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**ISLAMIC DEVELOPMENT BANK (IsDB) GROUP   
IsDB Institute & Project Procurement Division (PPR)**

REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR A SHORT- TERM CONSULTANT

**Freelance Instructional Design Consultant for IsDB Project Procurement eLearning Program 2022**

**March 2022**

**Assignment: Freelance Instructional Design Consultant for IsDB Project Procurement eLearning Program 2022**

Location : Virtual (Any country)

**Duration** : 12 Months (One Consultants)

**Starting date:** 17th April 2022 (Expected)

**Finishing date:** 31st March 2023 (Expected)

**Invitation for Expression of Interest (EOI)**

*Date*: March 2022

**[Freelance Instructional Design Consultant for IsDB Project Procurement eLearning Program 2022]**

1. The Islamic Development Bank (IsDB) has approved an administrative budget for recruitment of staff consults for the above assignment. The Terms of Reference (TOR) of the Services is attached. The Service will be provided by an individual consultant, who may be a self-employed professional or an employee of a consulting firm.
2. IsDB will select and engage the freelance consultant in accordance with the IsDB Corporate Procurement Policy (Policy). The freelance consultant for the assignment will be engaged based on a **Fixed Budget Selection** method.
3. The Consultant should submit the following as part of the proposal:
   1. Completed EOI Form in Appendix B
   2. Professional Resume/CV
   3. Financial proposal as per the format in the TOR
   4. A few relevant work samples (minimum 3)
4. The full set of documents should be submitted through email to the following authorized IsDB email, no later than April 03, 2022 (08:00 PM GMT):

Corporate Procurement Division

Islamic Development Bank

E-mail: [e3d3d40a.isdb.org@emea.teams.ms](mailto:e3d3d40a.isdb.org@emea.teams.ms)

1. The last date of asking questions on the TOR is March 20, 2022. Questions on the TOR may be sent to the following email:

General - BCC2022-006 Instructional Design Consultant for PPR eLearning Courses [bd2841a5.isdb.org@emea.teams.ms](mailto:bd2841a5.isdb.org@emea.teams.ms)

**Annex A:** Terms of Reference

**Annex B:** EOI Form

**Annex C:** Evaluation Criteria

**Annex A**

**TERMS OF REFERENCE**

**LIST OF ACRONYMS**

|  |  |
| --- | --- |
| IsDB | Islamic Development Bank |
| IsDBi | Islamic Development Bank Institute |
| MCs | Member Countries |
| RHs | Regional Hubs |
| QCBS | Quality and Cost Based Selection |
| ToR | Terms of Reference |
| KLT | Knowledge Leaders Section |
| PPR | Project Procurement |
| AWP | Annual Work Program |
| LLD | Low-Level Design Document |
| HLD | High-Level Design Document |
| SBs | Storyboards |
| SMEs | Subject Matter Experts |
| FBS | Fixed Budget Selection |

**A. INTRODUCTION**

1. The Islamic Development Bank Institute (IsDBi) is the knowledge beacon of the Islamic Development Bank and is responsible for all capacity building and e-learning programs of the Bank.

2. The Knowledge Leaders Section (KLT) of the IsDBi has prepared this Terms of Reference (ToR) for hiring Freelance Instructional Design Consultant for PPR eLearning courses.

2. The document starts with presenting the context of this exercise, its objectives, audience, and general features of the required e-learning courses.

3. Then, the document deliberates on the consultant duties, IsDBi duties, project deliverables, and time frame. The document also provides the terms and conditions for submission of proposals and the consultant selection criteria.

4. The document will be the base for collecting technical and financial proposals from specialized Freelance Instructional Design Consultants to undertake the required services.

**B. CONTEXT**

**B.1 About IsDB**

IsDB is a multilateral development institution established in 1975 to promote economic development and social progress in member countries (MCs) and Muslim communities in non-MCs. The IsDB has 57 MCs, which are also members of the Organization of Islamic Cooperation (OIC) in Africa, Asia, Europe, and Latin America. The Bank’s mission is to promote comprehensive human development, focusing on the priority areas of alleviating poverty, improving health, promoting education, improving governance, and prospering people.

