



Annex-1
Minutes of Pre-Proposal conference
Clarification and Response

Title: Re-advertisement Request for Proposals for the Provision of Developing E- Learning Center for UNDP LOGO Project.
REFERENCE: UNDP/AFG/2019/RFP/ 0000003258

United Nations Development Programmed (UNDP)		
RFP Reference	Clarifications Sought By Proposers	UNDP Responses
Data sheet	1. The duration of contract mentioned in RFP is not sufficient for completion of requested deliverables, is it possible to extend the duration of contract?	No, it will not be extendable, and it should be done in due date (as per contract).
TOR	2. The key stakeholders mentioned in RFP, who are they? Please provide more details.	IDLG/DMM Director General of Urban Governance and LoGo Municipal Component.
TOR	3. It is mentioned in pre-proposal meeting that facility will be provided to contractor in IDLG, is the international companies submitting proposal need to exclude the cost of facility from their proposal?	It is only regarding office for one or two people when needed to work closely with DMM. it does not include for accommodation, full office etd. Details provided in the meeting.
TOR	4. What will be the language of modules?	The Modules will be mostly in Dari and Pashtu.
TOR	5. Is there any specific AMA standard/method we should refer to? Because there are several AMA methods available on internet.	The updated and usual standard techniques to be used.
TOR	6. Do we have to cover the maintenance cost of E-Learning Center in our proposal or not?	Yes, one year after launching

RFP Annex-3	7. Is the current Annex -3 also the template for the applicant to prepare its Technical and Financial Proposal?	Yes, you can submit your proposal as per RFP Annex-3
TOR	<p>8. Under 3.5 Collaborative Learning, the ToR requires that “As an Initial step for testing/launching the application, the company needs to design & develop 30 online (120 hours online and each of courses the duration will be from one hour to 4 hours) training course packages (the content will be provided by DMM)”. We’d like to request the following clarification:</p> <p>a. Are there already content in the form of courses (i.e., lessons plan, assignments, case studies, assessments, quizzes, videos and others) available at the DMM?</p> <p>b. If content is not available in the form of course materials, please describe what design and development should the company/NGO do?</p>	<p>a) Yes, the training modules will be provided by DMM.</p> <p>b) The content will be provided by DMM and LoGo, but the firm to design it and it should be added in inception report as well.</p>
TOR	9. Under 3.5 collaborative learning, you require NGO/company that “the solution shall work online/offline and update the files once online.” Please describe further on what the requirement is here? In some cases, it may require a specialized browser or an additional software. What is your definition of online/offline? (Does this scenario explain it well? A learner/trainee connects to wifi/internet and logs into to his/her account to download courses to complete. Goes home and completes all courses offline. When he/she connects to the internet, all course progress is updated in his/her profile.	Yes, given explanation is right
TOR	10. All first-time users of LMS will require training on the use of system and courses. Please clarify if the NGO/company shall deliver an in-	No, only the DMM staff will be trained by the firm.

	person training to the end users as well? How many end-users do you expect to enroll?	
TOR	11. Please clarify if UNDP plans to make the system accessible at the district level and provide resources such as internet and computers to the district level employees? The DMM staff at district level have limited access to resources such as internet and computers.	The system will be developed for DMM and it will be accessed by their staff and the DMM will ensure the rest.
TOR	12. Please describe what kind of information do you expect the learners to share and exchange during the collaborative learning process? Such as text, pdf, voice messages, video messages and others? The system wants the ability to accept these kinds of media or the ability to create/develop these kinds of media?	All types of information to be available and acceptable by the system.
TOR	13. E-learning center and LMS are two different things. Is the NGO/company required to establish the E-learning as center as well – such as computers, desks and others?	E-Learning center will have LMS only as describe in TOR Scope of Services
TOR	14. Please clarify if UNDP wants the AMA self-assessment tool to be part of the LMS?	No
TOR	15. On Section 3.5, “in our LMS we must be able to create new content, store existing contents and have access to the resources outside the LMS”. Please clarify which kind of resources outside the LMS should be made accessible and how?	It means that the given links within the contents, etc should be openable on the system.
TOR	16. Please explain what Certificate authentication do you require? What features should be included to ensure the certificate is not reproducible?	The LMS should record the data for every course taker, number etc. The staff can take one course many times, but it should be recorded.

