

Terms of Reference for Development of E-Learning course tenders

Introductory Notes

TRAFFIC is a leading non-governmental organisation working globally on trade in wild animals and plants in the context of both biodiversity conservation and sustainable development. TRAFFIC's mission is to ensure that trade in wild plants and animals is not a threat to the conservation of nature. TRAFFIC's head office for TRAFFIC, based in the UK and located at the David Attenborough building, Cambridge.

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TRAFFIC has worked with the German federal agency for nature conservation (BfN) over the past 8 years to develop guidance for countries to help them determine whether their legal exports of wild species of plant are sustainable and can be exported. This so called "Non-detriment finding" is a requirement for exports where countries have signed up to the Convention on International Trade In Endangered Species of Wild Fauna and Flora ([CITES](#)). Countries that are members of CITES are referred to as Parties. There is no set way that Parties have to make their NDFs and therefore this is a voluntary system that Parties can chose to follow (and adapt to their needs).

Up until now the two guidance documents we have developed (for [perennial plants](#) and [timber producing species](#)) have been available for any Party to download and use. They are in the format of a document with an accompanying workbook to record information. Both guidances use the same 9-step framework that lead the user from the start of the process to making their decision on whether the export with be "non-detrimental".

Both guides have been translated into a number of languages. We have also run a number of training workshops with some Parties to help build their capacity to use the guides. These have proved extremely successful and there is a general agreement that training significantly increases the likelihood that the guidance will be applied and applied appropriately. Numerous countries have requested training, however, in country training is expensive and has limited reach, therefore developing a self-learning electronic course is intended to delivery training to the large number of countries that have expressed an interest in capacity building.

The following is an outline of the requirements for the development of that training.

Potential Contractors should consider the following:

- The e-learning course (s) should be structured in such a modular way (step-by-step) so that there is the ability to go through the whole tutorial or look at specific steps separately.
- Given the similar structure and approach to the 9-step guidance, consider whether two separate course should be developed or one tool with different options at certain stages depending on whether the user is interested in timber or perennial plants.
- Species examples (both timber and perennial plants) should be incorporated into the e-learning courses(these can be discussed with TRAFFIC with BfN)

- Video Tutorials should be incorporated into the concept, where useful to be arranged with TRAFFIC and BfN.
- At each step, exercises should be developed to check that the user has understood that step.
- Links (e.g. hyperlinks) will be made in the e-learning courses direct to the electronic versions of the 9-Steps Guidances.
- Courses will be developed in English.
- Consider the form in which the tool can be disseminated potentially including both web-based format and on hardware such as USB sticks. The cost of these option should also be included in any proposal budget.

Interested contractors are requested to submit a proposed outline of how they would develop the e-learning course(s) and an accompanying detailed cost breakdown analysis for the development. These proposals should be submitted in writing by June 12th. A shortlist will be taken from submissions and potential contractees invited to “pitch” their ideas to a panel from TRAFFIC and BfN. A final contractee will be selected after this stage. A contract will be issued for the successful bid by 3rd July. Development will be carried out in close collaboration with TRAFFIC and BfN. The tools should be developed by late August.

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Conditions

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- TRAFFIC will select a Supplier based upon its own unique set of criteria.
- TRAFFIC is not bound to disclose details of such criteria and may at any time alter the criteria to reflect the changing needs of the business.
- TRAFFIC may terminate the tender process at any time.

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