

Date: 29 August 2022

**To:** All Bidders

**From:** International Development Law Organization, Headquarters Procurement Unit

**Subject:** RFP No. PR-JO-2022-000026 “Development of Self-paced E-learning Course Containing E-learning Modules on Commercial Law”.

**Clarification No: 003**

Reference is made to IDLO RFP No. PR-JO-2022-000026 issued on 10 August 2022 for the procurement of the “Development of Self-paced E-learning Course Containing E-learning Modules on Commercial Law” through IDLO Tenders website.

Please find hereunder the queries received and IDLO’s response to them.

- 1. Query 1: Is there a specific preferred IDLO training methodology that you can specify and/ or clarify?**

**Answer:** The self-paced narrated e-learning course should provide learning activities with a focus on immersive and interactive E-learning solutions to transmit compelling course content to the learners. The content should be presented to make it digestible and engaging. It should include a mixture of methods and practices, including plain text, automated online tests, presentations, diagrams, literature, and downloadable resources. (Videos may be included). You can also refer to Annex C in the RFP.

- 2. Query 2: It is mentioned that there is a need to attend an online TOT course, can you please elaborate more on this? Who is expected to attend, the number, and the duration of the TOT course?**

**Answer:** IDLO TOT online course is developed based on IDLO Trainers’ handbook that presents the participatory and problem-solving training methodology, which IDO IDLO fine-tuned to suit the needs of adult learners, particularly those in the legal sector. IDLO recommends that every service provider takes the TOT online course so that the service provider becomes familiar with IDLO methodology. The TOT online course is available in Arabic and English on IDLO E-Learning Platform. The selected service provider can decide on who should take the TOT online course from among its staff. Credentials to access the TOT online course will be provided by IDLO.

- 3. Query 3: As for the handbooks and the SMEs, can you confirm our understanding that the raw material will be provided by IDLO to be designed into training material?**

**Answer:** Yes, in accordance with amendment 1 to the RFP posted on IDLO Tenders website, the handbooks can be provided upon a request by the bidders. Storyboards for the e-learning module course are expected to be developed based on the handbooks. Draft quizzes and exercises will be also provided by IDLO upon the completion of the contracting process. The selected service provider is expected to provide support to develop videos (whenever and if needed). Overall, the selected service provider is expected to work closely with the subject-matter experts (SMEs) to establish the learning objectives of the overall e-learning course and each e-learning module. You can also refer to Annex C in the RFP.

- 4. Query: Is the platform developed and running now? Are there any other learning programs operating currently?**

**Answer:** The PJI E-learning Moodle Platform is the platform onto which the e-learning course modules will be uploaded, and it is developed and running. Some few e-learning courses are uploaded to the PJI Platform in accordance with the information received from the PJI. The selected service provider will be given the chance to become familiar with the PJI e-learning Moodle platform, features, and functions upon completion the contracting process.

**5. Query: Is the targeted audience familiar with the platform, did they have a chance to attend an online course through it?**

**Answer:** People at the PJI who are responsible for the PJI E-learning Moodle Platform are familiar with it. Some few e-learning courses are uploaded to the PJI Platform in accordance with the information received from the PJI. overall, a Roll-out pilot phase of the e-learning course modules for 10 participants is expected to be conducted as indicated in the RFP. You can also refer to Annex C in the RFP.

**6. Query: Does the prototype need to be developed for all handbooks or the first one as a pilot?**

**Answer:** The service provider is expected to present a functional prototype for one e-learning course module (at least 15 slides). You can also refer to Annex C in the RFP.

This letter serves to inform that Clarification No. 003 to PR-JO-2022-000026 will be posted in response to questions raised by Bidders.

For your consideration while preparing your response to the above-mentioned RFP. All other terms and conditions of the tender remain unchanged and remain applicable in full force.

We appreciate your continuous interest with IDLO and looking forward to receiving your valued offer.

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