

Request for Proposals

Development of content for an e-Learning Course: Introduction to Gender Mainstreaming at Local Level

1. Summary of Requirements

The Network of Associations of Local Authorities of South East Europe (in the rest of the document referred to as "NALAS"), within the project "Creating a knowledge base and developing the capacities of NALAS to promote gender responsive budgeting among its member associations", supported by UN Women, requests proposals from interested consultants for the provision of professional services to develop an e-learning course in Introduction to Gender Mainstreaming at Local Level, that will become part of NALAS e-Academy.

2. Invitation

Consultants with proven experience and expertise in gender issues, training and e-learning are invited to respond to this Request for Proposals.

3. Request for Proposals Terminology

The following terms will apply to this Request for Proposals and to any subsequent Contract. Submission of a proposal in response to this Request for Proposals indicates acceptance of all the following terms:

Terminology

- a) "NALAS" means the Network of Associations of Local Authorities of South East Europe;
- b) "Contract" means the written agreement resulting from the Request for Proposal executed by the NALAS Secretariat and the successful vendor;
- c) "Contractor" means the successful vendor selected from this Request for Proposal;
- d) "Must", "Mandatory" or "Required" means a requirement that must be met in order for a proposal to receive consideration;
- e) "Consultant" means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposal.

4. Closing Date and Location

To be considered, proposals must be received in electronic form not later than **17 June 2016 (Friday), 16:00 (CET)** at info@nalas.eu, with Subject: Offer for development of the content for an e-Learning Course in Introduction to Gender Mainstreaming at Local Level.

5. Enquiries

This Request for Proposal can be downloaded from the NALAS website at www.nalas.eu. For any questions about the content of the ToR, please contact NALAS Knowledge and Communications Manager, Ms. Jelena Janevska, at janevska@nalas.eu, or +389 2 3090818.

6. Ownership of Proposals

All documents, including proposals submitted in response to this Request for Proposals become the property of NALAS. However, only the submissions by the successful consultant will be used. Once a contract has been awarded, the name of the successful consultant will be available to the public upon request.

7. Project Overview

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

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

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

Finally, the project will contribute to an increased regional cooperation in the area of gender equality among the associations of local governments and will upgrade the Knowledge Centre and NALAS e-Academy by making tools, resource materials and e-course on gender mainstreaming and gender responsive budgeting available to the local self-governments.

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

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

The e-learning course will include a number of technical and visual solutions to support the learning process, such as readings, presentations, presentations with voiceover, videos, quizzes, exercises, case studies, etc. This e-learning course will contribute to sustain and further implement project results even when the project is completed.

The target groups for the course are the local decision makers and management from Local Government. The e-Learning Course on Introduction to Gender Mainstreaming at Local Level will be part of NALAS e-Academy (<http://nalas-academy.com/>), and thus be developed based on the standards introduced in the existing courses offered by NALAS e-Academy.

8. Scope and Objectives of the Assignment

Within this ToR the Contractor will:

- 1) *Review the existing gender literature available at NALAS and its partners* and use it where appropriate in developing the content of the e-learning course on Introduction to Gender Mainstreaming at Local Level.

2) Produce the complete content for a comprehensive e-Learning course on Introduction to Gender Mainstreaming at Local Level. This shall include:

a) Develop brief **course description**: course objectives, target groups, structure, learning requirements, key tasks for participants, evaluation of participants' performance.

b) Organize the course in **modules**, develop modules' introduction and content and ensure step-by-step learning and smooth flow between different modules.

It is expected that the course comprises of the following four (4) modules:

Module 1: Gender equality at local level (prepared by the consultant)

Module 2: Gender Responsive Budgeting at Local Level (prepared by UN Women)

Module 3: Local Government Associations as promoters of gender equality at local level (prepared by the consultant)

Module 4: Best Practices in promoting gender equality at local level (prepared by GIZ)

In addition to the two modules, the consultant will be responsible to ensure consistency of all course material.

UN Women resources will be available for developing the course content.

c) For each module, produce required **readings**, as well as list of suggested readings.

d) Develop **Power Point presentations**, with proposed **voiceover** text (optional), that will introduce participants to the most important topics of each module of the course.

e) For each module, design appropriate **assignment/s and test/s** that will assess participants' knowledge and enable them face real life situations in gender mainstreaming at local level. This should provide the content, but also propose the most appropriate visual look/form. Also, **quizzes** might be designed, that increase participants knowledge in the topic in an interesting and interactive way.

f) Propose **photos** to illustrate the course (gender equality, empowerment, justice, decision-making, local government, citizens' participation, community life, etc.).

g) Propose **discussion questions for the forum** discussions in each of the modules of the course.

h) List course **bibliography**.

i) Provide **testimonials of practitioners** that have implemented gender equality practices to illustrate the benefits of the community.

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

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

The contractor should plan that he/she might be invited to NALAS coordination meetings and events (up to 2 meetings) to present the course content.

