

Individual Consultant Procurement Call (ICP)

ICP Number:	#ATIC-UNICEF-2023-014: eLearning course development
Issuance date	September 28, 2023
Offer Deadline	October 12, 2023, 15:00 Chisinau time
Description	Development of an eLearning course for teachers to enhance child centered teaching through digital technologies and STEAM based learning.
For	“Tekwill in Every School” project
Funded by	UNICEF Moldova;
Issued by	Moldovan Association of ICT Companies (ATIC)
ATIC Point of Contact:	ebitca@ict.md – Ernest Bitca, “Tekwill in Every School” Project Manager csirbu@ict.md – Cristina Sirbu, Procurement Specialist.
Estimated start date	October 16, 2023
Assignment period	October 2023 – March 2024

Section 1: Instructions to Offerors

1. Background:

The National Association of ICT Companies (ATIC) is looking for eligible and responsible individual consultant(s) able to develop the content for an eLearning course for teachers to enhance child centered teaching through digital technologies and STEAM based learning. The eLearning course for teachers is to be created under the “Enhancement of child centered teaching in Cahul and Ungheni schools through digital technologies: STEAM teachers’ pilot project”. The project is financed by UNICEF and implemented by “Tekwill in Every School Program”, as described below in Section 1 (Instruction to Offerors).

For details on the required services, please refer to:

- *Section 3 – Technical Specifications*

About ATIC: THE MOLDOVAN ASSOCIATION OF ICT COMPANIES (“ATIC”) is the organization uniting over 96 companies, gathering over 9,000 employees.

Being established in 2006, ATIC is the action leading association and the voice of the Moldovan ICT industry that promotes the development of the ICT sector in Republic of Moldova through viable partnerships between companies, similar organizations, government, state institutions and international organizations. The association was founded to represent the industry on different policy and ATIC has an extensive experience in implementing a variety of educational and entrepreneurial projects for children, youth and adults. One of the priorities includes supporting women in TECH, women empowerment, and equal access to work opportunities.

About the UNICEF Humanitarian Programme for Enhancement of child centered teaching in Cahul and Ungheni schools through digital technologies: STEAM teachers’ pilot project

The project objective is to enhance gymnasium-level students’ interest towards learning by strengthening teachers’ knowledge and skills in applying digital instruments in their daily teaching activities. The initial focus will be on gymnasium-level and targeting STEAM disciplines, in 8 to 10 selected schools from Cahul and Ungheni.

The project approach involves the development of a high-quality and interactive online training course specifically designed for teachers, focusing on using digital instruments in order to deliver child centered teaching. Additionally, a comprehensive training and mentoring program will be implemented for STEAM teachers selected from selected schools, who will further develop STEAM-based projects using the acquired knowledge. This project aims to equip teachers with the necessary skills and knowledge to effectively implement child centered learning practices within their classrooms.

2. Application and Deadline: Offers must be submitted no later than **15:00, local Chisinau time, on October 12, 2023**

Offers received after the specified time and date will be considered late and will NOT be evaluated by ATIC.

Electronic Submission Only:

The only acceptable submission method is electronic – via email.

Any email offers must be sent to the following address:

to: csirbu@ict.md - Cristina Sirbu, ATIC Procurement Specialist

cc: ebitca@ict.md - Ernest Bitca, “Tekwill in Every School” Project Manager

Offers must be submitted in one package in pdf format files, including the Technical Quotation and Financial Offer and other mandatory documents required by this solicitation documents – details in Section 3 - Technical Specifications.

All offers must be prepared in one of the 3 languages: English, Romanian or Russian.

3. Questions: Questions regarding the technical or administrative requirements of this ICP may be submitted **no later than 15:00, local Chisinau time on October 10, 2023**, by email to ebitca@ict.md and **cc:** csirbu@ict.md Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that ATIC believes may be of interest to other offerors will be circulated to all ICP recipients who have indicated an interest in bidding.

Only the written answers issued by ATIC will be considered official and carry weight in the ICP process and subsequent evaluation. Any verbal information received from employees of ATIC or any other entity should not be considered as an official response to any questions regarding this ICP.

Specifications: Section 3 contains the technical specifications of the required services.

