of NALAS e-Academy (<http://nalas-academy.com/>), and thus developed based on the standards introduced in the existing courses offered by NALAS e-Academy.

The course is developed in the Moodle platform.

Upon request, Consultants will be provided with access to the e-learning course.

The course is organized in 4 modules with respective content as follows:

Module	Module Content	Materials available/Specification of the work to be done by the vendor
Cover Page	Introduction	
	Introduction <ul style="list-style-type: none"> ○ Course overview ○ Target audience ○ Course features 	<ul style="list-style-type: none"> ○ Introductory text ○ Videos ○ List of readings /bibliography
Module 1		
	Gender equality at local level	<ul style="list-style-type: none"> ○ Required reading (footnotes to be included) (12 sections-web pages, named as TOPIC, 16 Word pages) ○ Forum Discussion questions and Test Quiz questions (2 sections-web pages, 2 Word pages) ○ Municipalities Best practices (2 section, 2 Word pages) ○ Voice over GE (7 Word pages) ○ PPP (14 slides) ○ Literature (1 Word page) ○

Module 2		
	Gender Responsive Budgeting at Local Level	<ul style="list-style-type: none"> ○ Gender Responsive Budgeting required reading (5 sections-web pages, named as TOPIC, 18 Word pages) ○ Handout – Costing (downloadable version in Word) ○ Handout Policy Appraisal (downloadable version in Word) ○ Handout Situation analysis (downloadable version in Word) ○ Municipalities Best practices (2 section, 2 Word pages IT IS THE SAME DOC AS FROM MODULE 1) ○ Forum Questions and Test Quiz Questions (2 sections-web pages, 3 Word pages) ○ PPP (23 slides) ○ Voiceover Text for the presentation (12 Word pages) ○ Literature (1 Word page)
Module 3		Note: No changes are required within this Module for the English version!
	Local Government Associations as promoters of gender equality at local level	<ul style="list-style-type: none"> ○ Required reading (footnotes to be included) (7 sections-web pages, named as TOPIC, 17 Word pages) ○ Forum Discussion questions and Test Quiz questions (2 sections-web pages, 2 Word pages) ○ Voiceover text the role of LGAs Module 3 (6 Word pages) ○ PPP (11 slides) ○ Literature (1 Word page)
Module 4		
	Best Practices in promoting gender equality at local level	<ul style="list-style-type: none"> ○ Introduction (1 section-web pages, 1 Word page) ○ Case study 1 public expenditure (3 Word pages) ○ Case study 2 Gender budget impact on time use (1 Word page) ○ Exercise and discussion for application of GRB tools (3 sections-web pages, 17 Word pages) + 2 downloadable handouts

2) *Adapt the complete technical solution for a comprehensive e-Learning course on Introduction to Gender Mainstreaming at Local Level in Macedonian, Albanian, Serbian and Turkish language.*

This shall include technical adaptation of all elements of the English version content into 4 lingual versions.

All five lingual versions – English, Macedonian, Albanian, Serbian and Turkish should ensure appropriate platform for management of the course, including registration of participants, assigning roles (course coordinator, course facilitator), system for automatic scoring and review of performance by the course coordinator and facilitator, automatic e-mail notifications (for forum posts, assignments, etc.), calendar of events, and all other functionalities that the latest version of Moodle can provide

All lingual version of the course shall retain the same technical and visual look of the course.

3) Provide technical support in delivery e-learning course in Macedonian, Albanian, Serbian and Turkish language.

In the course of the project duration until October 2021, two cycles of delivery of each lingual version of the GMLL e-learning course is planned. Therefore, the Contractor shall provide technical support in 8 (eight) cycles of course delivery in the period April 2020 – October 2021.

8. Deliverables under the contract

As result of the contract, the full comprehensive e-Learning course on Introduction to Gender Mainstreaming at Local Level should be upgraded, in Moodle platform, in English language and developed lingual versions in Macedonian, Albanian, Serbian and Turkish language. Technical support in delivery of the 4 lingual courses shall be ensured, too.

In details, this includes:

- a) Revision and upgrading of e-learning course on GMLL in English language
- b) Adaptation of the GMLL e-learning course to national languages (Macedonian, Albanian, Serbian and Turkish):
 - Audio adaption of 4 lingual versions of the GMLL courses – voice over
 - IT alignment of e-learning courses in 4 languages
- c) Developing a fully functional back-end functionalities of all lingual versions of the courses (including registration of participants, assigning roles, system for automatic scoring and review of performance by the course coordinator and facilitator, automatic e-mail notifications, etc.);
- d) Embedding the produced courses at NALAS e-Academy (Moodle platform);
- e) Providing users manual for administering the course.
- f) Technical support in e-learning course delivery in 2 cycles for each of the lingual versions - Macedonian, Albanian, Serbian and Turkish language.

