

Request for Proposals

Technical Development 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"), within the project "Creating a knowledge base and developing the capacities of NALAS to promote gender responsive budgeting among its member associations", supported by UN Women requests proposals from interested organizations/companies for the provision of professional services to technically develop an e-Learning Course on Introduction to Gender Mainstreaming at Local Level, based on already developed full content of the course.

2. Invitation

Organizations/companies with proven experience and expertise in teaching and learning methodologies, ICT, preferably 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 **12 September 2016 (Monday), 16:00 (CET)** at info@nalas.eu, with Subject: Offer for technical development of an e-Learning Course on Introduction to Gender Mainstreaming at Local Level.

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. Project Overview

The Project “Creating a knowledge base and developing the capacities of NALAS to promote gender responsive budgeting among its member associations” aim to strengthen NALAS functional structures and networks in: 1) promoting the Gender Responsive Budgeting (GRB) and 2) proposing local policy adaptation in the region of South East Europe as means to increase transparency, accountability and efficiency of local policies.

The project directly contributes to the implementation of the NALAS Strategic Plan 2013-2017 and the achievement of the following goals foreseen with the Operational plan:

- To initiate and support gender and youth sensitive budget planning at the municipal level in order to support and enforce the implementation of the municipal action plans;
- To plan the issue of “Youth and Gender planning and budgeting in municipal investments” at the Meeting Agenda of Task Force on Fiscal Decentralization (FD);
- To establish a link (mode of cooperation) among the Knowledge Management Assistants (KMAs), TF Members and Gender & Youth Focal Points, to explore the possibilities for their cooperation and identify the common fields of work (e.g., G&Y Focal Points to initiate gender and youth sensitive budget planning, KMAs to be involved in awareness raising activities etc.)

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 addition to this, the Project aims to produce a comprehensive e-Learning course, in English language, that will incorporate NALAS', its member LGAs and its partners know-how in the area of gender mainstreaming at local level and contribute to:

- 1) Increasing understanding and raising awareness about the need and importance of gender equality at local level and the benefits it brings to the community;
- 2) Introducing the concept of gender mainstreaming at local level;
- 3) Providing practical gender mainstreaming advices and tools;
- 4) Emphasizing the role that Local Government Associations (LGAs) should play to promote and support gender mainstreaming at local level;
- 5) Introducing the concept of Gender Responsive Budgeting at Local Level;
- 6) Showcasing best practices of gender mainstreaming at local level from SEE.

The course will be organised in 4 modules, as follows:

Module 1: Gender equality at local level

Module 2: Gender Responsive Budgeting at Local Level

Module 3: Local Government Associations as promoters of gender equality at local level

Module 4: Best Practices in promoting gender equality at local level

The e-learning course will include 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. This e-learning course will contribute to sustain and further implement project results even when the project is completed.

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 will be part of NALAS e-Academy (<http://nalas-academy.com/>), and thus be developed based on the standards introduced in the existing courses offered by NALAS e-Academy.

8. Scope and Objectives of the Assignment

Within this ToR the Contractor will:

1) *Review the developed content of the course*, as a base for developing the technical solutions for each element of the e-Learning course on Introduction to Gender Mainstreaming at Local Level.

2) *Develop the complete technical solution for a comprehensive e-Learning course on Introduction to Gender Mainstreaming at Local Level*. This shall include technical development of all elements of the course content developed for this course, consisted of 4 (four) Modules, as described in the table below.

