



Request for Quotation Online Learning Content Development

The Voice Inc (TVI) is implementing a range of work as part of its **Local Leadership and Collective Action Program (LLCAP)** to support collective action aimed at public policy reform and implementation.

A key strategic priority for TVI and under LLCAP is to develop its online learning and action platform; the Clean Gen Academy. A key part of the platform is issue focused online learning courses available to support reformers and developmental leaders and the action of TVI's members. The platform is TVI's key piece of digital infrastructure to support knowledge, dialogue and action on reform issues including Sorcery Accusation Related Violence (SARV), youth opportunities and drug and alcohol abuse.

TVI seeks an experienced partner with local or regional experience in developing and publishing high quality online courses or learning content. This partner will oversee a pipeline of online issue focused courses being published on TVI's online platform and will train and mentor TVI staff in this process.

This request is for quotations from high-quality organisations or individuals who meet the selection criteria below.

Location of Service	Face to face in Port Moresby or remotely.
Length/ Timing	January 1 2024- December 31 2024
Deliverables	<ol style="list-style-type: none">1.Up to 5 edited and published pieces of existing TVI online content.2.Up to 10 new online courses developed and published on platform.3.TVI online courses instruction manual



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**Details of
Task
Required**

Online content planning

- Develop an online content plan and timeline for TVI's online courses.
- Develop a customized format and structure (content template) for TVI online courses reflective of good practice in instructional design and the context.
- Provide advice on options for accreditation of content and include this in the plan

Editing and publishing existing content

- Review and update TVI's existing and unpublished courses as needed.
- Work with TVI staff to publish existing content as per content plan/ timeline.

Developing or commissioning new content

- Develop or commission and manage development of new content as per the plan.
- Publish as per the plan, including coordinating testing prior to publishing.
- Work closely with online platform technical staff to ensure smooth integration into other online platform functions.

Ongoing training and mentoring

- Provide mentoring to TVI full time staff on development and publishing of content.
- Develop instruction manual which includes step by step development and publishing of content (including any templates) and maintenance, updating of content.



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<p>The Selection Criteria</p>	<p>Mandatory</p> <ol style="list-style-type: none">1. Experience in planning online content or course implementation.2. Proven understanding and experience in designing and developing online courses.3. Proven understanding of instructional design and the principles of quality online learning content.4. Experience in training and mentoring organisations in PNG or the Pacific5. Experience in online course accreditation or micro-learning accreditation <p>Desirable</p> <ol style="list-style-type: none">6. Understanding of the history and work of The Voice Inc.
<p>How to Apply</p>	<ul style="list-style-type: none">• Respond using the response template below.• Send all documents as a single PDF to info@thevoicepng.org , subject line- 'Online Learning Content Development Quotation'.• Responses need to be received by 5 pm Port Moresby time, 14 February 2024.• For any queries, email info@thevoicepng.org

THE VOICE INC.



Purpose. Confidence. Contribution

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Request for quotation response template

Response Section	Details
Profile of organization	1-page maximum plus CVs of key staff as Annex 1
Response to criteria	2-page maximum
Technical Proposal	2-page maximum, includes brief approach to deliver tasks listed above
Costing	1 page. Include cost to deliver services/ cost structure plus reimbursables (e.g. airfares) or approach to reimbursable costs