REQUEST FOR QUOTATION NO RfQ26/03391

Multimedia production and content digitalization for an eLearning course on Career Guidance

SECTION 1: REQUEST FOR QUOTATION (RFQ)

United Nations Development Programme (UNDP) through its project "***Advancing Quality Education and Lifelong Learning Opportunities for All***" EU4EDU Project, kindly requests your quotation for the provision of services as detailed *in Annex 1* of this RFQ.

This Request for Quotation comprises the following documents:

- Section 1: This RFQ document generated by the online system
- Section 2: General instructions
- Section 3: Special instructions
- Annex 1: Schedule of Requirements
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted directly in the system responding to the questions and uploading required documents by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Quotations must be submitted directly in Quantum ERP supplier portal following the link: http://supplier.quantum.partneragencies.org using the profile you may have in the portal (please log in using your username and password).

Follow the instructions in the user guide to search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-01146** and subscribe to the tender in order to get notifications in case of amendments of the tender document and requirements.

In case you have never registered before, follow this link to register a profile: https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoYCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D.

Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: sc.md@undp.org . In case you encounter errors with registration (e.g. system states Supplier already is registered), you should address for support to UNDP at the email address: sc.md@undp.org .

Computer firewall could block *oracle* or *undp.org extension* and Suppliers might not receive the Oracle notifications. Please turn down any firewalls on your computers to ensure receipt of email notification.

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at sc.md@undp.org. Please pay attention that the bid shall be submitted online through the Quantum system and any bid sent to the above email shall be disqualified.

Should you require further clarifications on the Request for Quotation, Terms of Reference or other requirements, kindly communicate using the messaging functionality in the portal.

Deadline for Submission of Offers (Date and Time), which is visible in the online procurement system will be final. System will not accept submission of any bid after that date and time. It is the responsibility of the bidder to make sure that the bid is submitted prior to this deadline for submission.

Bidders are advised to upload bid documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until last minute. If Bidder faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

Thank you and we look forward to receiving your quotation.

UNDP Moldova

SECTION 2: GENERAL INSTRUCTIONS

Introduction	Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement. Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ. UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or cancellation of the tender in the online portal.
Deadline for the Submission of Quotation	Deadline is indicated in the online portal. If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/
Method of Submission	Quotations must be submitted as follows: Quantum ERP supplier portal following this link: http://supplier.quantum.partneragencies.org/ using the profile you may have in the portal. Follow the instructions in the user guide to search for the tender using Negotiation ID. In case you have never registered before, follow this link to register a profile: https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoYCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration. ▪ File Format: All attachments must be in PDF format unless otherwise instructed by UNDP. ▪ File names must be in Latin alphabet/keyboard and clearly indicate the content of thedocument to facilitate review. ▪ All files must be free of viruses and not corrupted.
Cost of preparation of quotation	UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct, Fraud, Corruption,	All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes **principles on labour, human rights, environment and ethical conduct** may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at: http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti
Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.

Conflict of Interest	UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.
Currency of Quotation	Quotations shall be quoted in the currency indicated in the portal.
Joint Venture, Consortium or Association	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel does not apply to subcontractors being included in more than one Bid.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Alternative Quotes	If alternative quote is permitted, it may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote" directly in the portal and in any supporting document as relevant.
Contact Person for correspondence, notifications and clarifications	Must be submitted directly in the portal using the messaging functionality. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Publication of Contract Award	UNDP will publish the contract awards on the websites of the COand the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures.
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org. The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

SECTION 2: SPECIAL INSTRUCTIONS

General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section Applicable GTC: ☒ General Terms and Conditions for Contract. Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy
Special Conditions of Contract	☒ **Liquidates damages** shall be imposed as follows: Percentage of contract price per week of delay: 2.5% up to a maximum of 10%, after which UNDP may terminate the contract.
Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in the requirements section. All prices must: ☒ **be exclusive of VAT and other applicable indirect taxes**
Currency of Quotation	Prices shall be quoted only in the currency indicated in the system: • **USD (United States Dollars)** – applicable to both international and local Bidders; or • **MDL (Moldovan Leu)** – applicable to local Bidders only. Local Bidders may submit their financial offers either in **USD** or **MDL**, at their discretion. For the purpose of bid evaluation, all financial offers shall be converted into **USD** using the **United Nations Operational Rate of Exchange (UNORE)** applicable on the bid submission deadline, available at: https://treasury.un.org/operationalrates/OperationalRates.php If the contract is awarded to a local Bidder that submitted its financial offer in USD, payments will be made in MDL based on UN Operational Rate of Exchange valid on the date of money transfer, as per the "payment terms and conditions" stipulated in this solicitation document: https://treasury.un.org/operationalrates/OperationalRates.php UNDP shall not be kept liable for any fluctuations of the exchange market during contract implementation, the Contractor being legally responsible to register any loss/gain of currency exchange resulting from payments against the Contract in accordance with the national legislation.
Eligibility	A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP. It is Bidder's responsibility to ensure that its ultimate beneficial owners, employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP. Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.
Language of quotation	The quotation may be submitted in English or Romanian. Competition sessions, materials and reports shall be provided in Romanian.
Quotation validity period	Quotations shall remain valid for **90 (ninety)** days from the deadline for the Submission of Quotation.
Partial Quotes	☒ Not permitted
Alternative Quotes	☒ Not permitted

