**RFP/BEL/2019/006**

ANNEX C

**Technical Offer Information Form**

Please provide detailed information on the topics numbered below. Please use the text boxes only for your reply. There is no limit to the amount of text you enter for each item, but we encourage you to be as concise and precise as possible, providing as many arguments as possible to defend your proposal for this project.

Information can be copy pasted in different questions when applicable.

If needed, you can add weblinks to on-line materials in the text boxes. Please do make sure these weblinks are accessible to external users evaluating your proposal by saving the completed form in PDF format with li. The links may be password protected, but please make sure this does not impede accessibility.

1. **Company description**
	1. Provide as attachment:
		1. Company profile
		2. Registration certificate
		3. Last audit reports
	2. Year founded:
	3. If multi location company, specify headquarters location:
	4. Total number of clients:
2. **Company’s qualifications**
3. Number of similar and successfully completed projects and short description:
4. Number of similar projects currently underway and short description:
5. General capacity to perform the project:
6. Essential requirement: ability to design and produce on-line training courses using an existing or custom-designed on-line web application (cf. an LMS, a web application):
7. Essential requirement: ability to design and produce on-line and off-line educational texts, trainer manuals, trainer sheets and instructions and other written materials for use in the on-line teacher training course, matching the visual style, typography and colour palette used in the existing teaching materials available in the Teachers’ Toolkit section of the website <http://www.unhcr.org/teaching-about-refugees.html>:
8. Essential requirement: ability to produce educational and training videos and/or animations for use in the on-line training course:
9. Essential requirement: ability to design and produce applications to test trainees' knowledge on refugees, asylum and migration before and after participating in the on-line teacher training course (or parts thereof):
10. Essential requirement: ability to produce coaching and training materials to train UNHCR staff and others to train teachers and other groups of trainees on the topic of refugees, asylum and migration, using the on-line teacher training course:
11. Essential requirement: at least 5 years' experience designing on-line teaching and/or training materials, face-to-face training methods, blended learning and/or distance learning methods:
12. Essential requirement: deep knowledge of appropriate pedagogical approaches for teacher and educator training:
13. Essential requirement: understanding of teacher training in Europe and/or teacher training for teachers of refugees:
14. Essential requirement: experience and expertise in producing on-line training courses, preferably specifically aimed at teachers in primary and secondary education:
15. Essential requirement: capacity to produce and design teacher training courses using on-line teacher training applications and/or LMS:
16. Essential requirement: experience with production of educational videos, graphic design, production of other on-line educational content for use in trainings:
17. Relevant experience: capacity to test teacher trainings on teachers and educators:
18. Desirable skills and experience: capable of coordinating several assignments at any given time:
19. Desirable skills and experience: deliver high quality end products respecting strict deadlines:
20. Desirable skills and experience: knowledge of UNHCR and its work in education:
21. Desirable skills and experience: knowledge of refugees, asylum and migration:
22. Client references and work samples:
23. Composition of the team you propose to provide and its expertise: qualifications and experience: