

**Questions, Answers, and Amendments to Request for Proposals:**

**USAID Climate, Economics, Finance, and Trade Training –**

**MOOC Development**

<b>Question</b>	<b>Answer</b>
<p>1. The RFP states, “The Subcontractor will develop 31 MOOCs based on the 31 prioritized modules listed below.” Is the expectation that each module is a separate standalone experience, or rather do you want the 31 modules consolidated into a single MOOC course experience for learners, organized by the 9 topics?</p>	<p>There should be 31 modules organized by the following eight topics: 1: Introduction to Climate Finance; 2) How USAID Can Help; 3) Climate Mitigation Finance; 4) Climate Adaptation Finance; 5) Fiscal Policies and Climate Finance; 6) Enabling Environment for Private Climate Finance; 7) Climate Change and Economic Growth; and 8) Climate Mitigation and Trade. Please note that the ninth topic "Illegality and Natural Resource Corruption" has not been prioritized by USAID at this time. Please note that these topics are subject to change over the course of the next three months given USAID is still continuing to develop their final agenda and topics for the in-person training in January/February 2024.</p>
<p>2. Are you open to breaking the videos into smaller, consumable segments? a 45-minute video will not provide the best learner experience. We would likely recommend that the video be broken into segments with activities along the way to reinforce learning.</p>	<p>As of right now the modules are designated at the according time length (30 minutes, 1 hour, 1 hour 30 minutes, etc). However, bidders are welcome to propose this as an option along with their associated costs.</p>
<p>3. The experience as described in the RFP is limited to videos, knowledge check questions, and access to reference materials. Are you open to leveraging other capabilities of traditional MOOCs (e.g., discussion, collaboration with peers, assignments, activities)?</p>	<p>No. USAID has requested basic modules at this point and is not open to other methods.</p>
<p>4. There is variation in how MOOCs can be implemented - they can range from an entirely self- directed, solo experience to a cohort-based collaborative experience. Can you describe your assumptions and expectations for how participants will interact with the online/MOOC content?</p>	<p>The MOOC modules should be entirely self-directed.</p>

<p>5. Is there a need/desire for the videos to be talking head/studio recorded videos, as opposed to explainer/animated videos?</p>	<p>Yes. A talking head / studio recording is assumed. Limited sections of some videos may also use explainer/animated videos.</p>
<p>6. Can you clarify the role of the IDG-assigned Instructional Design Specialist?</p>	<p>The Instructional Design Specialist will work with the Subcontractor, IDG, and USAID to provide recommendations on turning the material from the in-person training into "digestible" MOOC modules that can be entirely self-directed. The Subcontractor will have direct interaction with the Instructional Design Specialist.</p>
<p>7. Has a MOOC platform been selected? If so, what is it?</p>	<p>Yes, the MOOCs are planned to be uploaded on USAID University and Climatelinks.org.</p>
<p>8. If these will not be hosted on a MOOC platform but rather through the USAID or IDG website with added hosting capabilities, is this something we are expected to build and provide?</p>	<p>No. USAID will upload the MOOC Modules to USAID University and Climatelinks.org, but the provider needs to give full access to their platform which is transferable to another platform.</p>
<p>9. Is there any expected variation between the in-person delivered content and the planned online/MOOC content? If so, how much of the ILT content requires updates to make it current?</p>	<p>Yes. Given the MOOC Modules will be entirely self-directed, the material will need to be adapted from the in-person training. The Instructional Design Specialist will provide technical assistance / advice on how to do so. It is not yet determined how much of the in-person content will need to be adapted given USAID is still developing the in-person training.</p>
<p>10. How much content will we be expected to create vs. strict build of the MOOCs?</p>	<p>The successful offeror will not be expected to create content but rather focus on building the MOOC modules.</p>
<p>11. What is the budget you are looking to stay under for this initiative? Does an estimate of \$300,000-\$400,000 seem realistic, or should we reevaluate our development processes to meet a smaller investment amount?</p>	<p>While there is no budget cap, bidders are encouraged to submit realistic and cost-effective cost proposals. The cost of the proposal will be evaluated and compared to each other.</p>
<p>12. What is the budget you are looking to stay under for this initiative? Does an estimate of \$300,000-\$400,000 seem realistic, or should we reevaluate our development processes to meet a smaller investment amount?</p>	<p>Please see answer to Question 11.</p>
<p>13. Will the in-person training also be available virtually and synchronously via Webinar, Zoom, etc.?</p>	<p>At this time, yes.</p>