Payment Terms	☒ 100% within 30 days after receipt of services and submission of payment documentation
Conditions for Release of Payment	☒ Written Acceptance of Services, based on full compliance with RFQ requirements
Clarifications	Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal. PLEASE PAY ATTENTION: QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE QUANTUM PORTAL. Requests for clarification from bidders will not be accepted any later than 2 (two) days before the submission deadline. Responses to request for clarification will be communicated directly in the portal.
Documents to be submitted	☒ Annex 2: Quotation Submission Form duly completed and signed ☒ Annex 3: Technical and Financial Offer duly completed and signed and prepared in accordance with the Schedule of Requirements in Annex 1, including: • understanding of the assignment; • proposed approach and implementation plan; • confirmation of the Contractor's capacity to ensure the expertise, logistical and technical arrangements required for the delivery of the assignment. ☒ Company Profile, including detailed portfolio/previous corporate experience as per evaluation criteria below, indicating at least 2 previous assignments in developing eLearning courses, services performed related to the assignments, donor or contracting parties and other key information. ☒ Company's Registration Certificate or Extract from the state register. ☒ List of completed and/or ongoing contracts for services as per evaluation criteria below undertaken within the past 3 (three) years including the following information: • Name of previous contracts • Client & Reference Contact • Details including e-mail • Contract Value Period of activity • Types of services undertaken Note: Copies of the contracts might be requested during the evaluation process. ☒ Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of Contract value in similar field ☒ Financial Statements (Income Statements and Balance Sheets) for the past 2 (two) years (2024, 2025) ☒ Completed and signed CV for the proposed Key Personnel, accompanied by copies of relevant diplomas, certificates and qualification documents demonstrating compliance with the minimum requirements specified in the RFQ. ☒ A written statement certifying that the proposed key personnel have no personal, professional, or financial conflict of interest under the envisaged contract
Evaluation method	☒ The Contract will be awarded to the lowest price substantially compliant offer
Evaluation criteria	☒Full compliance with all requirements as specified in Annex 1 ☒ Full acceptance of the General Conditions of Contract ☒ Be a legally registered entity ☒ At least 2 assignments in developing eLearning courses (either part of a single contract or multiple contracts); ☒ At least 1 year of relevant organizational experience in eLearning course design, digitalization and/or development; ☒ At least 1 year of relevant organizational experience in multimedia production; ☒ Proposed Key Personnel & Trainers Team with the minimum required academic and professional qualifications, proven by CV submitted: **Project/Task Manager (one):** • Bachelor's degree in Education Sciences, Economics, Public Administration, Law, Political Sciences, Social Sciences, ICT or related field;

	• Proven experience in conducting the design and development of at least 2 (two) eLearning courses or professional development programmes; • Fluency in Romanian and English languages is required.
Type of Contract to be awarded	☒ Contract Face Sheet
Expected date for contract award.	November 17, 2026
Responsible use of Artificial Intelligence (AI) in bid/proposal preparation	The use of AI tools, including generative AI, for drafting, editing, translation, research support, or formatting of proposals is permitted unless otherwise specified in the solicitation document. However: ▪ The bidder remains solely responsible for the accuracy, completeness, legality, and originality of all submitted materials. ▪ Technical and intellectual components of the proposal, including the Approach and Methodology, technical solutions, implementation strategy, staffing approach, and similar narrative components, must reflect the bidder's own professional expertise and genuine technical understanding. ▪ AI-generated content must be subject to appropriate human review, validation, and oversight prior to submission. ▪ The bidder shall not submit fabricated references, fictitious experience, manipulated evidence, plagiarized material, or inaccurate information generated through AI tools. ▪ Confidential, personal, or non-public UNDP information shall not be uploaded into public AI platforms without proper authorization and safeguards. UNDP may request clarification regarding the bidder's use of AI tools during the procurement process.
Responsible use of Artificial Intelligence (AI) in contract implementation	Where AI tools are used in the performance of the contract or development of deliverables, the contractor shall ensure that: ▪ AI use is appropriate, proportionate, and subject to effective human oversight and professional judgment. ▪ Deliverables are accurate, reliable, explainable, non-discriminatory, and fit for purpose. ▪ No confidential, personal, sensitive, or proprietary information related to UNDP, beneficiaries, partners, or third parties is disclosed to unauthorized AI platforms or systems. ▪ AI-generated outputs are reviewed, verified, and validated by qualified personnel before submission to UNDP. ▪ The use of AI does not infringe intellectual property, copyright, privacy, or data protection obligations. ▪ The contractor remains fully liable and accountable for all deliverables and outcomes, regardless of AI involvement. UNDP reserves the right to request disclosure of material AI use in the preparation of deliverables and to require revision or replacement of outputs where AI use creates quality, ethical, legal, security, or confidentiality concerns.

