



Online Course Development RFP – Q & A Document – March 23rd, 2021

Q. Please confirm the self-paced content developed for Project and Program D Pro courses will be translated to Spanish, French, and Arabic.

A. If the content already exists then we would buy the product in Spanish, French, and Arabic. If it does not already exist then Mercy Corps would look to translate. Where the product already exists and Mercy Corps makes adjustments, Mercy Corps would be responsible for translation of any additional content.

Q. Will we use the PMD Pro (v2) guide for the self-paced module development or is there an internal learning module that we should use as a basis?

A. Use the Project D Pro Guide, <https://www.pm4ngos.org/project-dpro/>

While translating to the 3 languages, will we have a voice-over recording in these languages as well OR should we go for translation of transcript and CC (closed caption) text alone while voice-over remains in English?

A. Most likely translation of transcript and CC.

Q. Is the course output required to be scorm compliant?

A. Yes

Q. Can we use content authoring tools such as storyline to create the courseware?

A. Yes

Q. What LMS is currently in use?

A. Talent Development Ultipro but we also have access to Curatr and would prefer to use Curatr for this course.

Q. Please clarify - "Create an introductory online short induction session for Mercy Corps new program management policy"

A. Mercy Corps has created a program management policy including applicability, waiver process and standards. We would like to create a short induction session to familiarize participants with the policy. This will not be standard by standard, instead it will be an introduction to what it is, why it is important, what are the components of the policy and where people can go for additional guidance, tools and resources.

Q. All content must be easily editable - can you please explain this part. Given this is eLearning self-paced modules, if it's going to be an interactive eLearning output then there is a unique skill set required for editing the source files. We can provide the source files upon completion while the ownership will be fully under Mercy Corps.

A. As long as Mercy Corps has the source files this is fine, we can edit in house.

Q. How many Hours of training for the courses?

- Project D pro
- Program D
- PM@MC program management

A. Project D Pro: 5 hours per week over 4 weeks rough estimate
Program D Pro: 5 hours per week over 4 weeks rough estimate
PM@MC: in its face to face format this is typically delivered over 5 full days. We would require the vendor to support us in calculating a reasonable amount of time for the online course and are open to suggestions.