Statement of Work

E-Learning Course on

Efficient Disposal of Less Complex Public Procurement Misdemeanor Cases

**INSTRUCTIONS TO APPLICANTS**

Applicants must:

* Submit a curriculum vitae(s) of each consultant or team member and a cover letter describing direct relevant experience with references. A legal entity must submit additionally a business registration document, including past performance.
* Submit a Technical Proposal
* Submit a financial offer for the assignment (in US dollars) presented per deliverable *(Use the Financial Offer Template presented below in the SOW document.).* ***The financial offer should reflect the contracting party – an entity; the contract will be signed with the entity indicated in the application.*** *When calculating your financial offer, the offeror should include all anticipated costs for the assignment such as labor, travel, accommodation, and Defense Base Act (DBA) insurance. Please be advised, DBA insurance is mandatory for all subcontractors at their expense. DBA insurance is 2% of labor costs. DBA insurance cannot be added to the cost afterwards or be reimbursed. Any airfares must be Fly America compliant. We base estimates for a reasonable cost on economy class airfare and daily fees not exceeding the USAID maximum rate****.***
* Offers should be submitted via email to IPP Project Office in Belgrade, Serbia, no later than 5pm CET on February 6, 2025.

**NOTE:** Submission of a CV(s) alone IS NOT considered a complete application. An application MUST include a Financial Offer in a format provided within the Scope of Work. Failure to provide the required information will result in your not being considered for this assignment.

**Financial Offer[[1]](#footnote-1): \_\_\_\_\_\_\_\_\_\_\_\_ $**

***Must be completed by the offeror.***

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| **Deliverable** | **Fee per deliverable** |
| 1. DBA insurance for the duration of the subcontract procured. |  |
| 2. The draft of the SCORM e-learning course designed as a structured and guided package, consisting of three thematic modules. Each module should include interactive elements, multimedia features, post-training assessments, certification, and the initial setup of an electronic library, as outlined in the SOW. |  |
| 3. A report summarizing the compatibility testing results, including testing of the electronic library on the Judicial Academy platform, along with any identified technical issues and implemented solutions submitted.  |  |
| 4. Finalized and fully functional SCORM e-learning module, designed as a guided and structured package, submitted, incorporating all feedback from testing and stakeholders, ready for deployment (including integrated fully operational electronic library as well as functionality for tracking participant progress and enabling the automated generation of certificates for successful completion) and written guarantees of post-deployment technical support for a period of six months to address any issues or necessary updates that may arise during the use of the module on the Judicial Academy platform provided. |  |
| 5. A concise user guide developed and a training session conducted for Judicial Academy staff on managing, updating, and deploying the e-learning module including the functionality of the electronic library. |  |
| 6. Submit the Final Report that describes but is not limited to the following: the purpose of the engagement, progress made, and any other notable observations; issues and/or problems encountered; and expected follow-on interventions, as well as actions to be performed by counterparts, not exceeding 5 pages. |  |

1. When calculating your financial offer, the offeror should include only anticipated costs for labor; other costs such as travel or accommodation will be covered by the IPP Project [↑](#footnote-ref-1)