

Terms of Reference (ToRs)

Deployment of online courses for civil servants involved in public procurement

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SUMMARY OF REQUIREMENT

1. The **Foreign and Commonwealth Office (the Authority)**, represented by the British Embassy in Mexico City, seeks to appoint one **Service Supplier to provide strategic and technical support for the deployment of online courses for civil servants involved in public procurement.**
2. The work will be undertaken under the supervision of the Anti-Corruption, Digitalisation and Competition Policy Unit at the British Embassy in Mexico City, and the SHCP-OM technical team in coordination with the SFP team, through regular planning and review meetings with the delivery partner to ensure that the work plans align with the Programme's vision and objectives, and review progress against these. The meetings may be remote or face-to-face, on a case by case scheme.
3. Active knowledge transfer is a deliverable to occur between the technical specialist and the SHCP – OM and in coordination with the Ministry of Public Administration (SFP) Team.
4. The primary beneficiary of this project will be **the Ministry of Finance (SHCP), Ministry of Public Administration (SFP)** as well as all the civil servants involved in federal public procurement.
5. A final report, both in English and Spanish, with key recommendations will be expected to be presented to the British Embassy team as part of the knowledge transfer and handover at the end of the present engagement.

INTRODUCTION

6. The Ministry of Finance (SHCP) is in charge of the design and implementation of the public procurement policy at federal level. SHCP is in charge of analysing various fields where changes must be made to improve purchasing conditions, in order to keep the constitutional mandate of article 134, taking into account the principles of efficiency, efficacy, economy, transparency and honesty.
7. One of the opportunity areas is capacity building in public procurement. This need has been identified in various reports, such as:

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- **Study of the Electronic System of Public Procurement in Mexico, Redesigning CompraNet in an inclusive manner, (Organisation for Economic Co-operation and Development 2018)** – one of the recommendations is that the Mexican Government must ensure that public procurement professionals have a high level of integrity, theoretical training, and aptitude for implementation. They should be provided with specific tools that are regularly updated.
 - **Evaluation of the Public Procurement and Contracting System of Mexico, MAPS Methodology (Inter-American Development Bank, 2018)**
It specifies that there must be permanent mandatory training and certification programmes. It also emphasizes the training and valuation of personnel who are members of purchasing areas, as well as the inclusion of advanced purchasing and contract management content.
8. Capacity building for those involved in public procurement contributes to the development of personal and professional knowledge and skills, as well as to the strengthening of organisations and institutions. The provision of tools and knowledge in public procurement allows for efficient and transparent public purchases.
9. The SHCP is starting the deployment of online courses, focused on the training of civil servants involved in the procurement process, providing skills and tools to promote a more efficient and transparent procurement.

OBJECTIVES

10. To promote and increase integrity among the civil servants involved in public procurement.
11. To improve the capabilities of the Administrative Office at SHCP in procurement policies.
12. To develop the civil servant's career in public procurement.
13. To diminish human error through knowledge in standardised procedures.

METHODOLOGY

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14. Interested parties are expected to provide a description of their methodology and implementation plan to achieve this project's objectives within the estimated time frame.
15. The implementer must consider that due to COVID-19, work will primarily be carried out remotely, but also requires face to face work subject to health and safety possibilities.
16. The methodology must be accompanied by a detailed budget with the cost of proposed activities, and goals for implementing each activity, and the CVs of the team members that would conduct the work.

OUTPUTS/ DELIVERABLES

17. A work plan including a detailed schedule specifying deadlines for the delivery of each of the items below.
18. An online course related to Anti-Corruption and Integrity in public procurement based on the Mexican context and regulatory acts.
 - a. The course should be compatible with the LMS platform of the SHCP (moodle) and should have a medium level of interactivity with the user.
 - b. The course should include a detailed syllabus and a final evaluation.
 - c. Estimate duration of 3 hours.
19. Development and implementation of a registration system to online courses in the LMS platform (Moodle) <https://qa-tiendadigital-compranet.hacienda.gob.mx/moodle/login/index.php>.
20. Development and implementation of a dashboard that summarises the user's information.
21. Knowledge transfer:
 - d. 15 hour course of Moodle for administrators (face to face or online)
 - e. 15 hour course of Moodle for teachers (face to face or online).
 - f. 15 hour course on creating interactive content on Moodle, based on H5P¹ (face to face or online).
 - g. 15 hour course on Moodle for gamification² and badges³ (face to face or

¹ <https://docs.moodle.org/all/es/H5P>

² <https://moodle.org/plugins/browse.php?list=set&id=88>

³ <https://docs.moodle.org/all/es/Insignias>

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online).

h. 15 hour course on Adobe Captivate (face to face or online).

i. 15 hour course on Storyline 360 (face to face or online).

22. Twenty hours of technical support on Moodle. The service can be deployed at SHCP facilities or via streaming.

23. Final report written in English and Spanish, with a summary of the outcomes achieved and recommendations for further developments of which parts could be included in the trainings for government providers/ suppliers.

Other considerations

24. Weekly meetings with SHCP team and the British Embassy representative in country in which suppliers may raise any issues and report advancements.

