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Government of the Peoples' Republic of Bangladesh
Ministry of Public Administration
(Career Planning and Training Wing)

EOI Ref No.05.196.017.00.00.008.2013-

Date: 22/02/2015

**Request of Expression of Interest
For Delivery of Course Contents for eLearning Platform**

With funds from Access to Information (a2i) Programme II under MoU signed between Ministry of Public Administration (MoPA) and a2i, MoPA plans to offer various Online courses to the public sector officials on contemporary issues and knowledge/skill areas that would supplement the traditional face to face learning and would bring opportunities for continuous learning for government officials at their convenience.

The main objective of the assignment is to recruit an eLearning consultancy firm/IT company for providing Digital Contents for Online Course on Mobile Court for Executive Magistrates to upload in the eLearning Platform developed by a2i. The specific objectives of the assignment are as follows:

- Develop eLearning Platform compatible contents for the Online Course on Mobile Court;
- Upload the developed contents (text/images/audio/video) in to the eLearning Platform;
- Making developed materials available Online and ready for accessing them from the System;
- Update Course contents according to the requirements (if needed).

MoPA now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The selection criteria are as follows:

- a) Certificate of Incorporation/Registration of Consultants (firm);
- b) At least 2 (two) years of software development experience as IT/ITES industry;
- c) Experience in eLearning system development, delivery and maintenance;
- d) Availability of appropriate skills among staffs;
- e) Demonstrated capability in delivering projects with diversified technologies;
- f) Demonstrated capacity to handle such assignment in terms of resources.

The Consultant will be selected in accordance with the Selection of Consultants Based on Consultant's Qualifications (SBCQ) method set out in the Public Procurement Rules, 2008.

Interested Consultants may obtain Draft Terms of Reference (TOR) at the address below during regular office time 9.00 to 15.00 hours on all working days.

Expressions of Interest must be delivered in a written form withal relevant information and documents establishing eligibility to the address below by 5.00 pm March 12, 2015 in three sets (1 Original and 2 Copies) and clearly marked "Expressions of Interest for Delivery of Online Course Contents on Mobile Court for Executive Magistrates".

The authority reserves the right to accept or reject any or all EOI's or annul the process at any stage without assigning any reason(s) whatsoever and without incurring any liability to the affected applicant(s).



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Terms of Reference (TOR) for Delivery of Course Contents for eLearning Platform

1. Background

UNDP's Access to Information Programme (a2i) II, Prime Minister's Office has undertaken various initiatives in the area of capacity development of Bangladesh Civil Service (BCS). A2i had already made partnership with Ministry of Public Administration (MoPA) and several training institutes such as Bangladesh Public Administration Training Centre (BPATC) and Bangladesh Civil Service Administration Academy (BCSAA) for the implementation of eLearning.

With a broad title 'eLearning for BCS', MoPA and a2i Programme jointly plan to offer various Online courses to the public sector officials on contemporary issues and knowledge/skill areas that would supplement the traditional face to face learning and would bring opportunities for continuous learning for government officials at their convenience. A2i had already developed an eLearning platform for this purpose. BPATC and BCSAA are currently using this platform for their blended learning at all core courses. Some more public sector training institutes are also in the pipeline of using this platform. MoPA and a2i hosted Online courses will be launched in this platform very shortly.

Initially, two Online courses on 'Mutation' and 'Conducting Mobile Court by Executive Magistrates' were selected for this purpose. The first Online Course on 'Mutation' undertaken by a2i Programme is targeted for Assistant Commissioners (Land) and Assistant Commissioners working at different land offices across the country. The second Online Course on 'Conducting Mobile Court by Executive Magistrates' (CMCEM) is initiated by MoPA for the officials working both in the field administration and in various organizations. MoPA had received funds from a2i under a Memorandum of Understanding (MoU) and recruited consultants for this purpose. After a number of rigorous workshops, the Curriculum of MoPA's pilot Online course CMCEM had been finalized and by contacting subject-matter experts (SMEs) necessary scripts for this course are already made ready for Online/digital conversion.

Under this backdrop, this assignment needs to develop digital contents for the Online Course on CMCEM for fitting into a2i's eLearning Platform.

2. Objectives

The main objective of the assignment is to recruit an eLearning consultancy firm/IT company for providing **Digital Contents for Online Course on Conducting Mobile Court by Executive Magistrates to upload in the eLearning Platform** developed by a2i.

The specific objectives of the assignment are as follows:

- To develop eLearning Platform compatible contents for the Online Course on Conducting Mobile Court by Executive Magistrates;

- To upload the developed contents (text/images/audio/animation/video) in to the eLearning Platform so that developed materials become available Online and ready for accessing from the System;
- To update Course contents according to the requirements (if needed).

3. Scope of Work

- a. Developing course contents on the selected curriculum.
- b. Designing each course contents in consultation with concerned team members designated by MoPA and Script writers as subject matter experts. During designing contents it is inevitable to maintain fundamental concepts and real world application development instructions. It may follow the style of content design which are applied in common Massively Open Online Courses (MOOC) like Coursera.
- c. Uploading developed curriculum and contents to a2i's eLearning platform.
- d. Delivering digital contents by considering the course curriculum/outline with training pedagogy, course title, course objectives, course overview, learning outcome, module-wise topics, pre-requisites, learning activities, assessment scheme, required learning resources, and relevant issues.

4. Expected Outputs

Following are the expected outputs from the successful firm:

- a. eLearning Platform compatible digital contents for the Online Course on Conducting Mobile Court by Executive Magistrates;
- b. The developed contents with a combination of text/images/audio/animation/video to be of the same quality as in popular MOOC based Online courses like Coursera;
- c. The contents are available Online and ready for accessing from the Platform.

5. Qualification and Experience of the Firm

a. *IT Company/Firm should have*

- i. Certificate of Incorporation/Registration;
- ii. Updated Trade License and Certificates of VAT & Income Tax;
- iii. Experience in eLearning system development, delivery and maintenance;
- iv. At least 2 (two) years of software development experience as IT/ITES industry;
- v. Availability of appropriate skills among staffs;
- vi. Demonstrated capability in delivering projects with diversified technologies

b. *Team*

Key Professionals:

- **Team Leader:** Minimum 12 years of experience in a leadership role with a minimum BS in CS or related field; excellent understanding and sound knowledge of IT/ITES



industry on Online/digital course content development and eLearning or Learning Management System (LMS).

- **Course Content Developer(s):** Minimum 6 (six) years of experience in a leadership role with a minimum BS in CS or related field; excellent understanding and sound knowledge of IT/ITES industry on Online/digital course content development and eLearning.
- **Online Curriculum Designer(s):** Minimum 4 years of experience in a leadership role with a minimum BS in CS or related field; excellent understanding and knowledge of IT/ITES industry in course designing for eLearning industry.
- *Non-key Professionals:*

Managers: For managing course content development, uploading of contents to the eLearning Platform and updating contents, if required.

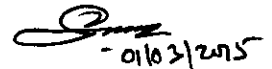
6. **Support:**

The consulting firm will be provided support in the following areas:

- a. Bridging with the script writers and subject matter experts for facilitating the task of developing digital contents;
- b. Liaising with different stakeholders during the assignment.

7. **Duration of the Assignment:**

The total duration of the assignment is 1 (one) month (tentative).



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