Module	Module Content	Methodology and Tools	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 	Introduction to the topic Link to videos Link to bibliography	- Introductory text (2-3 pages) - Videos. The vendor will get the videos and will be responsible to incorporate the video in the course. - List of readings/bibliography (1 document)
Module 1			
	Gender equality at local level	Introductory text and read more PPP with voiceover Test Discussion forum Reference list Additional readings	-Introductory text (11 pages) -Power Point Presentation (PPP) (13 slides) -Voice-over for PPP (6 pages; the vendor has to record the voiceover and incorporate it with the PPP. This is done only in English language, for this and all other modules.) -Test (7 questions, right or wrong, with explanation) -Discussion forum for participants, with 4 questions -Reference list (1 page) -Additional readings (7 PDF documents)
Module 2			
	Gender Responsive Budgeting at Local Level	Introductory text and read more PPP with voiceover Testimonials Test Discussion forum Reference list and suggested readings	-Introductory text (10 pages) -Power Point Presentation (PPP) (13 slides) -Voice-over for PPP (5 pages; the vendor has to record the voiceover and incorporate it with the PPP.) -Testimonials from municipalities (3 pages) -Test (6 questions, right or wrong, with explanation)

			-Discussion forum for participants, with 7 questions -Reference list and suggested readings (1 page)
Module 3			
	Local Government Associations as promoters of gender equality at local level	Introductory text and read more PPP with voiceover Test Discussion forum Reference list Additional readings	-Introductory text (6 pages) -Power Point Presentation (PPP) (11 slides) -Voice-over for PPP (6 pages; the vendor has to record the voiceover and incorporate it with the PPP.) -Test (8 questions, right or wrong, with explanation) -Discussion forum for participants, with 4 questions -Reference list (1 page) -Additional readings (7 PDF documents and 1 Excel document)
Module 4			
	Best Practices in promoting gender equality at local level	Case study Test Discussion forum Additional readings	-Case study (8 pages) -Test (5 questions, right or wrong, with explanation) -Discussion forum for participants, with 4 questions -Additional readings (1 PDF publication)

3) *The course must be developed in the Moodle platform.* It 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.

4) *Work with the course content development vendor (engaged by NALAS) to ensure that the developed content is adequately transferred into the technical and visual look of the course.*

5) *Develop the course in 1 language version, in English language.*

The designed e-Learning Course on Introduction to Gender Mainstreaming at Local Level should take into considerations NALAS mission, objectives, strategies, specifics, as well as its visual identity.

The contractor should plan that it might be invited to present the course design, to up to 1 meeting.

All activities during the implementation of this ToR will be closely coordinated with NALAS to ensure coordination of approaches, activities, message delivery and branding.

All activities within this ToR shall be completed no later than **20 October 2016**.

9. 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 developed, in Moodle platform, in English language. In details, this includes:

- a) Developing the visual look of the course;
- b) Developing the full content of the course in English language, including introduction to the course and all online learning tools for each of the four (4) Modules, as specified in details under Section 8 (readings, case studies, testimonials, PPPs with voice-over, forum discussions, tests, bibliography, incorporating video, etc.);
- c) Developing a fully functional back-end functionalities 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.

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

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) Up to one page Letter of Introduction, signed by an authorized signatory;
- c) Table of Contents, including page numbers;
- d) Presentation of the company and its suitability for the assignment;
- e) A short summary of the key features of the proposal;
- f) Body of the proposal, including: objectives, approach, proposed visual look of the course, functionalities, technical issues, proposed time frame and activity plan.

Financial Offer:

- g) The Financial Offer shall contain the total budget for execution of the task, showing separately the expert fees and additional expenditures (if any). The prices should be stated in EUROS, VAT shown separately, following the specified Terms of Payment.

Capacity Guarantee:

- h) A consultant Reference List with at least 3 similar tasks conducted;
- i) Detailed CV/CVs 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:

- 40% Company's Capacity: relevance of company's and suggested personnel's expertise and experience for fulfilling the tasks under this RfP;
- 30% Technical Offer: proposed approach, solutions, work plan;
- 30% Financial Offer.

13. Terms of Payment

The payment will be done in 2 instalments after receiving all specified documents:

1. First instalment after delivering and approval of the deliverable a) Developing the visual look of the course, based on the budgeted cost for this activity
2. Second and final instalment of the remaining budget, after completing the assignment and approval of all other deliverables, as described in Chapters 8 and 9 of this RfP. *(to be submitted no later than 20 October 2016).*

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.