ANNEX 1: SCHEDULE OF REQUIREMENTS

PROJECT TITLE: Advancing Quality Education and Lifelong Learning Opportunities for All/ Transforming education through Model Schools

A. PROJECT DESCRIPTION

Education system of the Republic of Moldova faces persistent challenges in delivering relevant, high-quality and equitable learning conditions leading to good education outcomes. The 2022 PISA results showed over half of students failing to meet minimum competency levels in math, reading, and science. Recent monitoring of gymnasium graduation exams results revealed significant declines in passing rates in several districts, especially for exact science disciplines.

To address these systemic issues, in early 2024 the Ministry of Education and Research (MER), with support from development partners, including UNDP, launched the **Model Schools Initiative** (hereinafter Initiative). This Initiative aims to transform **90 schools** selected by MER into modern, inclusive and high-quality educational establishments. The transformation envisages infrastructure upgrades, acquisition of modern learning equipment, provision of free transportation for rural students, and improved teaching and school management practices.

As part of a Joint Programme, UNDP committed to contribute to the implementation of the Initiative by providing support to **15 schools** (hereinafter referred to as "Programme Schools") out of the selected 90 schools. [1]

During 2024 – 2028, UNDP is implementing the programme "*Transforming education in Moldova through Model Schools"*, funded by the Government of Norway. The overarching programme objective is to enhance the quality and effectiveness of Moldova's education system through the transformation of district schools into Model Schools. The interventions under this programme are built on and are complimentary to the activities of the EU-funded "*Advancing Quality Education and Lifelong Learning Opportunities for All*" programme implemented jointly by UNDP and UNICEF. Both programmes (hereinafter referred to as "Joint Programme" or Programme) are anchored into the national priorities set in the *Development Strategy Education 2030* and are set to empower all stakeholders to contribute to the advancement of the quality of education through enhanced human capacities, upgraded learning environments, relevant lifelong opportunities, and increased digital literacy skills. Specifically, the Programme will contribute to improving equitable access for all children to quality education, promoting the development of an inclusive, digital, and resilient society and upgrade of learning environments through renovation and equipping of science labs, to facilitate the development of the 21st century skills. In addition, it will support continuous professional development of teachers through training teachers in STEAM and interdisciplinarity, as well as the use of digital educational technologies for education, supporting the reconceptualization of continuous development of teachers training through the INEL (National Institute for Education and Leadership).

Under this Programme, UNDP will support:

1. Transforming Fifteen Programme Schools into **Model Schools**[2]: These schools will undergo significant renovations, to create modern, inclusive learning environments with upgraded infrastructure, including redesigning existing STEEAM learning spaces to facilitate better learning, provision of modern technologies and teaching-learning resources and support the roadmaps for continuous development of digital learning space, and new furniture,

[1] *https://mec.gov.md/ro/content/reteaua-scolilor-model-se-extinde-pana-la-90-de-institutii*
[2] *https://mec.gov.md/sites/default/files/anexa_2_omec_198_din_2024_concept_scoala_model.pdf*

enabling better learning outcomes and improved efficiency of the school network. Green school principles will be incorporated to reduce environmental impact.

2. Facilitating the development of 21st century skills of students through improving education quality and school management: This includes supporting the curricular reform, supporting the professional development of teachers, and enhancing local education governance. Activities will focus on developing relevant curricula, providing initial and continuous professional development for teachers in the implementation of STEAM and interdisciplinary approaches, use of active teaching methods such as project-based learning, problem-based learning, inquiry-based learning and others, with special focus on science disciplines, integration of green and sustainability practices into the curricula; improving local level education governance and school management and autonomy to enhance the quality of education.

In this context, the Joint Programme's overall goal is to contribute to enhancing the quality and efficiency of Moldova's education system.

B. CAREER GUIDANCE BACKGROUND

Career guidance has become an increasingly important priority in the Republic of Moldova as young people navigate a rapidly changing labour market and face growing challenges in making informed educational and career choices. Baseline data collected from 1,516 students in grades VIII-XII across **15 model schools** revealed that more than 76% were undecided about their future career path or lacked sufficient information to identify a profession that matched their interests and abilities. STEM professions, particularly engineering and technology-related occupations, were among the least known and least considered options. This context highlighted the need to move beyond sporadic career orientation activities towards a more structured and comprehensive approach in schools that helps students develop self-awareness, explore educational and professional opportunities, and better understand the link between learning and future employment.

In response to these challenges, UNDP Moldova piloted an integrated career guidance model in 15 model schools during 2025-2026. The intervention combined institutional capacity development, innovative career exploration activities, and the infusion of career guidance elements into the teaching and learning process. Schools were supported to establish institutional career guidance systems, while more than 1,600 students participated in profession exploration activities, career fairs, STEAM projects, company visits, university visits, and interactions with professionals and employers. In parallel, teachers were trained to systematically connect curriculum content with career pathways and labour market opportunities. The results demonstrated the effectiveness of this approach: the share of undecided students decreased by half, the proportion of students determined to pursue a STEM career doubled, and company and university visits contributed to a significant reduction in the number of students planning to study abroad. Overall, the interventions demonstrated the potential of a coordinated, school-wide career guidance system to strengthen students' career readiness, support informed decision-making, and create stronger connections between education and the world of work.