TOR	17. What will be the criteria to sign up for a course? Is there a minimum eligibility requirement?	The Criteria will be given/set later by DMM. That might be only being government staff etc.
TOR	18. Who will be responsible to add/manage the courses?	During the period the firm will do it and once its launched and handed over to DMM, they will administer it.
TOR	19. Will there be any teachers/trainers who can post content related to a course material?	The DMM administer/technical person will do.
TOR	20. Will there be different levels in a course?	Yes
TOR	21. Can a trainee/student download the course material files? If yes, then in which format?	Yes, in any of the uploaded format in the system the trainee should be able to download or copy them.
TOR	22. Will there be any live video/whiteboard tutorial also?	Yes, its explained under virtual classrooms.
TOR	23. Can a student consult any trainer about a query?	The system should have such an option for trainee and the administer/technical lecturer to communicate.
TOR	24. Will there be any timeline to complete the course and attempt the exam?	Each of the course will have a time frame and it should be auto saved as well so that the trainee can continue from the same stage in next session.
TOR	25.. What will be the nature of tests/exam? Objective or Subjective?	It will be in both ways.
TOR	26. What would be the criteria to evaluate the attempted tests? Will it be done automatically in the system or by a trainer/Admin? If it is done by the system, then will you be providing the logic behind it?	It should be done automatically by the system. The correct response will be provided, and it should be developed in the module so that the system should analyze accordingly.

TOR	27. If a student fails in the test, will he be allowed to re-attempt the test? How many times?	The trainee can attempt a course many times, but the system should record full information of the attempts like number, time, date, etc...
TOR	28. Will there be different set of questions for the same course?	Yes, we might have MCQs or True and False question in the same course.
TOR	29. Please provide more details regarding online and offline access to the course content.	The system should work in a way in which a trainee could sign in online and download the course and do the course even when offline and upload it when on line. It should upload for the same use.
TOR	30. Who is creating a group and how will a trainee manage groups?	DMM will be doing it.
TOR	31. Can students send requests to other users to join groups?	Yes, but DMM to approve.
TOR	32. Will there be any communication system between students/trainers and within groups?	It could be done via messages and other practical mechanisms
TOR	33. Can a student enroll for more than 1 course at a time?	Yes, a student shall be able to enroll for more than one course at a time.
TOR	<p>34. On page 13, under Collaborative learning of the RFP document, it states as [“ As an Initial step forneeds to design & develop 30 online (120 hours online and each of courses, the duration will be from one hour to 4 hours) training course packages (the content will be provided by DMM)]--- we have three (3) questions on this point:</p> <p>a. Is it correct to assume that in the re-announced RFP, the scope of work for learning content development has been reduced from 270 LHS to 120 LHS</p> <p>b. Why has the RFP been re-announced by UNDP?</p> <p>c. In which language (English or Pashto or Dari), we will receive the base content?</p> <p>d. and in which format, we will receive the e-learning content?</p>	<p>a). Yes, in re-announced RFP its 120 Hours</p> <p>b) . Response: Since UNDP could not find eligible bidders in the first round.</p> <p>C). Response: In one of mentioned language then the firm should translate it in other two languages.</p> <p>d). Response: In any format that will be requested like, word, PDF and PPT,</p> <p>e). Response: sure, as mentioned it should work in both cases.</p>

	e. The solution shall work online/offline and update the files once online? Will this be true in case of laptops and desktops too?	
TOR	<p>35. On page 14 under Collaborative learning of the RFP document, it states (“We should be able to view the media (e.g. images, videos and small animations) by low performing computers.” We have the following question:</p> <p>a. Can we safely assume the system configuration to be minimum as given below?</p>	it means the interface should be in high quality, but easy to be uploaded by low quality computers, mobiles and tablets in terms of graphics etc.
TOR	<p>36.. On page 14, under Programming Languages of the RFP document, it states (“Following are the programming languages to be used for the system development: apart from the below mentioned languages, any other third-party tool that will be used by diem doe system design and develop.....proposal of the firm. Backend Development”</p> <p>a. Can any open source technology (like PHP or Python) be used for the Learning Management System and Virtual Class Room?</p> <p>b. What does “diem doe system design and development” mean?</p>	<p>a) ASP.NET Core (MVC) to be used</p> <p>b) The application to be as per contemporary software development standards.</p>

TOR	<p>37. On page 14, under 5.1 Front-end development of the RFP document, it states “ The LMS should be web-enabled single-page application using the contemporary front-end technologies such as (Angular JS or Other Frontend Frameworks) that work inside a browser and does not require page reloading during use”</p> <p>a. What's the rationale for requiring Single Page App?</p>	<p>a) We want to do everything in one page, not to go back and forth among the pages, this is what mean single page.</p>
TOR	<p>38. On Page 23, under Annex 3, F Cost Breakdown by Cost Component table,</p> <p>a. how do we include the personnel/profiles that are not mentioned in the document.; e.g. Coordinators, Translators, Voice Over Artists, QA Engineers etc.?</p>	<p>The number of staffing is minimum, you can add staff with considering the real requirements.</p>