14. Should the vendor scope to provide technical assistance and/or recording/filming during the in-person training on location in Washington, DC? If so, what specific assistance is needed?	No.
15. Will the finished slide presentations be the same slides presented in the in-person training?	The Subcontractor will use the finished slide presentations used during the in-person training and adapt them to the MOOC Modules.
16. Should the vendor scope for providing copyediting / proofreading assistance of the PowerPoint slides?	The subcontractor should plan to copy-edit and proof-read all draft materials before submitting them to IDG. IDG will also review all materials before being submitted to USAID.
17. Should the vendor scope for providing visual design assistance of the PowerPoint slides for visual quality of graphics and adherence to USAID brand guidelines?	Yes.
18. If so, will USAID brand guidelines be provided?	All USAID branding guidelines can be found online here: <a href="https://www.usaid.gov/branding">https://www.usaid.gov/branding</a>
19. If photos are needed for the slides, will USAID or IDG provide these or should the vendor plan to find and provide stock photos where needed?	USAID and/or IDG will provide these, although the Subcontractor will be welcome to provide recommendations for other photos.
20. If audio narration is desired, should the vendor scope for recording or does USAID want to use the instructor's voice?	Our strong preference is to use the instructor's voice, although offerors are encouraged to provide both options and associated pricing.
21. On which LMS platform does USAID University run? Is it Cornerstone? What output does USAID require for it to load and run on its LMS? Does it require SCORM 2004 3 <sup>rd</sup> ed?	<a href="https://data.usaid.gov/Program-Design-and-Learning/USAID-University-Online-Course-Catalog/r67n-b555">https://data.usaid.gov/Program-Design-and-Learning/USAID-University-Online-Course-Catalog/r67n-b555</a>
22. Is there a specific software required for authoring and delivering the MOOCs? Or should the vendor make their recommendation based on their expertise and specific requirements for the project?	The bidder is encouraged to recommend a software based on their expertise.
23. Does USAID University have a testing/exam platform built into the LMS that they wish to use for the quizzes/exams?	<a href="https://data.usaid.gov/Program-Design-and-Learning/USAID-University-Online-Course-Catalog/r67n-b555">https://data.usaid.gov/Program-Design-and-Learning/USAID-University-Online-Course-Catalog/r67n-b555</a>
24. If so, should the final quiz be authored within LMS? Does USAID or IDG seek the vendor's assistance with producing the exams within that portal?	No. Assessment questions will be provided with the contents of the session.

25. If not, should the vendor plan to create the quizzes within the software used to create the MOOCs?	No. Assessment Question will be provided with the contents of the session. But the vendor may suggest simplifying or additional ideas.
26. Will final quiz grades be reported to the LMS or just completion?	The final quiz grades should simply be to receive the certification upon completing the course. It is expected that a certain percentage (For example, 80%) will be required to pass each Module / the course.
27. Will final quiz grades be displayed to the learner for both graded and ungraded quizzes or just graded quizzes?	Only graded quizzes.
28. Should the learner be allowed to retake a quiz with the intention of getting a better grade?	Yes.
29. For knowledge checks placed during the session, should the instructional video stop/pause for the knowledge check then continue after the learner has completed that knowledge check or quiz?	Yes.
30. We assume the vendor would not be required to assist with certificate design for learners who successfully complete the lesson. Is that correct?	Correct.
31. How will additional readings be delivered? Will these be links on USAID University LMS or inside the individual MOOCs?	The additional readings should be mentioned in the individual MOOCs and have links to the respective sites on USAID University.
32. Will the readings be hosted on USAID University or externally or both?	Both.
33. Should the vendor scope for providing assistance, design or layout for any additional readings?	No.
34. What level of ADA / Section 508 compliance is required for accessibility (i.e. WCAG 2.0 or 2.1)?	Full Compliance is required.
35. How is accessibility compliance tested and approved by USAID? Should the vendor scope an additional accessibility test and/or report? To what level?	Full Compliance is required.

36. What level of technical support and/or testing is needed to assist USAID staff to upload and deploy the MOOCs on the USAID University LMS beyond providing the files for upload?	USAID will upload the final files and MOOCs. In the case that specific videos, links, etc. are not functioning properly, the Subcontractor may be asked for assistance to trouble shoot.
37. Can we assume that full-day equivalents comprise 8 hours?	Yes.
38. We would like to clarify the timeline as beginning in Jan 2024 - and ending in May 2024, is that correct?	The in-person training will occur on January 31 - February 2, 2023. The Subcontractor is then expected to begin the work. Although it is expected that all activities will end by May 2024, it depends on how long it takes to finalize and upload all the 31 prioritized MOOC Modules.
39. In the list of topics provided for MOOCs, is the video duration to be one and a half hours?	The video duration will depend on the module. It can range from 30 minutes to 1 hour and 30 minutes.
40. Should the ungraded knowledge check questions be provided to the learners at the end of the entire course?	Yes.
41. Under List of deliverables on page 8 of the RFP, it is mentioned that all materials will be submitted in the form electronically in PowerPoint, MS Office Word, Excel, or PDF. Can we assume the inputs will be provided to us in this format? Or are these formats referring to the deliverables?	Yes, you can assume the inputs will be provided in that same format.
42. Will the videos be based only on the classroom material? Or will there be additional content included?	The videos will be based on the classroom material, although additional content may be added / replace current content if necessary.
<b>Amendments to the RFP</b>	
1. The original Proposal Submission Due Date has been extended from October 27, 2023 to November 3, 2023.	