To scale up the career guidance mechanism at the national level, UNDP in partnership with the Ministry of Education and Research of the Republic of Moldova will support the development of a **self-paced interactive eLearning course aimed at strengthening the professional competencies of personnel in general education institutions and other**

specialists involved in supporting students. The course will equip participants with the knowledge and skills needed to organize and implement a coherent, systematic, and practice-oriented career guidance process in schools.

C. CAREER GUIDANCE COURSE OVERVIEW

Building on these efforts, UNDP, in partnership with the Ministry of Education and Research, intends to develop a **self-paced interactive e-Learning course on career guidance**, designed for school leaders, teachers, and school psychologists to strengthen their capacity to plan, coordinate, and deliver effective career guidance activities within schools.

The development of this self-paced eLearning course responds to the need to strengthen the role of educational institutions in supporting students to identify and maximize their potential, explore educational and career opportunities, make informed decisions, and design their own educational and professional trajectories. The increasing diversity of education and training options, ongoing transformations in the context of global and national labour market trends require students to develop the capacity to navigate a dynamic educational and professional environment.

The course will be designed as a **self-paced, interactive online learning experience**, hosted on an online e-Learning platform identified by the ***Contractor.***

It will follow a primarily **linear navigation structure** to ensure a coherent learning experience, guiding participants through the learning content in a sequential manner and ensuring the progressive development of knowledge and skills from foundational theoretical concepts to practical application, while providing flexible access to supplementary digital resources, tools, and reference materials tools that can be adapted and applied both in working with students and at the institutional level. Participants will progress through the course content, digital and multimedia resources, interactive activities, case studies, scenarios, practical tools, and assessments at their own pace, while practical assignments will be related to real educational settings. The course is expected to have a predominantly practical and application-oriented focus, with theoretical concepts being reinforced through practical tasks, real-life situations, and tools that can be adapted and applied both in working with students and at the institutional level.

Course structure:

The curriculum is structured into **12 modules**, organized in a logical and progressive sequence. These units cover the foundations of career guidance, self-awareness, career and labour market exploration, educational pathways, decision-making, educational and career pathway planning, personal branding, career conversations, the infusion approach to career guidance, company study visits, partnerships, and the implementation of an institutional career guidance system.

Each module is expected to contain 2 content units and is associated with clear, practical, and assessable learning outcomes aligned with the course's professional competencies. Formative assessment for each module will be conducted continuously through quizzes, interactive exercises, case studies, scenarios, and automated knowledge checks, while the transfer of learning is supported through practical assignments related with the participants'

professional activities. This will enable participants to monitor their progress and gradually apply acquired knowledge and skills in real-life educational contexts.

The course aims to develop the following professional competencies (PC):

PC1	Plan and implement career guidance activities focused on developing students' career management competencies
PC2	Integrate career guidance into the educational process by leveraging school subjects and other learning contexts.
PC3	Provide individualized support for students' career planning through career conversations, reflection, and the use of appropriate guidance tools
PC4	Organize educational and career exploration experiences and build partnerships with relevant stakeholders from the education sector and the labour market
PC5	Implement and coordinate an institutional career guidance system

Content development:

The course blueprint, including the course syllabus/curriculum, is being developed by a *Career Guidance Consultant* independently contracted by UNDP Moldova who will act as the Content Development Consultant in this context. The blueprint defines the overall structure of the course, including its modules, professional competencies, learning objectives, content units, logical sequencing, estimated duration, practical and interactive learning activities, and assessment framework.

Based on the validated course curriculum by UNDP Moldova and Ministry of Education and Research, the *Career Guidance Consultant* is currently developing a comprehensive content for 12 modules, including interactive activities, case studies, scenarios, practical tools, resource repository and other related contents and design an assessment methodology to evaluate participants' acquisition of professional competencies related to planning, implementing, and integrating career guidance into the educational process. The assessment approach will include a variety of formative assessment methods embedded throughout the course, with short activities aligned to the content and intended learning outcomes, such as quizzes, practical assignments, and scenario-based assessments. In addition, an integrative summative online assessment will be administered at the end of the course and automatically graded through the learning platform.

The Consultant on Career Guidance is expected to develop the storyboard for the video lectures, demonstration videos, motion-graphic explainer video, animated video, interactive presentations, infographics, interactive assessments and quizzes; downloadable tools and templates etc. and validate the final drafts of the multimedia resources with the ***Contractor***.

Each module shall include:

- 10-20 minutes of instructional content (course materials) delivered through one or several videos, interactive slides, infographics and other visual representations, screen recording demonstrations and other related.
- 5-10 minutes of practical learning activities, designed to reinforce professional competency acquisition through: scenario-based exercises; case-based tasks reflecting real or simulated situations drawn from school practice, such as conducting career conversations with students, supporting the selection of an educational pathway, analyzing a profession, organizing a company or university visit, establishing a partnership with external stakeholders, or developing an institutional career guidance plan etc.
- Embedded knowledge checks (quizzes), including explanations for both correct and incorrect answers, to enhance understanding of the contents.

Course materials shall be developed in a structured and finalized format (**proofread** prior to production), ready for integration into the Moodle-based LMS, and **delivered in a SCORM-compliant format**. This shall ensure that the course supports learner progress tracking, including the ability to resume from the last accessed point, track completion status, and capture results from interactive activities and assessments (correct/incorrect answers). The selected tools for development must support export to SCORM-compliant packages compatible with Moodle.

