RFP/2019/BEL/006

 ANNEX A

**Detailed specifications - Set 1 - Building Knowledge Module**

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| Building Knowledge Module  |
| **Section**  | Description of section | Materials needed  | Desired format  |
| **On-line training application** | Sourcing or development of an on-line application which will be used to build and implement the on-line teacher training course. The on-line application should allow trainers to communicate with trainees; should be capable of retaining, exporting and analyzing data and performance of trainees participating in the course; can be used in face-to-face settings, blended learning or distance learning settings (cf. a MOOC); needs to be able to store and make available to trainees training materials in various digital formats; needs to allow for interactive testing and evaluation and offer options for certification.  | One on-line training application holding the on-line teacher training course, accessible to UNHCR staff for at least two years, with possibility to export all data at any time and possibility to extend access after the two year period.  | The application can take the form of a license to existing software (which the Contractor can give UNHCR access to, cf. an LMS) or can be in the form of access to an application developed by the Contractor. Please note that the price quoted in the Financial Offer form needs to be for two years’ unlimited access to the application by UNHCR staff and/or trainers designated by UNHCR, for an unlimited amount of participants. |
| **Trainers' Guide** | Document which contains detailed instructions for moderators organizing and carrying out the on-line teacher training course. | One guidebook containing detailed instructions.  | A single PDF or a series of PDFs that can be made available to UNHCR staff and trainers in the on-line application.  |
| **Introductory video** | Short introductory video (maximum 2 minutes in length) which introduces participants to the on-line teacher training course, its purposes, general learning objectives and expected outcomes for trainees. | One video clip that can be played within the on-line application. | MP4, at least 1080p resolution.  |
| **Words Matter section** | Section explaining basic terminology on refugees, asylum and migration to trainees. | One document for trainees with a summary of the section, one subsection of the on-line application that integrates teaching materials gleaned from the Teaching About Refugees website.  | Document for trainees in PDF format, web text with links inside the on-line application and interactive functionality allowing trainers to communicate with trainees and evaluate knowledge before and after section. |
| **Know Your Local Refugee Situation** | Section teaching trainees to take the knowledge from “Words Matter” and build a framework which explains their own local dynamics of refugee and asylum-seeking in order to be able to build lessons around this. | One document for trainees with a summary of the section, one subsection of the on-line application that can be used for delivering the training.  | Document for trainees in PDF format, web text with links inside the on-line application and interactive functionality allowing trainers to communicate with trainees and evaluate knowledge before and after section. |
| **With Refugees in the Classroom** | Section containing at least three video exercises, refugee stories and other materials guiding trainees to understand the differing educational trajectories of refugee children.  | One document for trainees with a summary of the section, one subsection of the on-line application that can be used for delivering the training. Three films of maximum 2 minutes in length.  | Document for trainees in PDF format, web text with links inside the on-line application and interactive functionality allowing trainers to communicate with trainees and evaluate knowledge before and after section. Three videos in MP4, at least 1080p resolution. |
| **Critical Thinking about Refugees** | Section aimed at teaching trainees to critically evaluate teaching materials and other media on the topic of refugees, asylum and migration for use in their teaching activities and to source high quality teaching materials on the topic themselves | One document for trainees with a summary of the section, one subsection of the on-line application that can be used for delivering the training.  | Document for trainees in PDF format, web text with links inside the on-line application and interactive functionality allowing trainers to communicate with trainees and evaluate knowledge before and after section. |
| **Teaching About Refugees Resources Catalogue** | Section aimed at teaching trainees to create a catalogue of local assets and resources for refugees, teachers and other school staff to use.  | One document for trainees with a summary of the section, one subsection of the on-line application that can be used for delivering the training.  | Document for trainees in PDF format, web text with links inside the on-line application and interactive functionality allowing trainers to communicate with trainees and evaluate knowledge before and after section. |
| **Evaluation** | Production of a simple online testing system which may be used at the start and end of the course to evaluate certain knowledge of trainees and a written draft explaining the necessary test and evaluation results to achieve a certification. | Digital tool within the on-line application allowing for testing trainees on-line and off-line, and in various settings, using both multiple choice and open-ended questions.  | Part of the on-line application.  |
| **Carrying out a test course** | Carrying out one test course moderated by an expert made available by the Contractor with at least 20 trainees that are teachers and maximum of 20 UNHCR staff members to be selected by UNHCR.  | None - the course will be run using the on-line application.  | Part of the on-line application; one moderator should be made available by the Contractor to run one test course.  |