**CBD/CFT2022/1**

C. Technical Offer

PROVISION OF E-LEARNING MODULES ON WILDLIFE SURVEILLANCE AND TRADE

AND OTHER SERVICES

WORLD ORGANISATION FOR ANIMAL HEALTH (WOAH)

whose statutory name is

“Office International des Epizooties”

deadline to submit:

Declaration of interest and integrity: 11/07/2022 (Paris local time)   
2. Tenders : 18/07/2022 - 18:00 (Paris local time)

|  |  |
| --- | --- |
| **Contracting authority** | **WOAH Contact Point** |
| World Organisation for Animal Health (WOAH)  Whose statutory name is  Office International des Epizooties  12 Rue de Prony  F-75017 Paris  France | BARBARA ALESSANDRINI  CAPACITY-BUILDING DEPARTMENT  Tel: (33) 01 44 15 18 88  Email: [b.alessandrini@woah.org](mailto:b.alessandrini@woah.org) |

# RESPONSE STRUCTURE

The tender response must be filled in this document. It should be provided in a Word/PDF document, no longer than 50 pages and signed by the authorised person. Additional information relevant to the understanding of the response may be presented in annex and will not count against the maximum number of pages.

**The scanned documents will not be authorized and will not be analysed.**

This document will be used to assess the technical criteria (section 4.7. of the Document A).

* **Criteria 1 technical criteria (80%)** will be assessed according to the following information provided on their technical offer and document F:
* Company organisation and sustainability (10%)
* Demonstrated understanding of the context and experience in working in a multicultural context and in the public sector (30%)
* Relevance and quality of the proposed methodology and associated workplan (30%)
* Relevance and quality of the proposed project team (30%)

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| --- | --- |
| **General company / consortium information** | *Annex (if any)* |
| **General information:** *Company name (and name of group if applicable)*  *Structure (location and number of employees in the headquarters as well as regional offices)*  *Contact point name, phone number and email address*  ***Please provide your answers below:*** |  |
| **Activities:** *Company background review*   * *Description of major activities related to the subject of this call for proposal (development of eLearning modules, learning needs’ assessment, evaluation of learning resources)*   ***Please provide your answers below:*** |  |
| **Experience:** *References related to international eLearning projects carried out in the last 5 years in the veterinary domain, including links to developed e-modules or demos (maximum 5 per company)*  *Reference related to Learning Needs’ Assessment and evaluation of learning resources*  ***Please provide your answers below:*** |  |
| Project description *The tenderers should clearly highlight the understanding of the project context and needs and describe the innovation and originality of the proposal. Motivations on the reasons why their proposal should be selected should be included.*  ***Please provide your answers below:*** |  |
| General methodology and proposed schedule *Kindly refer to point 5.1.3. of the document B*  ***Please provide your answers below:*** |  |
| Allocated human resources *This section should identify the requested professional profiles, describing their field of expertise, seniority etc.) proposed throughout the project and according to each stage of the methodology established. It should include a rationale for the team set-up and clearly underline how the team shows an adequate level of expertise requested to develop quality eLearning resources. Appropriate pedagogical, technological and management expertise to guarantee the delivery of high-quality products must be demonstrated. (Please refer to section 5.14. of document B)*  ***Please provide your answers below:*** |  |
| Risk management *This section should provide a review of major constraints identified at this stage, potential risks to the project and measures to ensure its successful completion. Prerequisites that the tenderer deems important to carry out the project effectively should be identified.*  ***Please provide your answers below:*** |  |
| Additional information *This section should include any additional information not provided for elsewhere that you deem important for us to know. Innovative solutions as well as relevant “Best practices” that may not be expressly mentioned in this document should be provided here.*  ***Please provide your answers below:*** |  |

Entity name: …………………………………………………………………………………………………..

Address: .………………………………………………………………………………………………….

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**Name and Title of duly authorized representative: ……………………………………………………**

**Date: …………………………………………………………………………………………………………….**

**Signature:**