KEY DATES

25. The contract will be starting as soon as possible in accordance with the procurement timeline and it is envisioned to terminate once **the project has been completed within 19 weeks of commencement date.**

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<u>Output I (paragraph 17):</u> A work plan including a detailed schedule specifying deadlines for the delivery of each of the items below.	Kick-off engagement with the Authority and beneficiaries.	18 October 2021
	Draft of assessment considerations and action plan to be delivered to the Authority.	25 October 2021
	Action plan of activities signed off by the Authority and beneficiaries.	29 October 2021
<u>Output II (paragraph 18):</u> An online course related to Anti-Corruption and Integrity in public procurement based on the Mexican context and regulatory acts.	As per milestones agreed and signed off (Output I)	by the end of the contract
<u>Output III (paragraph 19):</u> Development and implementation of a registration system to online courses in the LMS platform (Moodle)	As per milestones agreed and signed off (Output I)	by the end of the contract
<u>Output IV (paragraph 20):</u> Development and implementation of a dashboard that summarises the user's information.	As per milestones agreed and signed off (Output I)	by the end of the contract
<u>Output V (paragraph 21):</u> Knowledge transfer	As per milestones agreed and signed off (Output I)	by the end of the contract
<u>Output VI (paragraph 22):</u> Twenty hours of technical support on Moodle.	As per milestones agreed and signed off (Output I)	by the end of the contract
<u>Output VII (paragraph 23):</u> Final report written in English and Spanish, with a	As per milestones agreed and signed off (Output I)	by the end of the contract

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summary of the outcomes achieved and recommendations for further developments.		
*Subject to previous agreement between the Authority and the Service Supplier, dates for delivering the output might change.		

Reporting structure, logistics and other arrangements

1. The Service Supplier will report to the Anti-Corruption, Digitalisation and Competition Policy Unit at British Embassy in Mexico City.
2. The British Embassy team will assist in accessing government agencies or other key stakeholders if this should prove necessary. The decision of when to accompany the supplier to meetings will be taken by the British Embassy team. All the structure, logistic and other arrangements to carry on this project should be under the responsibility of the service supplier.

Key Dates for tender, evaluation and signing contract

Activity*	Dates
Invitation to Tender	10 September 2021
The tender closes	01 October 2021
Evaluation of proposals	4-7 October 2021
The responses are sent to participants**	08 October 2021
Contract sign-off	11-15 October 2021
Start working	18 October 2021

*Applicants who do not follow application procedures will be automatically disqualified.

**Date may be reviewed if interviews are required.

3. Applicants who do not have the required qualification and experience should kindly abstain from applying, as their applications will not be considered.
4. Only shortlisted candidates will be contacted and no telephone enquiries will be dealt with.
5. Shortlisted candidates may/ may not be invited to attend an interview before a final decision on selected candidate.
6. The appointment will be subject to local and British Embassy security checks and other verifications including references, educational and professional.
7. The British Embassy in Mexico is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidentiality.

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8. Please send proposals to the following email: Mexico.Political@fcdo.gov.uk
9. Due to the amount of applications received, The British Embassy in Mexico will refrain to provide any feedback after the results of the tender are released.

SKILLS AND COMPETENCES

10. The capacity building expert(s)/organization for outputs/deliverables will have to provide:
 - a. Proof of experience in design and implementation of courses in Moodle interactive courses. Evidence can be provided in the form of invoices, reference letters from previous clients, contracts or any other information of the sort.
 - b. A valid certification, diploma, or recognition from Moodle, as an expert on the LMS platform.
 - c. A certification on Adobe Captivate or proof of experience.
 - d. A certification on Storyline 360 or proof of experience.
 - e. Certification “EC0366” from the Mexican authority CONOCER is desirable.
 - f. Excellent written and oral communication skills in Spanish.
11. The suppliers must hold Mexican passport or have permission to work in Mexico and sign a confidentiality clause for the information managed during the development of the project.

BUDGET

12. The maximum budget for the service, covered under these terms of reference, will be no more than **£19,500 UK pounds**, including all applicable taxes and associated fees.
13. The supplier will propose the overall budget for this work which must be inclusive of all applicable taxes, overheads and travel costs for any field visits. Bidders are expected to show VfM and not reach the budget ceiling if costs can be lower. Payments will be made in arrears upon receipt of the final product, after any updates have been incorporated and signed-off by the British Embassy. **All the expenses caused by the development of the project must be included inside of the general budget, and there are not extra-expenses out of this budget.**
14. The British Embassy has the right to select the most appropriate payment method from either against a Contractor invoice via credit transfer or by GPC. If the Embassy elects to pay against an invoice via credit transfer, the Contractor shall submit the invoice to the

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invoicing address stipulated by the Embassy within 28 days of meeting any milestone setout in the request for quotation, or otherwise within 28 days of supplying the Goods or Services to the satisfaction of the Embassy. The Embassy shall pay the Contractor within 30 days of receipt against an undisputed invoice by payment direct to the Contractors bank account as a credit transfer.

EVALUATION OF PROPOSAL

15. The British Embassy will open the tender to different organisations that could potentially deliver the project. The Embassy will award the organisation that delivers the best value for money and the quality of the methodology proposal.
16. Interested parties are asked to tender an outline approach of how they would deliver the services mentioned above. The methodology should include a detailed budget for the cost of proposed activities and the CVs of the team members that would conduct the work. UK organisations may wish to consider including local experts in their proposed teams.

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17. The British Embassy will evaluate the proposals according to the documents: Project proposal form, and Schedule of prices & rates. Weighting for each document will be **70%: Project proposal form (technical proposal); and 30% Schedule of prices & commercial (Value for Money)**. No feedback of evaluation proposal will be provided.

DUTY OF CARE

18. The Service Supplier is responsible for the safety and well-being of their Personnel and Third Parties affected by their activities under this Contract, including appropriate security arrangements. They will also be responsible for the provision of suitable security arrangements for their domestic and business property.