4. Offer: Offer in response to this ICP must be set on a fixed-price, all-inclusive basis of all costs required at Section 3.

Currency of Offer & VAT: Pricing must be presented in MDL (net).

Quotation validity: Offers must remain valid for no less than sixty (60) calendar days after the offer deadline. In exceptional circumstances, ATIC may request Consultants to extend the validity of the Offer beyond what has been initially indicated in this ICP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Offer.

Partial offer: NOT allowed

5. Mandatory documents to be submitted: Offerors responding to this ICP are requested to submit the following documents:

- CV;
- License in one of the required fields;

- Master in one of the required fields;
- Portfolio with description of experience in EdTech content development, and/or EdTech teacher training program development, or other relevant professional activities in the EdTech field (Minimum 5 years of);
- At least 1 contract that proves experience in designing, managing, implementing, piloting relevant activities in curriculum design (minimum 2 years of experience);
- Fully filled in Financial Offer;

6. Required Experience, Qualifications and Competencies:

Candidates for the requested role should possess a combination of education, experience, technical skills and personal qualities that demonstrate their ability to effectively develop a comprehensive plan considering the requirements described in this call.

Required Qualification Criteria:

Education :

- University degree in Education, IT, Social Sciences, or another relevant domain

Experience and knowledge

- At least 5 years of experience in EdTech content development, and/or EdTech teacher training program development, and/or EdTech project management or other relevant professional activities in the education, EdTech field
- At least 2 years of experience in designing, managing, implementing, piloting relevant activities in curriculum design.
- High level of analytical skills (copies of previous works/projects involving multidisciplinary teams to be provided)
- Experience in working with the Government of Moldova and/or UNICEF or other UN Agencies will be an asset.

Competences and skills

- Language skills: Excellent writing skills in English
- Basic computer skills, including knowledge of MS Office (Word, Excel, Power Point);
- Solution and results oriented;
- Excellent communication and reporting skills;
- Ability to meet deadlines.

The selected candidate will share commitment to the core democratic values, including, respect culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation differences, or other status.

ATIC is committed to workforce diversity and encourages to apply women, persons with disabilities, ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, who meet the requirements of this competition.

7. Evaluation and Award: The award will be made to a responsible bidder whose bid follows the ICP guidelines, meets the eligibility requirements and meets or exceeds the required minimum technical specifications and is deemed to be the best value on a lowest price, technically acceptable basis, experience, the visual appearance of the work to be executed, similar objects from the past and short production and installation terms. The lead time will also play an important role in selecting the winning consultant (shorter lead time will be considered an advantage). The Evaluation Committee may select the offer that proposes the faster execution of the services, even if the offer is not the lowest price, if the price difference with the lowest technically qualified offer is considered reasonable and acceptable and within the budget .

#	Evaluation Criteria	Maximum Points Obtainable
I. Professional Experience and Technical Offer		
1.	Technical Offer (comprehensive and comprehensible of the described request)	40 pts;
2.	Time availability to match the required timeframe	40 pts;
3.	Work Experience:	Max 80 pts;
	- License in one of the required fields	- 20 pts;
	- Master in one of the required fields	- 20 pts;
	- Minimum 5 years of experience in EdTech content development, and/or EdTech teacher training program development, or other relevant professional activities in the EdTech field.	Max. 20 pts; 10 + (2+2+2+2+2) - 5 years' experience - 10 pts; - for each additional year - 2 pt, up to 10 pts maximum;
	- Minimum 2 years of experience in designing, managing, implementing, piloting relevant activities in curriculum design (minimum 1 contract).	Max. 20 pts; - 1 similar contract – 10 pts; - 2 and more similar contracts – 10 pts; - lack of similar contracts – 0 pts;
4.	Language & Writing Skills:	Max. 40 pts;
	- English	- EN – 20 pts;
	- Writing skills in EdTech field	Max. 20 pts; - 1 report/article/curriculum – 10 pts; - 2 and more similar articles/report/curriculums in EdTech – 10 pts; - lack of similar contracts – 0 pts;
Total Points – Technical Proposal		Max. 200 points;

Minimum passing technical score – 70% of the maximum obtainable points (140 pts).