The eLearning course is expected to include the following resources:
Resource Table:

Category	Resource/instrument/tool type and characteristics	Estimated quantity
Video	One introductory course video covering the purpose of the course, target audience, course structure, and other general information. Duration: up to 5 minutes	1
Video lecture	Recorded video lectures with subject-matter experts and/or practitioners. Approximate duration: up to 7 minutes each.	3
Demonstration video	Demonstration and/scenario-based video recordings illustrating practical applications: up to 7 minutes each	3
Motion-graphic explainer video	Motion-graphic explainer videos with professional voice-over narration: up to 5 minutes each	2
Animated video	Animated video of up to 2 minutes, including voice-over narration and animated characters	1
Interactive/ digital	Complex infographics/ visual representations, including design and digital development	12
Interactive/ digital	Interactive presentations/lessons (e.g., Genially or similar compatible), one for each modules designed for integration into Moodle and other Learning Management Systems (LMS).	12
Interactive/ digital	Integration of H5P compatible interactive exercises, learning activities, educational games, scenarios, etc.	24
Interactive/ digital	Integration of formative assessments, quizzes integrated throughout the course for each module and final assessment compatible to Moodle Quiz or similar	13
Interactive/ digital	Downloadable worksheets, templates, checklists, posters, and other practical tools, including graphic design and digital preparation	24

The Resource Table is indicative and may be adjusted in agreement with UNDP during contract implementation

It is expected that all resources will be developed in a SCORM-compliant format, enabling their upload to a Moodle-based platform or integration into other Learning Management Systems (LMSs).

Course duration:
Depending on the final instructional design and the scope of the practical components, the total course duration is estimated at approximately total 30 hours. This includes theoretical and foundational content, interactive learning

activities, formative assessments, individual study, and the practical application of acquired knowledge and skills within participants' professional contexts.

Participants will engage with the course content, digital and multimedia resources, interactive activities, case studies, scenarios, practical tools, and assessments **at their own pace**, while practical assignments are implemented in authentic educational settings. The course is expected to adopt a predominantly practice-oriented approach, with theoretical concepts translated into practical tasks, real-life situations, and tools that can be adapted and applied both in working with students and in the planning and implementation of career guidance at the institutional level.

Course language and tone:
The course will be developed in the Romanian language. The content shall adopt a clear, supportive, and learner-centered tone.

Assessment and certification:
The course shall include both formative assessments (quizzes, practical assignments, and scenario-based assessments) throughout the modules and a final integrative summary online assessment to evaluate learning outcomes. Participants who successfully complete the course shall receive a certificate of completion.

D. SCOPE OF WORK

UNDP Moldova intends to contract a qualified organization (hereinafter referred to as the *Contractor*) to provide services of multimedia production and content digitalization for an eLearning course on Career Guidance according to the requirements detailed in this ***Schedule of Requirements.***

The **overall objective** of this assignment is to design, develop, produce, and deliver a high-quality, interactive, SCORM-compliant self-paced eLearning course on career guidance, aimed at strengthening the capacities of school leaders, teachers, school psychologists, and other specialists involved in supporting students' educational and career development, while creating a scalable national professional development resource that can be delivered through Moodle-based platform or other Learning Management Systems.

Specific objectives
The assignment shall contribute to:

- **Strengthening the capacity of school leaders, teachers, school psychologists, and other education professionals** to plan, coordinate, implement, and monitor career guidance activities at the institutional level.
- **Supporting the development of professional competencies** required to integrate career guidance into the teaching and learning process and facilitate students' career management skills development.
- **Promoting the implementation of a coherent and systemic career guidance approach** within educational institutions through practical tools, methodologies, and institutional planning mechanisms.
- **Increasing access to quality professional development opportunities** through a flexible, self-paced digital learning format available nationwide.
- **Creating a sustainable national learning resource and community of practice** that supports continuous professional development and the scaling-up of career guidance services throughout the education system.

To ensure adequate achievement of the specific objectives and implementation of all planned activities, the *Contractor* will be responsible for designing, developing, producing, and delivering the eLearning course in close cooperation with the UNDP Programme team and Career Guidance Consultant, managing all related logistical and procurement arrangements.

Key tasks/activities and expected outputs:

The *Contractor* is expected to deliver the following key results under the assignment:

- A complete instructional design package for the eLearning course developed based on the curriculum, course blueprint and course content provided by the Career Guidance Consultant contracted by UNDP.
- A fully developed final package of multimedia learning resources, including learning video materials, interactive and practical learning activities, assessments, and learner support materials developed based on the course content, learning resources, and resource repository provided by the Career Guidance Consultant.
- A fully functional SCORM-compliant eLearning course ready for integration into the Moodle learning management system.
- Quality-assured and validated eLearning course tested and approved by UNDP and the Ministry of Education and Research.
- Source files and all intellectual property rights transferred to the Ministry of Education and Research.

To achieve the expected results, the Contractor shall take full responsibility for the implementation and delivery of the following tasks.

