Attachment 3

MINIMUM CONTENT OF TECHNICAL PROPOSAL AND TECHNICAL COMPLIANCE MATRIX

# RFP 2025-0076/Polonskaya

**On-Site Inspection**

**E-Learning Modules Development**

Part I – Minimum Content of the Technical Proposal

Below table sets out the Minimum content of the Proposal and the Mandatory Requirements of the Technical Proposal. Bidders are requested to demonstrate compliance with the requirements and add any further information in support of their Proposal. Please refer to the relevant section of the Terms of Reference for further explanation of the requirements. The information provided will form an integral part of the technical evaluation process.

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| --- | --- |
| Item | Minimum content |
| 1. Executive Summary |  |
|  | Provide an overview of the proposal |
| 1. Experience, Resources and Project Management | |
| Corporate Profile and Values of the Contractor | * Brief background of the company, mission/vision, ownership, size, location, number of personnel by type profile, etc. * Company business structure and its authority to execute all Work under the Contract. * In case the Bidder requires the services of subcontractors, the Proposal shall include:  1. Relationship of the Bidder’s business to any subcontractor(s) that will be used. 2. Names, addresses, legal status, and qualifications of major sub-contractor(s) proposed by your organization. 3. The scope of work and nature of subcontracting. |
| Corporate Experience | The Proposal should detail the Bidder’s experience in executing services of similar scope and complexity. |
| Requirements for the Contractor and personnel | The Proposal should address and describe all requirements spelled out in the Terms of Reference (ToR). |
| 1. Meeting the Requirements | |
| Understanding of the ToR scope | Describe your understanding of the services that are to be provided under this ToR, detailing key assumptions that impact the Technical Proposal. A preliminary risk management draft plan shall be included in the technical offer. |
| 1. Contractor’s personnel | |
| 4.1. Visa & Work Permits | Provide written confirmation that the Bidder understands and agrees to take responsibility for obtaining any Visa and/or work permits, which may be required to perform the Service under the Contract. The CTBTO does not sponsor work permits for contractors. |
| 4.2. Documentation and Reporting | Provide written assurance that all reports, documentation, and communication (written and oral) supplied to the Commission shall be in English and submitted in a form stipulated in the ToR. |
| * 1. CVs | Provide CVs of all proposed specialists. |

Part II – Compliance Matrix

The table below must be completed and returned as part of the Technical Proposal.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref No. of ToR | Requirements  *A section-by-section response to each section of the Terms of Reference is included in the Proposal* | Compliance | | Indicate the section in your Proposal and ensure that it is sufficiently described in the Proposal |
|  |  | Yes | No |  |
| 3 | Scope of services |  |  |  |
| 3.1 | Development of 2 modules within target module delivery schedule including Table 1 |  |  |  |
| 3.2 | Development of 2 modules in line with terms and conditions provided for each project component including Table 2 |  |  |  |
| 4 | Methodology, Standards and Technology |  |  |  |
| 4.1 | Multimedia requirements |  |  |  |
| 4.2 | Technical requirements |  |  |  |
| 4.3 | Functionality requirements for the target audience |  |  |  |
| 4.4 | Visual and Learning Design Requirements |  |  |  |
| 4.5 | Language Requirements |  |  |  |
| 4.6 | Additional design requirements |  |  |  |
| 5 | **Qualification Requirements for the Contractor** |  |  |  |
| 5.1 | Be legally registered and have all required licenses and accreditation for the development of E-learning modules. |  |  |  |
| 5.2 | Proven track record with a minimum of 10 years of experience with designing and implementing scenario-based e-learning modules (at least two references, preferably from international organizations) |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 6 | **Qualification requirements for Contractor’s personnel** |  |  |  |
| 6.2 | University degree in a field related to e-learning, instructional design, web design, multimedia production and graphic design. |  |  |  |
| 6.3 | At least three (3) to five (5) years of recent experience in development of fundamentally sound e-learning modules and resources to a technical end user group similar to the Target Audience |  |  |  |
| 6.4 | Minimum (5) years of proven experience in creating learning paths/journeys, proficiency in instructional design/adult learning |  |  |  |
| 6.5 | Demonstrated ability to work with subject matter experts in fields related to OSI inspection techniques such as geophysics, radiation monitoring, visual observation and multi-spectral imaging, seismology |  |  |  |
| 6.7 | Demonstrated experience in developing SCORM packages and working with common e-learning management systems such as Moodle |  |  |  |
|  | Project Lead - University degree in a related field such as education, instructional design, web design, multimedia production and graphic design |  |  |  |
| 7 | **Risk Management** |  |  |  |
| 8 | **Reporting and Milestones**  The Report shall contain (but not be limited to) the following:  Reference to the module, including the date of request;  Actions taken and services performed to complete the milestone;  Any other relevant issues and/or recommendations. |  |  |  |