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

The activities 1) and 2) of this Chapter shall be completed no later than **15 July 2016**. Activity 3) shall be completed no later than 1 September 2016. All activities within this assignment shall be completed **no later than 1 September 2016**.

9. Deliverables under the contract

As result of the contract, the full content for a comprehensive e-Learning course on Introduction to Gender Mainstreaming at Local Level should be developed, that specifically includes:

- a) Brief course description: course objectives, target groups, structure, learning requirements, key tasks for participants, evaluation of participants' performance (as a Word document);
- b) Course organization in modules, introduction to each module, module content (as a Word document);
- c) Required reading materials (as separate Word documents);
- d) List of suggested readings (books, links, etc.) (as a Word document);
- e) Power Point presentations (as a Power Point Presentation document), with proposed voiceover text (as a Word document), that will introduce participants to the most important topics of each module of the course;
- f) For each module, appropriate assignment/s, test/s and quizzes (as a Word document), including the content, and description of the most appropriate visual look/form;
- g) Photos to illustrate the course (As .jpg, in high resolution, illustrating gender equality, empowerment, justice, decision-making, local government, citizens' participation, community life, etc.);
- h) A case study that illustrates best practice promoting gender equality at local level in South-East Europe (as Word document);
- i) Discussion questions for the forum discussions in each of the modules of the course (as a Word document);
- j) Course bibliography (as a Word document);
- k) Testimonials of practitioners that have implemented gender mainstreaming and gender equality practices to illustrate the benefits of the community (as a Word document);

All deliverables under this ToR should be approved by the NALAS Project Coordinator, the NALAS Knowledge and Communications Manager and the UN Women Project Manager.

10. Proposal submission

The following format and sequence should be followed in order to provide consistency in Consultants' responses and to ensure each proposal receives full and fair consideration. All pages should be consecutively numbered.

Technical Offer:

- a) A brief proposal, including: objectives, proposed structure of the content of the two modules, proposed time frame and activity plan.

Financial Offer:

- b) The Financial Offer shall contain the total budget for execution of the task, divided in consultant days for each activity, in chronological order. The prices should be stated in EUROS, including all taxes, following the specified Terms of Payment.

Capacity Guarantee:

- c) A consultant Reference List with at least 3 similar tasks conducted;
d) Detailed CV/CVs of the expert/s proposed to execute the assignment;

11. Technical or professional ability of the applicants

In order to qualify as capable of performing the contract for public procurement in terms of its technical and professional qualifications, the applying consultant/company must meet the following minimum requirements:

- Have a solid expertise in gender issues, training and e-learning;
- Has prepared/executed at least 3 similar assignments;

12. Evaluation Criteria and Scoring

Evaluation of proposals will be undertaken by NALAS Evaluation Committee. The proposals will be evaluated and rated based on the criteria set out in this RfP. In order to do so:

- The proposal must be submitted in English;
- The proposal must be submitted by the stated deadline;
- The proposal must clearly list, in details, what services will be provided with the associated costs for each component;
- The responses must contain a list of references of past projects and work of this nature, with contact names and telephone numbers.

The Evaluation Committee will evaluate the proposals based on the following criteria:

- 50% consultant's expertise: relevance of expertise and experience for fulfilling the tasks under this RfP;
- 30% Technical Offer: proposed approach, solutions, work plan;
- 20% Financial Offer.

13. Terms of Payment

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

1. First instalment after completing activities 1) and 2) under chapter 8;
2. Second instalment after providing all the deliverables and completing the assignment as described in activity 3) under chapter 8. *(to be delivered no later than 1 September 2016).*

14. Modification of Terms

NALAS reserves the right to modify the terms of the RfP at any time at its sole discretion.

15. Consultant Expenses

Consultants are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with NALAS. Short-listed proposals may be asked to make a presentation to the Evaluation Committee, which will be solely at the Consultants own expense.

16. Acceptance and Rejection of Proposals

NALAS may not necessarily accept the lowest priced proposal or any proposal. At its sole discretion, NALAS reserves the right to reject any or all proposals received and to accept any proposal which it considers advantageous, whether or not it is the lowest priced proposal. NALAS is not under any obligation to award a contract, and reserves the right to terminate the Request for Proposal process at any time, and to withdraw from discussions with all or any of the Consultants who have responded. NALAS reserves the right to accept the proposed offer in

total or in part, to reject any or all offers, to waive any minor informalities, irregularities, or technicalities, and to accept the offer deemed most favourable to the Network.

17. Contract Negotiation

NALAS reserves the right to negotiate specific terms of the contract with the short-listed proponents prior to the final award of the contract. NALAS also reserves the right to negotiate specific terms of the contract with the Contractor as the contract progresses.

Thank you for your interest in submitting a proposal. It is hoped that the information provided is of value and should anything be unclear, please contact NALAS directly.