**B.2 About the IsDB Institute**

The IsDB Institute (IsDBi) is a thought leader in Islamic Finance and supports and actively contributes to developing the Bank Group’s policies internally and externally. IsDBi plays an integral role by driving the research agenda aligning with the priorities of the IsDB Group. The larger mandate on the IsDBi comprises:

(i) Islamic Finance Advisory and Technical Assistance

(ii) Knowledge Management

(iii) Various streams of Knowledge: Creation, Horizons, Leaders and Solutions.

**B.3 About KLT**

The Knowledge Leaders team of the IsDB Institute has the following mandate:

1. Lead in mainstreaming institutional learning initiatives in IsDB Group’s activities.

2. Facilitate and coordinate the development of knowledge products in collaboration with other Bank units and external partners and stakeholders.

3. Develop an Open Learning Platform for the Member Countries' stakeholders to build capacities on different development topics.

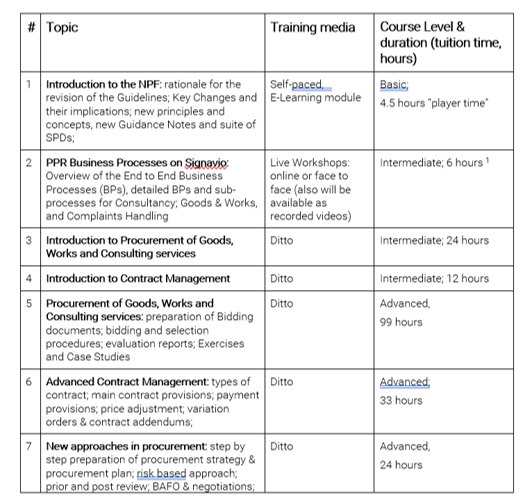
4. Establish and foster mutually beneficial partnerships with knowledge and learning institutes across MCs and non-MCs and collaborate in capacity building and facilitating the production of knowledge products and services.

5. Coordinate development of learning aids (custom e-Learning modules, certification programs etc.) for IsDB staff.

**B.4 Project Background**

The Project Procurement Division (PPR) of the Bank has proposed a comprehensive certification program for its staff and staff of the Government Agencies of the Beneficiary Countries. The proposed eLearning courses shall be part of this certification program, and shall be developed in collaboration with the IsDB Institute. Each eLearning course shall be first developed in English and then translated into Arabic and French, the two other official languages of the Bank.

The complete list of eLearning courses is provided below.



**C. WORK MODALITIES**

**C.1 PPR eLearning Annual Work Program (AWP) 2022**

Out of the above listed eLearning courses, the following two courses are being targeted for development in 2022:

1. Introduction to Contract Management ​

2. Introduction to Procurement Management ​

|  |  |
| --- | --- |
| **Course** | **Description** |
| **Introduction to Contract Management** | Level 2  2 Learning Hours (Estimated) |
| **Introduction to Procurement Management** | Level 2  4 Learning Hours (Estimated) |

**C.3 Audience**

The audience of the eLearning course include IsDB Group staff and staff of the Government Agencies in our Beneficiary Countries​.

**C.4 Delivery and Learning Plan**

|  |  |
| --- | --- |
| **Parameter** | **Description** |
| **Interactivity Level** | **Level 2**, with moderate conceptual animations, moderate graphics and interactivities, reinforcement quizzes, and final assessment. |
| **Level of Learning** | **Level 3 – Application** Level of the Bloom’s Taxonomy.  Assessments in the eLearning course are expected to target the specified level of learning. |
| **Course Hosting & Delivery** | The course will be hosted on the IsDB corporate Learning Management System (LMS) and will be delivered online. |
| **SCORM** | The course will be delivered as a single SCORM course (SCORM 1.2).  A Standalone HTML5 version of the course shall also be provided. |
| **Course Navigation** | The course shall have linear but open navigation – which means that the modules/lessons shall be accessible to the learners at all point of time. |
| **Audio** | Professional audio, with American accent. |
| **Assessment Strategy** | The course shall include quizzes within and at the end of each lesson as required, which will be for reinforcement only and will not be scored.  The course shall include a Final Assessment at the end, which will be scored. Learners must score **75%** or higher to pass the Final Assessment. |
| **Course Completion** | The course shall be considered complete when the learners complete all the lessons and pass the Final Assessment.  A certificate of completion shall be provided to the learners on successful completion of the course. |

**C.5 Ideal Candidate Profile**

The scope of work involves extensive knowledge, skills, and experience for developing (and preferably leading/supervising) learning resources. The desired candidate must have proven experience of at least   
5-7 years in the following technical and interpersonal skills.

