United Nations Population Fund
UN City
Marmorvej 51, Copenhagen 2100
Denmark
Telephone: +45 4533 5000
Website: http://www.unfpa.org

Clarification I

Q&A for UNFPA/USA/RFQ/21/092

1. **There is also a need to create leadership-focused learning content for training. So, how do you expect the material to be presented? Will it be in the form of simple PowerPoint presentations, or will self-paced modules suffice?**

   As per the RFQ document, *"The company should determine how best the content is to be delivered, whether in-person or in pre-learning content."* This could be a mix of self-paced learning through a virtual format (UNFPA Humanitarian Office uses a Moodle platform to which access will be provided to the selected company) or through Zoom sessions. In addition, for the proposed in-person five-day workshops, the company is encouraged to select methodologies and tools which will most effectively promote learning transfer, whether this be through plenary sessions, group work, case studies and/or simulation type exercises for example.

   The company is not expected to solely facilitate the UNFPA-specific content, especially content included in Modules 2 and 3. Rather the company will work with up to 15 UNFPA subject matter experts to articulate and develop the most relevant content. The company is then expected to guide the UNFPA subject matter experts on the most effective means of facilitation of their respective subject areas.

2. **Will there be a provision of some raw material/guidelines which will be provided by UNFPA to build on the existing content.**

   As per the Request for Quotation document, UNFPA-specific content for Modules 2 and 3 is largely developed. Here, UNFPA has a standard set of training modules and materials, including learning guides for each of the subject areas. These learning guides, depending on the subject content will include relevant materials and tools which are recommended to deliver the content effectively. These guides also contain PowerPoint slides (fully in English, some in French) and accompanying reading material and resources. Depending on the subject matter, there may also include previously used case studies, simulation material, group exercise outlines, video material. The material is mostly suited for surge roster deployees and would have been delivered both in a virtual environment and in-person environment uploaded into a Moodle platform which will be shared. We then expect the company to review this material and adapt these specifically to a leadership audience and as outlined in the RFQ in both pre-learning (virtual) and in-person formats.

As per the RFQ document, material for Module 1 and 4 needs to be mostly developed and it is up to the company to determine the best format in which to deliver this in.

Material for the development of Module 1 should include Version 2 of the UNFPA Humanitarian Standard Operating Procedures which are currently being updated and will be shared. As per the RFQ document, for Module 1, the company is also expected to use the the IASC lead-agency accountabilities in line with the IASC Reference Module for Cluster Coordination at Country Level (2015), the IASC System-wide scale up protocols and corresponding commitments, IASC Scale Up Protocol for the Control of Infectious Disease Events (2019). Module 1 should also ensure to effectively reflect UNFPA accountabilities in scale up situations in the corresponding learning material.

There is limited material available for Module 4 within UNFPA, and the agency does not feel adequately prepared to facilitate this material. Thus, the company will be expected to fully develop and facilitate this module in the format they seem most effective.

3. **Is there any specific duration of the content that you are expecting for this training?**

Training duration is fully outlined in the Request for Quotation.

Pre-learning events (virtual) should be of no more than 15 hours of learning for each cohort of 25-30 persons.

In-person training events of groups of no more than 30 persons, should average 8 hours a day of no more than five days in duration for each cohort.

4. *How do you want the online training to be delivered? What platforms are you using? Do you have your own LMS or the agency is expected to upload the curriculum to its own learning platform?*

UNFPA uses the Moodle open source learning platform for organisation and delivery of our humanitarian (virtual) learning events. We expect the company to use this platform when delivering the virtual component of the programme at this stage. Support will be provided on how to navigate this LMS and how to use it effectively with close guidance provided by the Humanitarian Learning Specialist who will also support general administration and logistics for all events, whether virtual or physical. Any significant maintenance will also be undertaken by the Humanitarian Learning Specialist should this be necessary. Should UNFPA transition to other LMS platforms during the contract period, the company will be provided with access to these.