

DATE: 28 February 2018

RFP No.: CP09/1718

FROM: JAMES MOVICK, DIRECTOR-GENERAL

SUBJECT: REQUEST FOR PROPOSAL (RFP) FOR THE DEVELOPMENT OF AN ONLINE INDUCTION PROGRAM FOR THE FFA, USING MOODLE.

Attached herewith is an invitation to submit a Request for Proposal (RFP) for the provision of consultancy services to develop an online induction program for the FFA using Moodle.

Note that the deadline for submission of these Request for Proposals is 30 March 2018.

Should you have any questions, please contact Ms Allison Riley, Training Adviser on allison.riley@ffa.int

Otherwise we appreciate your assistance in disseminating this to interested parties/persons.

Yours Sincerely

James T. Movick
Director General

REQUEST FOR PROPOSALS

No: C P 0 9 / 1 7 1 8

ONLINE INDUCTION PROGRAM DEVELOPMENT

Background

The Pacific Islands Forum Fisheries Agency (FFA) traces its origin to the South Pacific Forum meeting in Port Moresby in 1978 which adopted a Declaration on the Law of the Sea and the establishment of a regional fisheries agency. The Agency is responsible for assisting its 17 member countries to build and develop human resource capacity in sustainable tuna fishery management and development of the tuna fishery resources while maintaining operational enforcement and compliance with national laws and regional tuna fisheries arrangements. The development of this human resource has been guided by the Regional Fisheries Training Framework.

FFA's Role for its Members

The Vision of the Members of the FFA is:

“Our people will enjoy the highest levels of social and economic benefits through the sustainable use of our offshore fisheries resources”.

The Mission for the FFA is:

“To drive regional cooperation to create and enable the maximum long term social and economic benefit from the sustainable use of our shared offshore fishery resources”

The work of the Agency is delivered through Divisional work programmes: These are Fisheries Management, Fisheries Development and Fisheries Operations, supported by High Level Advice and also a Corporate Services Division. Each of these Divisions have specific areas or topics that may require training for effective implementation.

FFA Induction Program

For all new employees to FFA there is a variety of information which must be acquired from Corporate Services Division and from all other areas and Divisions within the Secretariat. The information includes details relating to policies, procedures, staff entitlements and local conditions - and also the technical work of the FFA and its operating and communication procedures in general. Sharing this information is an important aspect to welcoming new employees and their families to FFA and informing them of their overall work environment. This currently includes a variety of oral and written briefings.

Objective of the Consultancy

The objective of the consultancy is to review the existing FFA induction program, discuss with key staff to improve the content and standardise where possible the information delivered. The content gathered is to be developed into an online learning course using the Moodle platform.

The online course is to include policies, procedures and other information from within the Secretariat and provide an assessment of completion to track learning.

REQUEST FOR PROPOSAL (RFP)

Proposals are invited from companies or consultants who have demonstrated experience in the development of adult learning and/or induction programmes, training materials and assessment tools using the online learning platform Moodle (or similar experience).

Technical proposals are requested to be no more than six (6) pages, detailing the consultants experience, approach to the review and gathering of additional content with timelines. The *financial* proposal is to be no more than one (1) page and to be a separate document. Applicants should outline the scope of fieldwork they are proposing (e.g. number and type of interviews, surveys, or other methods proposed).

Terms of Reference

The consultant(s) is required to interview by phone, questionnaire, online survey or where feasible, conduct face to face interviews with a selection of FFA staff, on the following:

1. The history and purpose of FFA and its place in the regional architecture as a member of the CROP (Council of Pacific Regional Organisations);
2. Key Frameworks such as the FFA's Strategic Plan, Statement of Intent, and the Regional Roadmap for Sustainable Pacific Fisheries;
3. FFA's Corporate Governance Policy, and other relevant associated documents;
4. Staff regulations and entitlements;
5. Performance Appraisal System;
6. Information Security and document Management;
7. Housing entitlements and maintenance procedures;
8. Administration and insurance processes;
9. Travel policy and process; and
10. Financial and procurement procedures;
11. Local Security briefing and orientation;
12. The work of each Division and related Work Units, including the Regional Fisheries Surveillance centre (RFSC);
13. FFA Intranet and Internet.
14. The Social Club

The information gathered shall be developed into modules with activities forming an online induction program to be completed by new employees within the first 3 months of employment.

Upon completion; the FFA Induction Program should be fully functioning and online using the FFA Moodle platform. The consultant(s) are required to submit a final report which includes information on the Moodle management processes which may include, but not limited to, enrolment methods, time or activity attempt restrictions and information required to transfer the ongoing management of the course to FFA.

Evaluation and Assessment of RFP

All bids shall be evaluated using a two stage procedure with evaluation of the technical proposal being completed prior to any financial proposal being reviewed and compared.

The overall evaluation weighting shall be 80% Technical and 20% Financial.

Bidders are required to submit their financial proposal as a separate document.

Technical Proposal

Evaluation Criteria	Weighting
1. Experience in the development of adult learning/training programmes	40
2. Proposed methodology against TOR	20
3. Experience developing Moodle courses	40
Total	100%

Only those bidders that attain a 70% rating on the technical proposal will advance to consideration of the Financial proposal.

Financial Proposal

Price must be quoted in United States Dollars (USD). Financial proposals are to provide a break down detailing the number of working hours with daily rate and the expected travel locations to undertake any interviews with associated costs.

References

All submissions are required to provide evidence of professional or technical capacity such as details of experience on similar projects. Contact details should be provided for references.

Request for further information

For additional information regarding the tender, or to request a copy of the RFTF, please contact Ms Allison Riley on email: allison.riley@ffa.int

Closing date of proposal

Tenders must be received by 5.00pm (Solomon Island time) on Friday, 30 March 2018.

Tenders should be addressed to:
Director General
FFA Tender Committee
Forum Fisheries Agency (FFA)
CP09/1718 FFA Online Induction Tender
PO Box 629
Honiara

OR

Emailed to: procurement@ffa.int please note in the subject line: CP09/1718 FFA Online Induction Tender

Submission of RFP

1. All RFPs should be submitted together with all relevant documents and shall be in English.

Award of Contract

FFA reserves the right to accept any RFP, and to annul the solicitation process and reject all proposals at any time prior to award of any contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such action.

Notification

The names of winning bidders shall be advertised on the FFA website;
www.ffa.int/employment/tenders/tender_results