Task 1. Inception, review and instructional design

The Contractor shall:

- Review all background documentation provided by UNDP, including the course curriculum, competency framework, course blueprint, course content, and pedagogical design.
- Conduct inception meetings and technical consultations with UNDP Programme Team and designated Career Guidance Consultant.
- Adapt the pedagogical design into an instructional design framework and develop the learning architecture.
- Design interactive learning experiences aligned with adult learning principles for the envisioned learning resources/tools/instruments etc.
- Prepare the content production plan.
- Propose visual identity for the course, navigation structure, learner journey, and other technical specifications.

Expected outputs:

- Inception report that will include a detailed workplan and production schedule, instructional design framework, navigation structure and course learning architecture in close cooperation with the Consultant on Career Guidance contracted by UNDP Moldova;
- **Visual identity design** concept* for the eLearning course.

*Note**: Based on the provided brandbook, the Contractor shall develop a visual identity for the eLearning course, including a set of design templates for review and approval. The proposed visual identity shall include design templates for: course banner, slide background visuals, content screens (text with images, infographics, etc.), quiz screens, interactive exercises screens, video screens. It should also include navigations elements, buttons, iconography (if any), typography and color palette. Also, it should include a proposed illustration style with representative examples of stock images and/or AI-generated visuals. Additionally, the video production design shall be included, as well.

Task 2. Multimedia and digital learning design

The Contractor shall:

- Finalize the visual identity and graphic design package for the course.
- Produce multimedia materials according to the approved instructional design.
- Develop digital resources, illustrations, infographics, visual representations, interactive presentations, downloadable resources, and interactive learning activities based on the course content and scripts provided by the Career Guidance Consultant and further adapt, refine, and transforme into digital learning resources.

Expected outputs:

- Final visual identity, including graphic design package.
- Infographics, illustrations and other visual materials supported compatible with the eLearning Platform.

Task 3. Production of audiovisual learning resources

The Contractor shall:

- Adapt and refine the scripts provided by the Career Guidance Consultant, if needed, for all video materials and provide related detailed storybords.
- Organize filming, recording, editing, post-production, animation, and voice-over production.
- Coordinate filming sessions with experts and practitioners identified in collaboration with UNDP, including the Career Guidance Consultant. The Career Guidance Consultant is expected to appear in at least three learning video materials.
- Produce video materials envisioned for the course.

Expected outputs:

- The audiovisual learning resources will include the introductory course video; expert video lectures; demonstration and scenario-based videos; motion-graphic explainer videos; animated educational video; final edited and validated multimedia package.

Task 4. Digitalization of learning content and assessments

The Contractor shall:

- Digitize and structure, if needed, learning content provided by the Career Guidance Consultant.
- Create interactive learning modules.

- Develop H5P compatible interactive exercises, learning activities, educational games, scenarios, etc. based on the contents provided by the Career Guidance Consultant.
- Digitalize formative assessments, knowledge checks, and scenario-based exercises based on the editable contents provided by the Career Guidance Consultant.
- Digitalize final assessment instruments and propose certification logic that will track learner progress, record completion status, monitor time spent in the course, store quiz and assessment results, generate learning results
- Integrate feedback received from UNDP and MER.

Expected outputs

- Twelve fully developed interactive modules.
- Built-in Moodle quizzes and formative assessments embedded for each module.
- H5P compatible exercises, learning activities, educational games, scenarios, etc for interactive learning.
- Final online integrative assessment.
- Learner support resources.

Task 5. SCORM Packaging and LMS Integration

The Contractor shall package the course in a SCORM-compliant format and ensure its successful integration into the LMS, including to:

- Configure learner tracking functionalities.
- Package all course resources in SCORM-compliant format.
- Test navigation and learner experience.
- Verify progress tracking, completion status, quiz results, and other functionalities.
- Conduct technical testing, troubleshooting and ensure compatibility.
- Upload, configure, and test the course within the LMS.

Expected outputs:

- SCORM-compliant course package developed and tested.
- Course successfully uploaded and integrated into the designated LMS.
- Brief functional and technical testing report submitted.

Task 6. Quality assurance, validation and finalization

The Contractor shall:

- Conduct internal proofreading and technical quality assurance.
- Facilitate review rounds with UNDP and MER, if needed.
- Revise and finalize all materials based on comments received.
- Deliver final approved course package, including SCORM files and editable source files.

Expected outputs:

- Final approved and validated SCORM-compliant course package, including files and editable source files.
- Final LMS-ready course deployed and approved for delivery.
- Participant User Guidance Instructions developed and made available within the LMS, including guidance on course access, navigation, completion requirements, and use of key platform functionalities

E. KEY DELIVERABLES AND INDICATIVE TIMEFRAME

The Contractor will submit the bid for all services in accordance with this Schedule of Requirements. Deliverables will be provided as per the table below:

