REQUEST FOR PROPOSALS FOR PROVISION OF AN E-LEARNING PLATFORM

The Eastern and Southern African Trade and Development Bank is a specialized African multilateral financial institution serving most of Eastern and Southern Africa. The Bank's objective is to provide short, medium- and long-term financing to viable projects and trade finance activities in its 23 member states.

In line with its Human Capital Development Initiatives, the Bank intends to continue its e-learning solutions by procuring off-the-shelf, customized technical and soft-skill courses. Accordingly, the Bank is looking for an e-learning service provider with requisite technology and capability to provide an efficient, user friendly and modern eLearning platform.

Scope of Work

- Assessment and identification of relevant off-the-shelf courses in line with the Bank's training needs/requirements.
- Listing of DFI relevant technical and soft skill courses by profession and category.
- Definition of the learning objectives of each course.
- Setting the assessment method for successful completion for each course.
- Annual update of course catalogue in line with staff training needs.

Deliverables

- E-learning solutions for bank-wide staff that will address all functions (operations and business support);
- Deployment of the training solutions on multiple platforms (PCs, tablet, Apps, etc.) for a period of one year;
- Reporting Analytics for all training interventions, i.e., report generation, certification, etc.
- Local representation (Admin training) and on-line helpdesk support as required.

Proposal Requirements

Based on the above, Trade and Development Bank (TDB) is looking for an eLearning platform with the requisite capability to implement and integrate self-paced online learning. The provider should demonstrate a proven track record of providing customized eLearning for financial institutions and international organizations as well as company's profile demonstrating capacity to perform the services required.

Interested eLearning providers are requested to submit a single proposal, clearly specifying:
- Technical competencies and expertise to undertake the assignment, demonstrable relevant experience in similar assignments, project plan and deliverables.
- Financial cost indicating the total all-inclusive US Dollar fixed cost for the engagement, exclusive of VAT.

- Written reference from institutions to which similar training solutions were provided successfully.

- A detailed work plan clearly showing the information gathering, planning, design, development, testing, delivery, and handover phases for the platform.

- The provider will be expected to provide a demonstration, a user manual as well as user and administration training about the platform.

Submission

Interested eLearning solution providers may express their interest by submitting their proposals directly to rfpchecks@tdbgroup.org by **30 June 2019**. Only shortlisted firms will be contacted.