**CLIMATE FINANCE ACCESS NETWORK**

**RFP FOR MOODLE DEVELOPER**

**Project Background**

In its role as Network Coordinator to the Climate Finance Access Network (CFAN), Rocky Mountain Institute (RMI), a Colorado nonprofit corporation, seeks a reputable and experienced Firm to build a Moodle site to host virtual content from CFAN’s advisor training program. CFAN's advisor training program is a multi-week technical training program for international climate finance advisors.

Through a network of donors, member initiatives, and countries, CFAN was established to alleviate the challenge faced by developing countries in accessing climate finance to achieve their climate goals. By cultivating a network of highly trained and embedded in-country climate finance advisors, CFAN builds the capacity of developing countries to secure and structure finance for climate investments. After participating in CFAN’s multi-week, cohort-based training program, CFAN Advisors (“Advisors”) are placed in relevant government offices (e.g., ministries of finance or ministries of the environment) or direct access entities to support and build capacity in Small Island Developing States (SIDS) and Least Developed Countries (LDCs) in Africa, the Caribbean, and the Pacific to access and structure climate finance. The first cohort will work in the Pacific region and provide support to eight countries: Fiji, Kiribati, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu.

CFAN’s advisor training program consists of five core modules, each with multiple courses. The modules will include video content, live discussions (via Zoom), assignments, quizzes and supplementary readings. A summary of the curriculum is below.

Table 1 CFAN curriculum

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Module** | **Module 1:**  **International climate finance foundations and trends** | **Module 2:**  **Climate finance sources, project design and proposal processes** | **Module 3:**  **Climate finance instruments and financial structuring** | **Module 4:**  **Sectoral expertise** | **Module 5: Communication and facilitation** |
| Courses | Climate finance and fundamentals    Climate targets and policies    International stakeholders and institutions | Climate finance flows    Donor priorities    Proposal requirements and processes    Operationalization of key aspects in project design    Non-financial proposal requirements | Climate finance instruments    Financial transactions    Driving project bankability    Sources of finance    Leveraging private finance    Climate finance in low-income countries    DFIs    Effective communication    Non-financial benefits    Financial modelling    Financial structuring and project finance    Risk and risk mitigation    Engagement standards    Case studies | Agriculture fundamentals and financial mechanisms    Transport fundamentals and financial mechanisms    Buildings and industry fundamentals and financial mechanisms    Energy fundamentals and financial mechanisms    Oceans and coasts fundamentals and financial mechanisms    Water fundamentals and financial mechanisms    Health and well-being fundamentals and financial mechanisms    Forestry and land use fundamentals and financial mechanisms | Intro to communication and facilitation    Multi-stakeholder processes  Communication and consultation with different audiences  Training of the trainers  Simulation exercise |

The advisor training program is designed to be highly interactive and participatory. Additionally, CFAN wishes to promote a cohort atmosphere amongst its advisors in the training program and will encourage them to interact with each other during the training as well as throughout their tenures in-country.

RMI is initially serving as CFAN’s Network Coordinator. RMI is an independent non-profit with a 36-year track record of advancing market-based solutions to climate change. Today, the organization has a staff of over 360 scientists, engineers, and business leaders who have helped governments, utilities, multinational companies, innovative startups, and communities understand and benefit from the new energy economy with the imaginative application of rigorous technical and economic analysis. RMI has over three decades of experience working in the US, and over the last decade added international experience as a core capacity—in China, India, the Caribbean Islands, sub-Saharan Africa, and southeast Asia.

**Project details**

As Network Coordinator of CFAN, RMI is overseeing development of the advisor training curriculum. Due to the ongoing nature of the Covid-19 pandemic, RMI expects that much of the advisor training program will be delivered virtually. Therefore, it is essential that the training program is housed on an online platform (Moodle).

RMI has engaged contractors to develop curriculum content for the advisor training program. The curriculum will include five core modules, each with a series of courses. Course content will include live sessions, video content, PowerPoint presentations and PDFs of additional resources (articles, reports, etc.). CFAN advisors will be accessing the site from all over the world, sometimes from remote locations, so the site will need to be suitable for limited bandwidths.

**Objective of this RfP**

The objective of this RfP is to identify a consultant/firm to lead the technical set up and design of a cloud-based, CFAN-branded Moodle site. The selected firm will also be expected to provide support after the site is up and running.

