

BIDDER'S CONFERENCE – MINUTES OF MEETING

RFP/UNDP/ACHIEVE/132346/025/2021

Assignment Name:

Provision of Long-Term Agreement for SDG Academy Indonesia New Courses & Learning Materials and Programs Development

Date and Time:

26th August 2021 by Zoom Online Meeting

<https://undp.zoom.us/j/86281045995?pwd=b3dQY1lOLzkzS0lubkhL2hyQTMxQT09>

Meeting ID : 862 8104 5995

Password : 297047

Meeting record:

https://undp.zoom.us/rec/share/YSjDOX75QgxBkfsj4o0boaRrqTda9rKLBBaU2V-qJaP_RCCVfPjs656chETjAy8c.nmpA0QlpthPkrNE7

Passcode: aB.m7h2n

Closing Date:

Please refer to the e-tendering system with event ID **0000010038**

TO ALL INTERESTED BIDDERS

No.	Introduction and Guidance	
Information	Bid Conference was opened with following agenda: <ol style="list-style-type: none"> 1. Explanation on RFP document – administrative issue (closing date, submission & method, delivery place for submitting offer, contract award, etc.). 2. Explanation on Annex I Description Of Requirement 3. Explanation on Annex II - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL 4. Explanation on Annex III - Term of Reference (TOR). 5. Q & A (going through all sessions) <p><i>*Bidders were encouraged to carefully read the RFP document before preparing the offer and to check regularly UNDP E-tendering & UNDP website for any update/amendment to this tender document</i></p>	
	Q&A session is incorporated into the below minutes	
1.	Q	Will SDG Study Abroad Program Curriculum Development be part of the assignment?
	A	Yes, the SDG Study Abroad Program Curriculum Development is included in the 7 listed assignment.

2.	Q	On the duration of the course development, will the vendor get the details schedule of that duration? This will relate to the methodology that the vendor will propose.
	A	There are no details of the schedule based on the duration. The timeframe will be proposed by the vendor in their technical proposal based on 2 months (45 working days) for the program curriculum development and 1 and a half month (35 working days) for the course development, as stated in Annex 3.
3.	Q	Based on deliverables 1-4 for the course development, will blended learning approach applicable for all of the course listed?
	A	Deliverables 1-4 will be on call basis. To help the vendor smoothen the process, it will begin with the conventional course development then will be followed by the digitization before the deployment process take place. The approach that will be used is asynchronous teaching approach/self-paced learning method.
4.	Q	On the Study Abroad Program, is there any particular target country where the program to be held?
	A	There is no specific country to be targeted for now. The country might be identified later. Therefore, throughout the process of curriculum development, the target country will be general and will be depend on the Covid-19 pandemic situation.
5.	Q	Since the course will be using self-paced learning, can the third party directly go to the e-learning methodology/digital learning modules?
	A	The third party will follow the whole process stated, begin with the development of conventional learning materials with stated components in Annex 3. It will be followed by the digitization process to be deployed to the e-learning platform.
6.	Q	The curriculum will be in Bahasa Indonesia, will it be possible if the third party develop it in English and the translation take place later?
	A	The translation process might take place internally by the third party. And the final version of the learning materials should be in Bahasa Indonesia.
7.	Q	Is there any specific duration of this module that the project is expecting?
	A	1 topic in 1 course will be approximately need 2-3 hours effort.
8.	Q	Is there preference for particular Learning Management System platform, or it should be proposed by the third party themselves?
	A	For the SDG Leadership Program, Moodle will be used for the SDG Mobile Learning Program and Open edeX will be used.
9.	Q	How the third party can find the detailed of SDG Academy Indonesia Curriculum documents (PDF)?
	A	It is uploaded in separate document in the link of the procurement notice, related eTendering, and UNGM.
10.	Q	Since the curriculum is in English, is there any translation of this into Bahasa Indonesia?
	A	No, the curriculum provided in English although the output of the course learning materials will be in Bahasa Indonesia.

Jakarta, 30th August 2021