**Technical Skills**

* Participating (and leading) in instructional design and learning design activities
* Conceptualizing and developing high quality learning content and activities
* Developing innovative pedagogical blended and self-paced online learning experiences
* Coordinating learning content development across multiple teams and projects
* Reviewing and enhancing developed content
* Collaborating with Subject Matter Experts (SMEs), digital development team, and other key stakeholders to ensure high-quality output

**Interpersonal Skills**

* Excellent verbal and written communication skills
* Demonstrated people management and project management skills
* Demonstrated experience of working with multicultural teams and stakeholders

**C.6 eLearning Course Quality**

In general, the eLearning course should demonstrate the following features:

* **High Quality**: The visuals to be included in the eLearning course, including stock images and conceptual animations, should be of high-quality
* **Attractiveness**: The eLearning course should present the subject matter in attractive, concise and clear manner.
* **Harmonization**: The eLearning course should be similar in terms of look-and-feel with other communication materials produced by IsDB – based on IsDB branding guidelines.
* **Consistency**: The terms, colors, and visuals used throughout the eLearning course should be consistent.

**D. SCOPE OF WORK**

**D.1 Development Stakeholders/Partners**

The following stakeholders and partners shall be involved in the development of the courses:

|  |  |
| --- | --- |
| **stakeholder** | **General Responsibility** |
| **Management Team** | The Management Team shall comprise of the stakeholders from PPR and KLT and shall be responsible for the overall successful execution of the program. |
| **PPR Focal Point** | The PPR Focal Point shall be responsible for the final approval of each deliverable and shall also provide support for the required inputs. |
| **KLT/IsDBi Focal Point** | The KLT/IsDBi Focal Point shall be responsible for the final approval of each deliverable and shall also provide support for the required inputs. |
| **Subject Matter Experts (SMEs)** | The subject matter experts shall be responsible for providing the required technical support. |
| **Consultant Development Partner Company** | The Consultant Development Partner Company shall be responsible for the overall development of the courses. |
| **Freelance Instructional Design Consultant** | First-level review of all deliverables before they are submitted for IsDB reviews. |

**D.2 IsDB Inputs**

IsDB shall provide the Freelance Instructional Design Consultant with the following:

* Source content in the form of PowerPoint slides and other material
* High-Level and Low-Level Design documents of the courses
* Storyboards and other required learning resources
* Access to the digitized version of the courses
* Any other resources as required

**D.3 Consultant Scope of Work**

The Freelance Instructional Design Consultant shall be responsible for the first-level review and enhancing the quality of the eLearning course deliverables received from Consultant Development Partner Company before these deliverables are submitted for IsDB review.

The Freelance Instructional Design Consultant is expected to perform the following:

* Participate in the Design Workshops
* Review the design documents and suggest enhancements
* Review the storyboards and suggest enhancements; and verify the fixes before submission for IsDB review
* Review the digitized output and suggest enhancements; and verify the fixes before submission for IsDB review
* Engage with the Consultant Development Partner Company during the first-level reviews for any feedback discussion if and as required to enhance the quality of the deliverables

|  |
| --- |
| Note  The scope of work for the Freelance Instructional Design Consultant shall be limited to the English version of the courses.  The scope of work primarily involves instructional design review and DOES NOT include scripting or storyboard development. |

**E. DELIVERABLES**

The deliverables for the Freelance Instructional Design Consultant shall include the following:

1. Review sheets/documents for the first-level review of each deliverable
2. Progress report of the first-level reviews at regular intervals as agreed

**F. ESTIMATED WORK EFFORT**

The estimated effort in man-days for the required job is approximately 100 man-days; spread across year 2022. The selected Freelance Instructional Design Consultant is expected to align their availability with the proposed implementation plan of the respective courses and agree on the larger plan for the year.