**Key requirements**

RMI will require the following from the Moodle site:

Table 2 CFAN Moodle requirements

|  |  |
| --- | --- |
| **Customizable branding** | The site should be customized using CFAN branding and color scheme. |
| **Enrollment** | The site should allow for the enrollment of multiple users (1,000 via an annual subscription) and user types. |
| **Communication features** | The site should include:   * A chatroom feature * A forum feature |
| **Upload capabilities** | The site should have the ability to upload a variety of different media and content including:   * Videos * PowerPoint presentations * PDFs * Podcasts |
| **Integration with external systems** | The site should be integrated with:   * Zoom * YouTube |
| **Other features** | The site should also include:   * A quiz/survey feature * The ability to lock and unlock modules, based on whether or not participants have completed the previous module.     Additionally the site should be suitable for limited bandwidths. |

Where appropriate, we encourage bidders to suggest modifications or additional features based on table 2.

It is expected that the selected consultant/firm will upload all content to the course developer Moodle site and lead UX design to ensure that the learner user site is user friendly, cohesive and meets the needs of advisors.

Additionally, the consultant/firm should also stipulate the cost of duplicating the learner user site so that in future, additional courses can be uploaded to a separate site that might cover a different program, region or language. This includes a site selector (in different formats) so the user can choose what site to connect to.

**Responsibilities**

*Task 1- Creation and customization of CFAN Moodle site*

The consultant/firm will develop the cloud-based Moodle site and tailor it to CFAN’s needs. It should include the enrollment, communication features, uploading capabilities, integration with external systems and other features outlined Table 2. Additionally, the site should be customized using CFAN’s branding and color scheme.

Once the site is built and customized, it is expected that the consultant/firm will schedule a walk-through call with the RMI team and respond to requests made on the call.

*Deliverable 1- Customized initial CFAN Moodle site*

*Task 2- Uploading of materials and UX design*

RMI will provide the consultant/firm with all training materials via a method recommended by the consultant/firm. The consultant/firm will be responsible for building the Moodle site and uploading all of the content per module and designing the UX. In addition to the content, RMI will be available to answer questions and provide guidance as needed.

Modules 1, 2, 3 and 5 will be prioritized as the first to be uploaded to the Moodle site. The remaining Module (4) will be uploaded after the others have been successfully completed.

The consultant/firm will be expected to schedule a walk-through call with the RMI team to give a walk-through after Modules 1, 2, 3 and 5 are uploaded and again after all modules are uploaded and respond to any requests on the calls.

*Deliverable 2- Finalized CFAN Moodle site*

*Task 3- Admin support*

The consultant/firm will provide admin support for a three-month period that commences after the finalization of Task 2.

**Timeline of activities**

|  |  |  |
| --- | --- | --- |
| **Deliverable** | **Number of days** | **Submitted by** |
| 1. Customized initial CFAN Moodle Site | 5-7 | 01 December |
| 1. Finalized CFAN Moodle Site | 5 | 10 December - Modules 1, 2 and 5  December- Modules 3, & 4 |
| 1. Admin support | 3 months |  |
| 1. Create blank copy of Moodle site and site selector | 1 |  |

\*please note the timeline will depend on the finalisation of training materials

**Prospective candidates should have at minimum, the following qualifications:**

* Bachelor’s degree or vocational training on web design, information systems and collaboration platforms, or related experience;
* Minimum of 5 years of direct relevant experience;
* Proven experience in developing Moodle sites

**Preferred qualifications include:**

* Moodle certified service provider
* Experience developing UX for diverse users across multiple geographies
* In-house design team to work alongside developers
* Experience designing LMS/E-learning sites for international organisations and non-profits

**Selection and Contracting process**

RMI may select a consultant/firm offering best value without discussions. However, RMI also reserves the right to seek clarifications and to negotiate with any applicants having submitted a competitive Proposal. RMI reserves the right to award one or more contracts under this scope of work, including multiple contracts for each Module, to a single or multiple consultants/firms, or to make no awards, in RMI’s sole discretion. A contract will be developed in negotiation with any awarded consultants/firms. The contract term will begin at the time of execution and conclude after the completion of the Training. All intellectual property developed through this solicitation will be owned and copyrighted to CFAN.

**Payments**

The consultant/firm will submit an invoice after each deliverable or at the conclusion of the consultancy – based on preference. The proposed number of days to be allocated to each deliverable and timing is recommended and listed in the table. Total project consultancy costs will not exceed $15,000.

Travel for this consultancy is not anticipated.

**Reporting**

The consultant/firm will report to Alex Milano ([amilano@rmi.org](mailto:amilano@rmi.org)).

**Proposals**

Proposals should be submitted to the CFAN team ([CFAN@rmi.org](mailto:CFAN@rmi.org)) with Alex Milano ([amilano@rmi.org](mailto:amilano@rmi.org)) in copy. **The deadline for submitting proposals is 17:00 ET, 15 November 2021.**

Proposals should include at minimum:

* + The consultant’s/firm’s qualifications and experience in line with the requirements stated above;
  + Examples (screenshots, links, etc.) of similar work previously undertaken
  + Itemized budget breakdown of the costs for each deliverable.