



Frequently asked questions on the RfPs for the development of online courses

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IUCN Papaco is looking for proven experts in 5 different fields to develop new online courses. The topics are:

- Local communities and protected areas - Tutorial
- Health and conservation (One Health) - MOOC
- Human/wildlife conflict - Tutorial
- Funding protected areas - Tutorial
- Ecological restoration - Tutorial

We are looking for experts who can convey a complex matter in a simple way (not simplistic), to an audience who doesn't necessarily have an academic background. 70% of the mooc-conservation.org audience is in French speaking Africa.

The consultant is **not** expected to:

- Write an academic paper: language should be simple, imagine explaining the topic to someone over a cup of tea, and the ideas must be concise.
- Go on field trips to gather information or read thousands of pages of bibliography: we are looking for someone who already has the knowledge, experience and expertise.

The best way to make sure you understand the scope of the consultancy: have a look at our MOOCs and tutorials (especially the PA planning tutorial on mooc-conservation.org).

Here are some frequently asked questions regarding this request for proposals:

What am I expected to deliver?

We are looking for a complete course syllabus, ie the full content covering the essential for each topic. The text will be written keeping in mind that this is going to become a course online hence each paragraph should bring information. No need for long sentences to link each chapter, no need for nice introductory formula: the content should be ready to be adapted online.

If the consultant wishes to participate to the online migration, recording of videos, preparation of animations etc. (all that being organized by the Papaco), this can be included in the offer, as long as you stay in the range of the budget.

How long are the courses?

When put into a handbook, tutorials should be about 40-50 pages (calibri 11) on Microsoft Word.

MOOCs are longer and a bit different since they are mostly made up of video scripts. Each sequence should be 1,5 to 2 pages, so we're looking at anything between 80 and 100 pages. But this depends on the topic, that is covered and how many examples are provided etc.

Having a look at our courses on mooc-conservation.org will give you an idea on how long the courses are and what the structure is. Note that when it comes to tutorial, the one on Words of conservation is the most unconventional, so rather use PA planning as a guide.



Do the consultancies involve travel?

They do not. The consultant is expected to already have the knowledge, so it is about putting it on paper.

What is the budget?

A budget of 10 000 € is allocated to each topic. There is room for discussion so make a fair proposal based on your skill and the proposition.

The MOOCs may require filming of some videos, do not include this in the budget as it is already covered but you may be involved in the videos if you wish to.

What should the technical proposal include?

The goal of the technical proposal is to show us you have the knowledge and are able to put it in layman terms. There is no set format. You can explain your approach in redacting the course, what you have done in similar positions in the past, some may want to already suggest a syllabus...

What should the financial proposal include?

This is essentially a quotation where you explain how much time you'll dedicate to each section and how much your time is worth. Have a look at the deliverables in the RfP to help you structure this document. Here again, there is no set format. A typical detailed quotation will do.

Can I be part of a pool of experts?

We are ideally looking for one consultant (or firm, in that case several people can be involved if you stay within the budget) to cover a topic in its entirety. You may also participate by providing practical field examples, but this will be pro bono.

Can I send a proposal to more than one topic?

It is best to send a proposal on the topic you truly master. If you really consider yourself to be an absolute expert in all subjects, you are free to submit the proposals you need to.

How should the documents be submitted?

All the documents should be merged into one PDF and protected by a password. The reason for this is we do not open any proposal before the deadline, and the password keeps us from having even an overview of the proposal.

Are the documents available in French?

The documents are available in English only, although you may submit a proposal in French. Online translation tools will help you understand the the French version, and if you're missing certain details, do send us an email.

What is the difference between a MOOC and tutorial?

MOOCs (Massive Open Online course) are extensive courses covering a broad topic in the field of protected and conserved area conservation. These MOOCs are eligible for certification and are made up of videos, quizzes, testimonials, exams, recommended resources, etc.

Tutorials are more specialised developed to answer a specific question. They are typically shorter than MOOCs and focus on a topic that was only briefly covered in a MOOC. For



example, “Local communities and protected areas” is a topic we covered in our MOOC on Protected area management, but it could use its own tutorial to cover more details.

Remember, the list of documents to submit and the steps to follow are here:

<https://info.mooc-conservation.org/request-for-proposals-appel-a-propositions/>