



Call for Tender

Terms of Reference for Conversion of Digital Education from English to Spanish

Agreement Period
2023-2025

May 2023

INTOSAI Development Initiative
Stenersgata 2, N-0184 Oslo, Norway

INFORMATION IN BRIEF	
Document	Terms of reference
Assignment	Conversion of digital education
Entity	INTOSAI Development Initiative, Stenersgata 2, N-0184 Oslo, Norway
Contact Person	Sebastian Gil
Date of calling of bids	26 May 2023
Last date for submission of bids	Friday, 30 June 2023
Procurement method	The procurement is carried out in terms of the IDI Procurement Policy ¹

¹ The IDI Procurement Policy can be found here: <https://idi.no/elibrary/idi-administrative/policies/242-idi-procurement-policy>

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1. Introduction

This is an invitation to bid for the INTOSAI Development Initiative's (IDI) tender to convert 160 hours of digital education from English to Spanish for Professional Education for SAI Auditors (PESA).

2. IDI

The INTOSAI Development Initiative (IDI) is a not-for profit, autonomous implementing body operating from Oslo, Norway. IDI is mandated to support Supreme Audit Institutions (SAIs) in developing countries to sustainably enhance their performance and capacity.

Each country has an SAI whose mandate is to audit the use of public funds. Our work is based on the needs and challenges SAIs experience. It focuses on strengthening SAIs so they can become effective, accountable and inclusive institutions. We also seek to empower SAIs by promoting gender-responsiveness and peer-to-peer cooperation as essential elements of long-term capacity development.

We are convinced that our contribution to strengthen SAIs can make a difference in the lives of citizens because:

- Government audits are key components of effective public financial management and Good Governance.
- SAIs contribute to the quality of government engagement and better state-society relations through their work
- SAIs are key stakeholders in supporting the implementation of the Sustainable Development Goals (SDGs).

As an integral part of the INTOSAI community, IDI has a unique mandate to serve the needs of all developing country SAIs while not being tied to any country's specific geographic or political interests.

IDI's work builds on the successes of INTOSAI and IDI's own long experience in capacity development. IDI maximises its value to SAIs by focusing on areas where its unique position and experience gives it a comparative advantage over other providers of support. Additional information about the IDI is available on www.idi.no

3. The Procurement

3.1 Description of the Assignment

The PESA Digital Education is a part of a large professionalisation initiative for SAI Auditors. The Digital Education has been piloted in English and will now be delivered in Spanish. The current assignment involves translation and conversion of the English digital education material into Spanish. IDI has source files for the digital education content in 'Articulate Storyline' with a total duration of 160 hours. This content needs to be converted to Spanish to run in IDIs Learning Management System (LMS). IDIs LMS is based in Moodle 3.11

3.2 Access to Demonstrative Digital Education Content

IDI will provide access to our virtual environment to present examples of SCORM modules content (created with Articulate Story Line), source files and related documentation. To have access to this area please send an email to pesa@idi.no

3.3 Expected final products

- I. Content created by IDI to be converted into Spanish and digitised based on source files provided.

Voice over as either machine voice or human voice (please provide a price for each and a sample of the machine voice used).

- II. Technical support and minor corrections provided during the delivery period

Delivery of content is envisaged in a phased manner with final completion of all reviews completed in the second quarter of 2024.

3.4 Eligibility of bidders

A bidder may be a natural person, private entity, or government-owned entity. Bidders should have experience with translation from English to Spanish and of creating and converting digital content. Current permanent employees of SAls on an individual basis, IDI staff and organisations on sanctions lists shall not be eligible for bidding.

3.5 Ownership of content

IDI will provide the content to the vendor and retain the copyright for the produced content. IDI content should be treated as confidential. The IDI will receive ownership of the final product and be able to change the content, translate and distribute as they see fit after the contract period.

3.6 Contact

Written questions about the assignment can be directed to and the PESA team at pesa@idi.no

3.7 Timelines

The deadline for questions about the contract is Monday 5 June. Questions received after the deadline will not be responded to.

Deadline for tenders: Friday, 30 June 2023

Assessment: A Committee consisting of IDI leadership and relevant staff will assess the received bids and decide on the final procurement.

Validity of tender 30 October 2023

3.8 Language

All communication between the parties will be done in English. The tender shall be submitted in English.

3.9 Contract Period

From date of signing to 30 December 2025

3.10 Submission of tender

- a. The bidding process is being carried out in terms of the IDI Procurement Policy.
- b. Bids are being invited through open advertisement
- c. Bids should reach IDI electronically by the 17:00 hours (Oslo time) on 30 June 2023. Bids should be submitted to pesa@idi.no
- d. Bids received after the above deadline will not be considered under any circumstances.
- e. Bids should include a sample of content converted from PESA materials. Minimum 4-5 slides
- f. Time schedule showing how the required timeline will be met
- g. Payment schedule for payments expected under the contract

3.11 Required documentation

Documentation
<ul style="list-style-type: none">Signed letter including a detailed technical proposal, terms and conditions including detailed scheduling as per timelines, and the financial offer. Potential reservation shall be stated clearly in the letter with reference to where in the offer the reservations are stated (page number)
<ul style="list-style-type: none">Tax and VAT certificates of the bidder
<ul style="list-style-type: none">Documentation on the legal registration of the bidder
<ul style="list-style-type: none">Documentation on the financial position of the bidder (Last year's Financial Statement or Tax Return)
<ul style="list-style-type: none">Documentation of the professional qualifications of the bidder including the CV of the responsible manager.
<ul style="list-style-type: none">Updated list of references, including from organizations similar to the IDI.
<ul style="list-style-type: none">Examples of similar work done
<ul style="list-style-type: none">Sample of PESA materials converted to Spanish (Minimum 4-5 slides)
<ul style="list-style-type: none">Time and payment schedules to fulfil the contract

If any of the documents in the table are missing, the bidders must provide suitable explanation to the IDI.

3.12 Assessment of offers

Disclosure: The IDI will provide written feedback if a tender is not accepted, or if no tenders are accepted or the tendering process is cancelled.

Confidentiality: All bid documents will be treated confidentially by the IDI.

3.13 Criteria for assessment of offers

The Purchasing Committee will only consider bids that provide all the required documents mentioned above.

The Purchasing Committee will evaluate the technical proposal as per the following criteria

Criteria	Description	Weightage
Track record of bidder- language	Proven experience of high quality translation of content from English to Spanish	20%
Track record of bidder- conversion	Proven experience of high quality conversion of digital education and creation of digital education content	20%
Quality of sample provided	Each bidder should provide a sample of PESA content that has been provided and converted to Spanish	20%
Ability to deliver the project per requirements	The scope of the proposal is well defined, as requested in the terms of reference. The scheduling of the proposal matches what is requested in the terms of reference.	10%
Economic assessment	(price of lowest acceptable bid / price of assessed bid) *30	30%
Total		100%

3.14 Expenditures incurred in preparing the bid

Bidders will have to cover all costs regarding the tendering process and no costs will be reimbursed by the IDI.