Deliverables	**Indicative timeframe***
Deliverable 1. Inception report including detailed workplan, draft production schedule, and visual identity concept proposal for the eLearning course	November 27, 2026
Deliverable 2. Instructional design package, including instructional design framework, course learning architecture, course navigation structure, assessment framework, learner engagement structure, storyboard templates and final production plan	December 7, 2026
Deliverable 3. Multimedia storyboards and visual design package for multimedia resources (including lecture videos, demonstration videos, motion-graphic explainer video, animated video); finalized visual identity, and graphic design package (including infographics, illustrations and other visual materials)	December 15, 2026
Deliverable 4. Prototype of 5 complete modules, including multimedia resources, assessments, interactivity, and SCORM functionality for review and approval	December 28, 2026
Deliverable 5. Complete package of audiovisual resources, including expert videos, demonstration videos, motion graphics videos, animated video, voice-over recordings validated and uploaded	February 22, 2027
Deliverable 6. First draft of all 12 modules, including interactive content, assessments, learning activities, visual resources, and multimedia resources as per *Resource Table*	March 12, 2027
Deliverable 7. Fully developed SCORM-compliant course integrated into a LMS platform and submitted for final review, including Participant User Guidance Instructions	March 19, 2027
Deliverable 8. Revised and validated final version of all 12 modules incorporating UNDP and MER feedback	March 31, 2027
Deliverable 9. Final delivery package including SCORM files, editable source files, multimedia assets,user guide, functional and technical testing report ,	April 16, 2027

*The timeframe is indicative and may be adjusted in agreement with UNDP during contract implementation.

F. INSTITUTIONAL ARRANGEMENTS

The *Contractor* will be awarded a contract with UNDP for the delivery of the required services and will work under the guidance of the Education Project Analyst and the supervision of the Program Manager. The Programme will provide all available relevant documentation required for the successful eLearning course design and development according to the requirements detailed in this ***Schedule of Requirements***.

The Contractor will be responsible for all logistics and procurement arrangements, obtaining all necessary approvals, and maintaining effective communication and engagement with all involved stakeholders. The Contractor shall ensure the timely delivery of all tasks described in ***Section D. Scope of Work***

G. DURATION OF WORK

a) The estimated duration of the assignment is maximum 6 months (November 2026 – April 2027). The expected time of commencement of contract is November 2026.

b) UNDP will require maximum of 5 (five) days (depending on the implementation stage) to review the deliverables, provide comments, approve, or certify acceptance of deliverables.

H. REPORTING REQUIREMENTS

The Contractor shall report delivery progress to UNDP Moldova and perform all services on time. The progress report shall be in a form acceptable to the Programme responsible and shall indicate: (a) progress of delivery; and (b) where any activity is behind the contract completion, giving comments and likely consequences and stating the corrective action being taken.

All deliverables should be endorsed by UNDP and shall be provided in Romanian, both in electronic copies.

I. PAYMENT TERMS

The payments to the *Contractor* shall be made upon approval and acceptance of the deliverables by the UNDP Project Manager as follows:

Deliverable	Payment Allocation (%)	Expected Completion Date
Deliverable 1. Inception report including detailed workplan, draft production schedule, and visual identity concept proposal for the eLearning course **Deliverable 2.** Instructional design package, including instructional design framework, course learning architecture, course navigation structure, assessment framework, learner engagement structure, storyboard templates and final production plan	35%	By December 7, 2026
Deliverable 3. Multimedia storyboards and visual design package for multimedia resources (including lecture videos, demonstration videos, motion-graphic	40%	By December 28, 2026

explainer video, animated video); finalized visual identity, and graphic design package (including infographics, illustrations and other visual materials) **Deliverable 4.** Prototype of 5 complete modules, including multimedia resources, assessments, interactivity, and SCORM functionality for review and approval		
Deliverable 5. Complete package of audiovisual resources, including expert videos, demonstration videos, motion graphics videos, animated video, voice-over recordings validated and uploaded **Deliverable 6**. First draft of all 12 modules, including interactive content, assessments, learning activities, visual resources, and multimedia resources, as per *Resource Table* **Deliverable 7.** Fully developed SCORM-compliant course integrated into a LMS platform and submitted for final review, including Participant User Guidance Instructions **Deliverable 8.** Revised and validated final version of all 12 modules incorporating UNDP and MER feedback **Deliverable 9.** Final delivery package including SCORM files, editable source files, multimedia assets, user guide, functional and technical testing report ,	25%	By April 16, 2027

J. QUALIFICATIONS OF THE SUCCESSFUL SERVICE PROVIDER AT VARIOUS LEVELS

The offers will be evaluated based on their compliance with the requirements specified in RFQ.

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	**RfQ-26/ 03391**	Date: Click or tap to enter a date.

Company Profile

Item Description	**Detail**
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	☐ Yes ☐ No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) *(If yes, provide a Copy of the valid Certificate):*	☐ Yes ☐ No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? *(If yes, provide a Copy of the valid Certificate):*	☐ Yes ☐ No
Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)*	☐ Yes ☐ No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable	☐ Yes ☐ No

energies or membership of trade institutions promoting such issues *(If yes, provide a Copy)*	
Is your company a member of the UN Global Compact	☐ Yes ☐ No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.

Previous relevant experience:

- At least 2 assignments in developing eLearning courses (either part of a single contract or multiple contracts);
- At least 1 year of relevant organizational experience in eLearning course design, digitalization and/or development;
- At least 1 year of relevant organizational experience in multimedia production.

