



MANILA SUPPLY CHAIN UNIT (MSCU)	
TO: Bidders	FROM: Procurement Support, Manila Supply Chain Unit (MSCU)
NO. OF PAGES INCLUDING COVER SHEET: 3	DATE: March 13, 2024
SUBJECT: Request for Quotation RFQ# 24-097 Provision of online training development for “Gender equality, diversity and inclusion, and gender-based violence mainstreaming for WASH programming.	


In reference to the Request for Quotation issued last March 7, 2024 via UNGM and IOM website for the Provision of online training development for “Gender equality, diversity and inclusion, and gender-based violence mainstreaming for WASH programming.”. This Addendum No.001 is issued to address clarifications from bidders.

Question No.	Questions/Clarifications	Answers
1	What is the preferred development Authoring Platform for the course? As per our past courses that we have done for IOM, Articualte Storyline has been used. Please confirm the same is to be used for this project?	There is no preferred authoring platform, however it needs to have a SCORM format at the end. Traditionally, IOM uses Storyline.
2	What is the expected Seat time OR Duration of the Online SCORM course to be developed?	The online course is estimated to take about 2 hours maximum.
3	We understand that the face-to-face training will be converted to the online course. What is the existing duration of the face-to-face training? Will IOM be able to share the outline of the face-to-face training? If not entirely, can we get maybe 1 or 2 modules of the training for analysis?	Face to face training is 2 days. The outline of the face-to-face training was shared the TOR. The modules are under revision so are not available for sharing. They will be shared upon signing of the contract with the service provider
4	Consultations with missions with regional contextualization of learning resources and collection of contextualized case studies as required. We understand that there are regional variations. How will this be captured in the online course? Will be provide the same as reference documents for each region or will there be the course be tailored for specific regions?	The regional variations will be captured in the case studies and reference documents. The actual course content will not need to be tailored.
5	Case studies – we assume that IOM will provide the base content for the case studies. Will the case studies be interactive, or PDFs added to the course?	It will depend on what the service provider can provide within the budget limit, noting that different region-specific case studies will need to be developed for each region for some case studies.

6	The tentative outline provided does not include any case study or knowledge checks – should we consider the same in the online course?	No. The vendor will develop, case studies and knowledge checks.
7	Can IOM share the content for the existing F2F training that has been developed?	The modules are under revision so are not available for sharing. They will be shared upon signing of the contract with the service provider.
8	Under Annex B, we see a high-level draft content outline where Video Components are mentioned. For the purpose of estimation, can we consider the duration of each video to be approximately 3 minutes.	Yes
9	For the videos, due to the nature of the content – should we consider whiteboard animation or illustrations?	Illustrations will be preferred. However, the choice of what content to use will be based on the discretion of the vendor.
10	Do you want randomized questions and a question pool for the “End of course self-evaluation”?	Yes
11	Do you have any expected visual style to be considered for this course – photo-based or illustrative?	Illustrative
12	Does IOM want professional human voiceover for the course OR AI voiceover will also be acceptable?	Professional voice-over will be preferred. However, an AI voiceover is acceptable if it is cost effective.
13	Does the course need to adhere to accessibility guidelines. If yes, should we consider a trimmed down accessible version of the main course?	Yes.
14	Translation – we understand that IOM would like to translate the courses in future. Could you please let us know the languages so that we can consider the same while designing the course.	IOM will translate the course into Spanish, French and Arabic.
15	Who is the primary audience for this training toolkit/course?	Employees consultants, volunteers, and implementing partners of IOM.
16	Can you confirm that all videos have been developed, and that only course content needs to be developed/contextualized?	No, the vendor will need to hold consultations with missions for regional contextualization of learning resources and develop the script and case studies.
17	Are there any existing online training, or exercises, that you would like us to use as a reference or inspiration for this project? Links to, or descriptions of, similar projects that align with your vision would be helpful.	Yes, a link is provided below as an example of online training on the Disaster ready platform, so you will need to register on the platform before you can access the link. Link 2 Link 3
18	What language(s) are the course content, and videos expected to be delivered in? Who will be responsible for translations if they are needed?	The course content is expected to be delivered in English and then later translated to Spanish, French, and Arabic. IOM will be responsible for the translations if they are needed.
19	Is there a preference for course authoring tools (e.g., articulate)? Is there a preferred hosting platform that IOM will use for this course?	No, there is no preference for authoring tools. The final package needs to be in SCORM format to align with the IOM hosting platform.

20	Given the strict deadline of August 31, 2024, could you provide insight into the factors driving this timeline?	This project is tied to donor funding and reporting.
21	How should VAT be handled in our Vendor Information Sheet if we do not have one? Can our tax information from our country of registration be provided?	Yes

Approved by:



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Date:

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