

REQUEST FOR PROPOSALS

APPOINTMENT OF A SERVICE PROVIDER

for the

DEVELOPMENT OF TWO COURSE MATERIALS FOR DIGITAL EARTH AFRICA

About DE Africa

Digital Earth Africa (DE Africa) provides Earth observation data and derived information to enhance decision-making across Africa, supporting sustainable development.

- Vision: To deliver a routine, reliable service using Earth observations to provide decision-ready products that empower policy makers, scientists, and civil society in addressing Africa's socio-environmental and economic challenges.
- Mission: To use freely available data to create decision-ready products aligned with the needs of the African continent.

DE Africa is currently hosted by The Research Institute for Innovation and Sustainability (RIIS). In line with DE Africa's mission to provide accessible, high-quality training, we seek a service provider to develop two new online courses.

Introduction

Digital Earth Africa (DE Africa) seeks to engage a service provider with expertise in digital educational content design and creation to develop new two (2) online training courses. The development of these two courses is critical to ensuring that DE Africa is well positioned to enable country-led climate action, with end users updated on DE Africa's products and services, and that capacity is built empowering data-based decision making across Africa. This project will enable DE Africa to deliver online courses that strengthen the capacity of stakeholders—spanning government, academia, civil society, and beyond—to effectively utilise DE Africa's tools for climate action and sustainable development.

Project Summary

This project aims to develop two DE Africa online training courses. The courses will ensure that DE Africa is demonstrating relevant content that empowers stakeholders to address sustainable development. The new courses will align with current best practices, integrate relevant media and ensure accessibility of content to a wide range of users, while addressing the learning needs of a diverse audience.

Objective

- Develop two courses in English and French with design, structure, and descriptive content that aligns with DE Africa vision, mandate and brand
- Ensure accessibility and engagement for users across varied experience levels.

Scope of Work

The contractor will develop two new courses provided both in English and French, accessible on DE Africa's learning platform (<https://learn.digitalearthafrika.org>), which include:

1. Climate Action in Africa: This module will introduce the DE Africa Climate Tool kit and will build capacity of end users in the use of DE Africa's Earth observation data and Continental Services to address water security, food security and coastal erosion.
2. Digital Earth Africa Wetland workflow: This module will provide introduction to development of a wetland workflow for a country, describe methodology, validation and its application giving one or two countries the workflow has been implemented.

A short description of the courses has been provided below.

Course	Description
Digital Earth Africa Climate Toolkit	This module will introduce the DE Africa Climate Action module. This will include sub topics showing how Digital Earth Africa products and services are used for multi-scale assessments across Africa namely (1) Mitigation of climate change impacts (covering deforestation and restoration, monitoring mangroves, fire mapping, mapping soil carbon); (2) Climate adaptation (covering flood mapping, Agriculture and Ecological drought monitoring, coastal erosion, and sustainable use of water); (3) Monitoring, Evaluating and Reporting Climate Action ; (4) Creating customised outputs using multiple Digital Earth Africa products and services (including vegetation phenology and changes in water extent in an area of interest, monitoring water extent using Sentinel 1/Water Observation from Space, monitoring wetlands, drought monitoring). At the end of the courses, the end users will gain the knowledge on how to use DE Africa's Earth observation data and Continental Services to address water security, food security, and coastal erosion – all related and relevant to climate action.
Digital Earth Africa Wetland Toolkit	This module will introduce the DE Africa wetland workflow that produces a wetland inventory for a defined area. This end-to-end workflow consists of several steps – building training data, creating topographic indices, variable exploration, model testing, and model runs and validation. In addition, to mapping wetlands this module will include training for existing DE Africa scientific workflows related to wetland monitoring, such as the Wetland Insight Tool, which provides time series analyses for a specific wetland of interest. The module will describe each step including how field data collection and photo interpretation can be integrated into the workflow. Application of the workflow will be demonstrated by one or two countries where the workflow has been implemented. This module will empower end users to develop a systematic wetland inventory that can be readily updated unlocking the potential of wetland management including guidelines for country level reporting on wetlands and development of national level wetland atlas.

The task for the contractor will include:

- a. Develop two new courses in English and French ensuring consistency of the modules including flow, methodology, exercises and videos in line with addressing climate change adaptation and mitigation.
- b. Ensure that the user interface provides a smooth learning experience in respect to pedagogy and flow of the courses. The contractor will ensure that the content connects seamlessly with empowering climate action.
- c. Develop the two modules drawing upon existing DE Africa Datasets and Services <https://www.digitalearthafrika.org/platform-resources/services>
- d. Conduct 1-1 interviews with a sample of trainees that have completed some of the DE Africa courses and understand their insights, perspective, and experience that will help in developing the two new courses.
- e. Comparison of the proposed new modules with other similar (outside of DE Africa) online training courses that address climate change and mitigation.
- f. Ensure that the new courses are relevant to National Development Agendas including Sustainable Development Goals (SDGs) and empower decision makers in climate action.

Guidelines

The new courses will focus on:

- Content Consistency: Ensure that the new courses follow a uniform structure, terminology, and presentation across all modules.
- Content Structure: Develop course structure that improves the learning experiences, comprehension, and ease of use.
- References and Sources: Develop references for accuracy and relevance.
- Localisation and Adaptation: Tailor content for geographical, cultural, and linguistic diversity across Africa, ensuring its suitability for a range of audiences, including policymakers.