Name of previous contracts	**Client & Reference Contact Details including e-mail**	**Contract Value** *(insert currency)*	**Period of activity** *(month, year)*	**Types of activities undertaken**

Bidder's Declaration

Yes	**No**	
☐	☐	**Requirements and Terms and Conditions:** I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
☐	☐	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
☐	☐	**Ethics**: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
☐	☐	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct :https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
☐	☐	**Conflict of interest:** I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict

Yes	No	
		of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
☐	☐	**Prohibitions and Sanctions:** I/We hereby declare that our firm, ultimate beneficial owners, affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
☐	☐	**Bankruptcy**: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
☐	☐	**Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
☐	☐	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
☐	☐	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RfQ-26/ 03391	Date: Click or tap to enter a date.

Technical offer

*Provide a brief technical offer outlining the bidder's qualifications, capacity, and relevant experience, as well as the proposed methodology, approach, and implementation plan. The technical offer should demonstrate the bidder's understanding of and responsiveness to the Schedule of Requirements by describing the proposed solution, key activities, deliverables, and arrangements for successful implementation of the assignment***.**

Financial Offer

Provide a lump sum for the provision of the services stated in the Schedule if Requirements your technical offer. The lump sum should include all costs of planning, preparing and delivering the Services.

Currency of Quotation:

- **USD (United States Dollars)** – applicable to both international and local Bidders; or
- **MDL (Moldovan Leu)** – applicable to local Bidders only.

Ref	Description of Deliverables	Price (VAT 0%) (Include currency)
1	**Deliverable 1.** Inception report including detailed workplan, draft production schedule, and visual identity concept proposal for the eLearning course	
2	**Deliverable 2.** Instructional design package, including instructional design framework, course learning architecture, course navigation structure, assessment framework, learner engagement structure, storyboard templates and final production plan	
3	**Deliverable 3.** Multimedia storyboards and visual design package for multimedia resources (including lecture videos, demonstration videos, motion-graphic explainer video, animated video); finalized visual identity, and graphic design package (including infographics, illustrations and other visual materials)	
4	**Deliverable 4.** Prototype of 5 complete modules, including multimedia resources, assessments, interactivity, and SCORM functionality for review and approval	
5	**Deliverable 5.** Complete package of audiovisual resources, including expert videos, demonstration videos, motion graphics videos, animated video, voice-over recordings validated and uploaded	
6	**Deliverable 6**. First draft of all 12 modules, including interactive content, assessments, learning activities, visual resources, and multimedia resources, as per *Resources Table*	

7	**Deliverable 7.** Fully developed SCORM-compliant course integrated into a LMS platform and submitted for final review, including Participant User Guidance Instructions	
8	**Deliverable 8.** Revised and validated final version of all 12 modules incorporating UNDP and MER feedback	
9	**Deliverable 9.** Final delivery package including SCORM files, editable source files, multimedia assets, user guide, functional and technical testing report	
	Total:	

Financia Offer Breakdown:

Personnel / other elements	UOM	Qty	Unit Price	Total Price (include currency)
Proposed Personnel:				
Project/Task Manager	Fee per day			
Other Non-key Personnel proposed	Fee per day			
Other expenses:				
Introductory Video (up to 5 min. length)	Unit			
Video lecture (up to 7 min. length)	Unit			
Demonstration video based on scenario (up to 7 min. length)	Unit			
Motion-graphic explainer video (up to 5 min. length)	Unit			
Animated Video (up to 2 min. length)	Unit			
Complex infographics	Unit			
Interactive presentations/lessons	Unit			
H5P compatible interactive exercises	Unit			
Digital formative assessments, quizzes	Unit			
Worksheets, templates, checklists, posters design	Unit			
Other Costs: (please specify)	Unit			
Total:				

***Please note the Financial Breakdown Total amount should be equal to overall Financial Offer Total amount.**

Compliance with Requirements

Requirements:	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time – 6 months after the contract signature	☐	☐	Click or tap here to enter text.
Validity of Quotation – 90 days	☐	☐	Click or tap here to enter text.
Accepted Payment terms and schedule	☐	☐	Click or tap here to enter text.
Full acceptance of the General Conditions of the Contract	☐	☐	Click or tap here to enter text.
Full compliance with RFQ Requirements	☐	☐	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

Exact name and address of company Company NameClick or tap here to enter text. Address: Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: _____ _____ Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.

ANNEX 4: FORMAT FOR CV OF PROPOSED KEY PERSONNEL

Name of Bidder:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFQ reference:	**RfQ26/03391**		

Position		
Personnel Information	First Name & Last Name:	
	Nationality:	Date of birth:
	Language Proficiency:	
Present Employment	Name of employer:	Contact: (manager or HR)
	Address of employer:	
	Telephone:	Email:
	Job title:	Years with present employer:
Education / Qualifications	*Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.*	
Professional Certifications	*Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.*	
References:	*Provide names, addresses, phone and email contact information for two (2) references*.	

Summarise professional experience in reverse chronological order. Indicate particular technical experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience

I, the undersigned, certify that, to the best of my knowledge and belief, this CV is accurate.

_____

Signature of Personnel

_____

Date (Day/Month/Year)