All deliverables under this RfP should be approved by NALAS Program Officer in charge for this project and NALAS Knowledge and Communications Manager.

9. Timeline of deliverables

	Deliverables	Time of delivery
1.	Revision and upgrading of e-learning course in English language and embedding at NALAS e-Academy (Moodle platform)	11 March – 11 April 2020
2.	Adaptation of e-learning course to national language (Macedonian) and embedding at NALAS e-Academy	10 March – 10 April 2020
3.	Providing user's manual for administering the course	13 April – 17 April 2020
4.	Adaptation of e-learning course to national languages (Albanian, Serbian and Turkish) and embedding at NALAS e-Academy	15 June – 20 August 2020
5.	Provision of technical support in delivery of the 4 lingual courses each per year, 8 cycles of delivery in total for the period of the Assignment.	1 May 2020 – end of October 2021

10. Proposal submission

The following format and sequence should be followed in order to provide consistency in Consultants' responses and to ensure each proposal receives full and fair consideration. All pages should be consecutively numbered.

Technical Offer:

- a) Cover Page, showing Company's name, address and contact information;
- b) Presentation of the company and its suitability for the assignment;
- c) A document for registered activity as evidence that the provider is registered as a legal entity for performing the activity related to the subject of the Services
- d) Documents confirming the financial capability of the company
- e) Proposal, including objectives, approach, functionalities, technical issues, proposed time frame and activity plan.

Financial Offer:

The Financial Offer shall contain the total budget for execution of the task, showing separately the expert fees for each of the deliverables presented in the following table:

	Deliverables	Units	Expert fee Unit price without VAT (EUR)	VAT	Total EUR
1.	Revision and upgrading of e-learning course in English language and embedding at NALAS e-Academy (Moodle platform)	1			
2.	Adaptation of e-learning courses to national languages and embedding at NALAS e-Academy platform: - Macedonian, - Albanian, - Serbian and - Turkish	4			
3.	Providing user's manual for administering the course	1			
4.	Provision of technical support in delivery of the 4 lingual courses each per year. 8 cycles of delivery in total for the period of the Assignment March 2020 – October 2021	8			
5.	Additional expenditures (if any)				
				TOTAL (EUR):	

Additional expenditures (if any) should be justified in addition to the services determined within the table provided above.

The prices should be stated in EUROS, VAT shown separately, following the specified Terms of Payment.

Capacity Guarantee:

- a) A consultant Reference List with at least 3 similar tasks conducted;
- b) Detailed CV of the experts proposed to execute the assignment;

11. Technical or professional ability of the applicants

In order to qualify as capable of performing the contract for public procurement in terms of its technical and professional qualifications, the applying company must meet the following minimum requirements:

- The company has a solid expertise in ICT, developing e-learning courses and developing on-line learning tools;

- The company has prepared/executed at least 3 similar assignments;

12. Evaluation Criteria and Scoring

Evaluation of proposals will be undertaken by NALAS Evaluation Committee. The proposals will be evaluated and rated based on the criteria set out in this RfP. In order to do so:

- The proposal must be submitted in English;
- The proposal must be submitted by the stated deadline;
- The proposal must clearly list, in details, what services will be provided with the associated costs for each component;
- The responses must contain a list of references of past projects and work of this nature, with contact names and telephone numbers.

The Evaluation Committee will evaluate the proposals based on the following criteria:

- 70% Company's Capacity: relevance of company's and suggested personnel's expertise and experience for fulfilling the tasks under this RfP;
- 30% Financial Offer.

13. Terms of Payment

The payment will be done in instalments upon provision of particular deliverables and receiving all specified documents in line with the Chapter 9 of this RfP.

14. Modification of Terms

NALAS reserves the right to modify the terms of the RfP at any time at its sole discretion.

15. Consultant Expenses

Consultants are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with NALAS. Short-listed proposals may be asked to make a presentation to the Evaluation Committee, which will be solely at the Consultants own expense.

16. Acceptance and Rejection of Proposals

NALAS may not necessarily accept the lowest priced proposal or any proposal. At its sole discretion, NALAS reserves the right to reject any or all proposals received and to accept any proposal which it considers advantageous, whether or not it is the lowest priced proposal. NALAS is not under any obligation to award a contract, and reserves the right to terminate the Request for Proposal process at any time, and to withdraw from discussions with all or any of the Consultants who have responded. NALAS reserves the right to accept the proposed offer in total or in part, to reject any or all offers, to waive any minor informalities, irregularities, or technicalities, and to accept the offer deemed most favourable to the Network.

17. Contract Negotiation

NALAS reserves the right to negotiate specific terms of the contract with the short-listed proponents prior to the final award of the contract. NALAS also reserves the right to negotiate specific terms of the contract with the Contractor as the contract progresses.

Thank you for your interest in submitting a proposal. It is hoped that the information provided is of value and should anything be unclear, please contact NALAS directly.