**G. TERMS AND CONDITIONS**

Following are some general terms & conditions:

* Candidates interested in bidding are requested to submit the following as part of the bid:
  + Resume or professional profile
  + Work samples
  + Financial quotation for the assignment as per the following format:

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial Quotation** | | | |
| **S. No.** | **Course Name** | **Amount (in $ USD)** | **Per Man-Day Rate (in $ USD)** |
| 1 | Introduction to Contract Management |  |  |
| 2 | Introduction to Procurement Management |  |  |
| Total Amount | |  | |

* The selected candidate shall enter into a one-year Contract with IsDB. The Contract shall outline more detailed terms & conditions of the engagement.
* The Contract shall be a lumpsum contract for the entire assignment of the two courses. The duration of the Contract shall be 1 year.
* The candidate shall raise the invoices as per the milestones specified in the Contract.

**H. SELECTION AND EVALUATION CRITERIA**

The selection method shall be Fixed Budget Selection (FBS). The budget ceiling for the assignment is **USD $20,000.00** (*twenty thousand US Dollars*). Kindly note that financial proposals above this ceiling shall be automatically rejected.

Kindly note that the shortlisted candidates shall be invited for a technical interview.

The candidates shall be evaluated based on the following criteria:

|  |  |
| --- | --- |
| **Criteria for Technical Evaluation (Importance to each criterion)** | |
| **Criteria** | **Importance (Out of 100)** |
| Overall experience in eLearning and instructional design | 15 |
|
|
| Specific experience in instructional reviews | 25 |
|
|
| A short technical interview (shortlisted candidates only) | 30 |
|
|
| Sample work | 30 |
|
|

The minimum qualifying technical score will be 70%. The candidate recommended for award will be the highest ranked technical offer that is within the budget mentioned above.

**I. CONTACT INFORMATION**

For any clarifications on this ToR, the candidate may contact at the following email:

General - BCC2022-006 Instructional Design Consultant for PPR eLearning Courses [bd2841a5.isdb.org@emea.teams.ms](mailto:bd2841a5.isdb.org@emea.teams.ms)

Note: Questions on ToR shall be entertained only till the last date of asking questions, as specified above.

**Annex B**

**Expression of Interest (EOI) by Applicant**

**[Freelance Instructional Design Consultant for IsDB Project Procurement eLearning Program 2022**]

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear, Mr. **XXXX,**

I have read carefully your Invitation for Expression of Interest (EOI) for the captioned assignment and find the Terms of References (TOR) and Scope of Work match my skill mix and experiences for providing the services required in the TOR. I would like to express my interest to be considered for the Shortlist of STCs. I understand that IsDB does not have an obligation that I must be shortlisted.

I have attached to this EOI my Curriculum Vitae (CV) for your consideration. Some of the key information is highlighted below:

**Personal Profile**

|  |
| --- |
| Nationality:  Date of Birth:  Permanent Address:  Phone No.:  Email: |

**Past Consultancy Assignment References**

*[****Notes to consultant:*** *Please select most relevant consultancy assignments you have recently completed to demonstrate your technical qualifications and experience.]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Period | Client | Project | Country | Your role (As a lead consultant or as a member of a team?) | Value of the  Contract |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**III. Availability**

I shall be available for the services from *\_\_\_\_\_\_\_\_\_\_\_\_* to*\_\_\_\_\_\_\_\_\_\_\_\_.*

**IV. Eligibility Declaration**

I, the undersigned, certify to the best of my knowledge and belief:

I have read terms of reference (TOR) and Scope of Work (Appendix A), for this assignment.

I confirm that the project references submitted as part of this EOI accurately reflect the experience of myself.

I confirm that I have ever been convicted of an integrity-related offense or crime related to theft, corruption and fraud.

I understand that any misrepresentations that knowingly or recklessly mislead or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with IsDB Integrity and Anti-Corruption Policy.

*Signature: Name of the Applicant*

**Annex C**. Technical Evaluation Criteria

The candidates shall be evaluated based on the following criteria:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Criteria** | **Maximum score** | **Evaluators** | | |
| **1** | **2** | **3** |
| 1 | Overall experience in eLearning and instructional design | 15 |  |  |  |
| 2 | Specific experience in instructional reviews | 25 |  |  |  |
| 3 | A short technical interview (shortlisted candidates only) | 30 |  |  |  |
| 4 | Sample work | 30 |  |  |  |
|  | **Total Score:** | **100** |  |  |  |

The minimum qualifying technical score will be 70%. The candidate recommended for award will be the highest ranked technical offer that is within the budget mentioned above.