



## **Development of Learning Course on Emergency Communications and Disaster Risk Reduction and Management**

### **I. Background**

The Philippine Disaster Resilience Foundation (PDRF) is a private sector-led organization dedicated to building disaster resilience through innovative and sustainable approaches. PDRF seeks to enhance the knowledge and skills of stakeholders in Emergency telecommunications and disaster risk reduction and management (DRRM) through the development of high-quality learning courses.

PDRF is inviting qualified and experienced course designers to submit proposals to develop six (6) technical courses on various topics on emergency communications and disaster risk reduction and management.

### **II. Objectives of the Engagement**

The primary objectives of this project are:

1. To develop and design six (6) comprehensive technical courses on Emergency Communications and DRRM;
2. To deliver PowerPoint versions of all key visuals.
3. To deliver the completed courses within a 1-month timeframe, ensuring high-quality standards.

### **III. Scope of Work**

The selected service provider will be responsible for:

#### **1. Course Development**

- Work with PDRF staff to design and develop six technical courses
- Design visual products (PowerPoint) of all six courses

#### **2. Review and Revision**

- Work with PDRF to finalize course content and format based on feedback.
- Conduct user testing to address technical issues and improve the learner experience.

#### **3. Final Submission**

- Submit final versions of all materials, including source files and instructional design documentation.

### **IV. Deliverables**

1. Six (6) technical courses with finalized content
2. Instructional materials (PowerPoint, or other key visuals) for six courses.
3. Instructional design documentation detailing the development process.



## V. Project Duration

The project duration is 1 month from the signing of the contract.

## VI. Budget

The total contract price, inclusive of taxes, is PHP 2,000,000.00.

## VII. Minimum Qualifications

The service provider or firm, must:

1. Have at least 3 years of experience in instructional design for learning and development.
2. Have a proven track record in designing and delivering DRRM-related or similar technical courses.
3. Demonstrate proficiency in developing visually appealing instructional materials
4. Provide a portfolio of similar projects undertaken in the past.

## VIII. Submission Requirements

Interested parties should submit the following:

### 1. Technical Proposal:

- Overview of approach and methodology for course design and development.
- Work plan with timeline for the 1-month project.

### 2. Financial Proposal:

- Detailed cost breakdown aligned with the scope of work.

### 3. Portfolio:

- Examples of previous work

### 4. Profile of the Organization:

- Information about the organization, including experience and expertise.

## IX. Evaluation Criteria

Proposals will be evaluated based on the following:

1. Technical Approach and Methodology (30%)
2. Experience and Portfolio (30%)
3. Financial Proposal (20%)
4. Delivery Timeline (20%)

## X. Submission Deadline

All proposals must be submitted no later than December 20, 2024 to [acapili@pdrf.org.ph](mailto:acapili@pdrf.org.ph)



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FOUNDATION

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## **XI. Terms and Conditions**

1. PDRF reserves the right to accept or reject any or all proposals.
2. All intellectual property rights for the developed content will belong to PDRF.
3. The selected service provider must ensure compliance with data privacy regulations.