II. Financial Evaluation Scoring	
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ S – score received on financial evaluation; Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.	200

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

8. Contract: This ATIC will sign a service contract with the National Individual Consultant. The contract value will be a gross amount, including taxes and any mandatory benefits required by the Moldovan legislation.

9. Payment: Payment will be made based on provided deliverables and effectively worked days, based on certificates of acceptance for the provided services, accepted by ATIC representatives. Payments will be processed in MDL.

10. Duty Station: Service delivery place is the Republic of Moldova. Services will be provided by the Individual Consultant mainly remotely, but the Consultant shall be available to join physical meetings or site-visits shall that be necessary for the successful performance of the assignment. Deliverables will be provided to ATIC in the format required by ATIC.

11. Travel: With reference to necessary travel to Cahul, for site inspection, travel costs will be covered by the Project. All arrangements will be coordinated with the delegated project staff.

Section 2: Offer Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this ICP: the list of documents as per Section 1, p.5 Mandatory documents to be submitted.

Section 3: Technical Specifications and Requirements

Deliverables and Timeline:

The table below contains the technical details of the required eLearning course content to be developed. Offerors are requested to provide quotations, including any technical and administrative details regarding the services to be provided, containing the information below on official letterhead or official quotation format (Financial Form).

#	Required Services	Quantity	Estimated Timeframe
1	Elaborate the syllabus of an eLearning course for teachers on child centered learning and STEAM based learning.	Syllabus of approx. 20 lessons	By October 20, 2023
2	Validate the syllabus of the eLearning course with MER, partners, and education actors. Integrate the received feedback and present a final version of the syllabus.	1-2 meetings	By October 27, 2023
3	Content development of the eLearning course materials. Each lesson will consist of the following components: (a) Text Lesson: Written in a teacher-reader-friendly style, addressing teachers as peer colleagues. It should include practical examples. There are no indications of a specific number of pages each lesson should have as long as the content is concise and interactive. (b) Illustrations/Infographics: either by providing the description or examples of representative visuals that support the topic. Or by providing high-resolution ready to be used images/infographics. (c) Video Scripts: If new videos need to be produced or animated, script text should be provided. Existing video customization or translation may be required. The duration of a video will be between 1-3 minutes, with some exceptions, preferably not longer than 5 minutes. (d) Tasks and Assignments: Each lesson should include a minimum of one assignment with guidelines provided. (e) Interactive Exercises and Quizzes: Interactive exercises (e.g., drag and drop, matching images with text, filling the gaps, image cards, H5P elements) and quizzes with 5-10 questions each. Correct answers must be provided.	Developed content is to be provided in English, proofread, in Word document format. Approx. 20 lessons. Each lesson consisting of lesson texts, illustrations or infographics, video scripts (if applicable), assignments, and interactive exercises and quizzes).	By November 27, 2023

4	Validate the content of the first 3 lessons with MER, partners, and education actors. Integrate the received feedback and present a final version of the updated content for the first 3 lessons.	Updated 3 lessons	By November 03, 2023
5	Validate the content of the entire course developed with MER, partners, and education actors. Integrate the received feedback and present a final version of the updated content for the entire course.	Updated course (approx. 20 lessons)	By December 30, 2023
6	Participate in the review of the video production based on the previously provided scripts. Reviewing produced videos and providing feedback, validating that videos meet quality standards and align with course objectives.	Review and provide feedback to all video lessons (approx. 10)	By March 31, 2024

The submissions should contain:

1. CV
2. Technical Description
3. Financial Offer.

The Technical Proposal should include but not limited to the following:

- Detailed description of the methodology and technical approach
- Tentative work plan with timeframe and deadlines for deliverables
- At least one example of similar projects/assignments, containing the following:
 - Name of Client
 - Title of the Project/Study/ Assessment
 - Year and duration of the assignment
 - Scope of the Projects/Requirements
 - Proposed Solutions and Outcomes – include visuals, web-links, etc.

Content of Financial Offer:

The financial offer shall indicate total budget estimated in MDL, as well as a detailed breakdown of budget items. Payments will be based on outputs, i.e., upon delivery of the services specified in the TOR.