The selected service provider will be responsible for the following tasks:

- A. Initial Assessment
 - Provide an assessment of the two courses Climate Action in Africa and Wetland workflow, and benchmark with other similar courses. This will inform the design of the two online courses.
 - Engage with DE Africa's Capacity Development team to incorporate relevant feedback and clarification.
- B. Course Development and design
 - Develop course flow, module sequencing, and exercises for improved learning outcomes.
 - Develop multimedia content, such as videos, graphics, and interactive elements, for each course.
 - Ensure consistency in terminology, formatting, and design across all the two courses.
- C. Content Enrichment

- Incorporate up-to-date geospatial data, case studies, and real-world applications aligned with DE Africa’s objectives and provided by the DE Africa Capacity Development team.
 - Align modules with relevant DE Africa tools and datasets to promote hands-on learning.
- D. Testing and Quality Assurance
- Conduct internal testing to ensure content accuracy, user experience quality, and platform compatibility.
 - Implement feedback from DE Africa staff and a sample group of end-users.
- E. Final Deliverables
- Submit all the two courses in a format compatible with DE Africa’s online learning platform.
 - Provide a detailed report documenting the development of the two courses.

Deliverables and Timeline

The following deliverables and timelines are expected:

- Appointment of service provider: 20 January 2025
- Project start date: 30 January 2025
- Project end date: 30 March 2025

Deliverable	Description	Timeline
Needs Assessment	Detailed report on initial findings and benchmarking of the two courses	As per proposal with a project start date of 30 January 2025
Course development and design	Draft structure for the two new course materials indicating main topics and subtopics	
Testing and Quality Review	Completion of internal testing and stakeholder review	
Final Courses	Delivery of final course materials ready for platform upload	
Documentation and Final Reporting	Comprehensive Final Report	30 March 2025

Main Outcomes

- Two new Courses: The new courses developed are structured to support decision-makers in addressing climate adaptation and mitigation.
- Detailed Course development Report: A report documenting the development of the new courses.

Roles and Responsibilities

- Service Provider: Develop a work plan, manage project communication, and execute the development of the two courses.
- DE Africa - Capacity Development Team: Provide information on how to access the platform, case study examples for incorporation, and provide insights that will guide the project including feedback from learners on the platform as well as provide technical support for the upload of the new courses onto the DE Africa learning platform.
- DE Africa - Science Team: Ensure scientific accuracy of content and contribute to development of content components.

Qualifications

Interested service providers must meet the following minimum qualifications:

- Experience: Minimum of 5 years in online course development or instructional design, ideally with a focus on geospatial or technical content.
- Expertise in EO Data: Demonstrated expertise in EO data or geospatial technologies, with a background in climate adaptation, natural resource management, or similar fields.
- Language and Localization: Experience creating content for diverse audiences, ideally in multilingual and multicultural African contexts.

Budget and Payment Terms

- Budget: Provide a detailed cost breakdown by deliverable, including fixed fees, time estimates, and any anticipated expenses.
- Payment Schedule: Payments will be made in instalments based on project milestones and deliverables. Details to be negotiated upon selection.

Evaluation Criteria

Submissions will be evaluated based on the following criteria:

- Technical Approach - Quality of the proposed approach and methodology for course development, including alignment with DE Africa's goals, innovation in multimedia integration, and user engagement strategies.
- Relevant Experience - Demonstrated experience in capacity development, specifically the development of online learning modules, with a focus on climate resilience and adaptation initiatives in Africa.
- Team Qualifications - Expertise and qualifications of the team members who will work on the project, including curriculum design, content development, and multimedia production.
- Project Timeline - Feasibility and clarity of the proposed timeline to ensure timely completion of the project, including milestones and deliverables.
- Budget - Cost-effectiveness of the budget proposal, providing clear details on cost breakdowns and demonstrating value for money.

- African Registration - Proof that the service provider is registered in Africa, reinforcing alignment with DE Africa's mission and commitment to supporting the African economy.

Proposals will be assessed for both technical and contextual fit, ensuring that the provider's experience in Africa and in climate-focused educational initiatives supports DE Africa's strategic goals.

Communication and Reporting

The selected service provider will be required to maintain regular communication with DE Africa to ensure alignment and transparency throughout the project. Reporting requirements include:

- Kick-off Meeting: An initial meeting with DE Africa to confirm objectives, discuss the project timeline, and establish communication channels and reporting expectations.
- Progress Reports: Bi-weekly virtual updates detailing progress, key activities, challenges, and any required adjustments to the timeline or approach.
- Milestone Reports: At each project milestone, a report should be submitted to highlight completed tasks, lessons learned and confirm the alignment of deliverables with DE Africa's standards.
- Final Report: Comprehensive summary of the development of the new courses.
- Review Meetings: Regular virtual check-ins with DE Africa (frequency to be mutually agreed upon) to discuss progress, address any issues, and ensure all project requirements are on track.

Before final submission and project closure, each deliverable will be reviewed in a meeting with DE Africa to confirm alignment with project objectives and address any final modifications.

Confidentiality: All project-related information must be treated as confidential.

Submission Requirements

Proposals should outline how the tasks will be addressed within the defined timelines and should include the following:

- A. Executive Summary
 - Company overview and background.
 - Brief understanding of the scope and approach to the development process.
- B. Service Provider Experience
 - Relevant experience in educational content development and course design.
 - Qualifications of personnel responsible for the project.
 - Examples of similar projects completed, including case studies.
- C. Methodology
 - Detailed methodology and approach for the course development process.
- D. Budget

- A detailed budget proposal with cost breakdowns by task.
- E. References
 - Contact information for at least three references from similar projects.

Submission Guidelines

All proposals must be submitted by **13 January 2025 COB.**

- Please send your proposal to procurement@digitalearthafrika.org with the subject line: "Proposal for Course Development for Digital Earth Africa".
- For any questions or clarifications regarding this RFP, please contact DE Africa
 - Email: procurement@digitalearthafrika.org
- Deadline to submit: 13 January 2025
- Service provider selected by 20 January 2025
- Communication of selection results: 30 January 2025