Q&A for RELIT-HO-2023-001
Teaching and Learning Materials Production Support

March 23, 2023

1. Is it possible to clarify the desired content for the training (in terms of pedagogical conception and production process)? *Est-ce possible de clarifier les contenus de formation souhaités (en termes de conception pédagogique et de processus de production)?*
   a. Answer : Our intention is that participants will come away with a better idea of how page design impacts understanding, usability, document length, production costs, and any other elements that the offeror may be aware of. The training and guidance will help RELIT staff and partners improve the current page design for the materials in production. This includes different types of documents, but primarily subject matter Teacher's Guides and student materials. The training need not focus on the specific content already drafted for these materials. On production processes, the intention is that participants will be able to better plan timelines and work processes for efficiently managing collaboration among content development teams and layout artists *(infographistes).* This may include, for example, best practices in managing the compilation of draft and final materials through exchanges between subject matter experts and layout artists, managing materials reviews, quality control, creating and maintaining a timeline, etc. The offeror is welcome to propose additional relevant training such as estimating costs per page, the tradeoff between color and black and white design, or page and binding types that may affect cost and durability of final materials.

2. Are there already existing supports for the training or will it be necessary to create these supports? *Y a-t-il déjà des supports existants pour la formation ou faut-il concevoir les supports?*
   a. Answer *:* It will be necessary to create the training materials, which might include examples of formatted Teachers Guides or student workbooks that represent best practices. The participants will also show their work in progress to receive feedback.

3. Is there a maximum number of trainers that can be attached to this work? *Y a-t-il un nombre maximum de formateurs pouvant être attitrés au mandat?*
   a. Answer: The offeror should propose the number of trainers that represents the best value for money.

4. Is there a maximum budget? *Y a-t-il un budget maximum?*
   a. Answer : Offeror should propose a realistic and cost-effective budget.

5. Can the proposal be submitted in French*? La proposition peut-elle être soumise en français?* / Does the proposal have to be submitted in English, French, or both languages?

     a.   Answer: Proposals can be in French or English, and all offerors must demonstrate clear capacity to work in French language.

6. We assume that participants will be coming to the capability building work sessions with varying backgrounds —based on their upcoming role responsibilities. We are assuming they will be instructional content development, visual design and page production professionals, and perhaps artists and illustrators. Are these correct assumptions?
   a. Answer: Those are correct assumptions.

7. How many participants are you expecting and do you have an approximate number of those coming with the expertise described above?
   a. Answer: We expect about 20 participants, who are working on 5-6 different standalone products at present, including content developers, visual design and page production professionals, and illustrators.

8. If training sessions are conducted in April and follow up assignments and reviews span into early May, will that be an issue for RELIT's overall schedule?
   a. Answer: If the training and follow up could be completed in May that would be fine.

9. How far along is the development of the Mandinka and Soninke materials? Are these programs derivative of the existing materials or are they new materials still to be developed?
   a. Answer: The materials development is under way and this training will support the final production needs, as well as prepare the groundwork for improvements in the next year, as needed.

10. If these are new and this project is an entirely new product development effort, how much basic literacy instruction training is needed by the participants? Does the subcontractor need to start with the basics of effective literacy instruction or is there a level of instructional knowledge that we can assume the content development participants will have?
    a. Answer: See response to question #1. The solicitation focuses more on the visual design of materials that have gone through content development already with literacy experts. However, if, during the process of mentoring and review of materials in process the offeror notices evidence-based issues with content (length, consistency, headers, graphic organizers, etc.) that could support more effective use of the materials, they are welcome to raise those issues as part of training and mentoring.

11. Related to question **6**, is there an instructional design for the overall program that is being applied to the two new language versions or is developing a new overall instructional approach to the curriculum and the structure of these two programs part of the project effort that the subcontractor is involved with?

a. Answer: There are a range of materials being developed for KG-G2 teachers and students, and the training should be general enough to provide guidance regardless of subject matter or instructional approach.

12. Can we see samples of the work that has been completed thus far in order to evaluate skill levels?
    a. Answer: The selected vendor will be able to review current materials upon award, but should be prepared to present best practices generally.

13. Are you expecting that development in both Mandinka and Soninke be concurrent or are you planning to complete one first, which is consistent with best practices?
    a. Answer: This is not relevant to the current request for proposals

14. Are the materials for these languages being developed with the Latin alphabet or Arabic? We are assuming the use of Latin characters, but would need this confirmed.
    a. Answer: All materials are using the Latin alphabet, but with certain graphemes and diacritics specific to Senegalese local languages and French. At different grade levels, some cursive (attached script) is also used.

15. Will you need the subcontractor to work with the content developers and production professionals to create content (Word) templates and train around the process for importing that content into the book InDesign templates?
    a. Answer: We would welcome the development of content templates. If development in Word and importing into InDesign is the practice that the offeror considers most efficient as a production process, that is fine.

16. Is the vendor just reviewing materials created in the training sessions as part of the capability building services or will reviews and feedback be offered throughout the entire program development effort scheduled to end in September 2023?
    a. Answer: At present, the offeror will provide guidance, reviews and feedback during training and/or through mentoring and follow up, which should be completed by September.

17. What are the exact dates of the performance? Over how many months do you expect the activities to run? The contract award date is about/on April 10th, 2023; however, the contract term mentions March to September 2023.
    a. Answer: We anticipate April – September, 2023. Start date will depend on final selection and contracting process, though we hope to move quickly to meet printing deadlines.

18. During the performance period, approximately what type of books and the total number of pages will be required to be worked on as the LOE is closely linked to it.
    a. Answer: The RELIT staff in training will be responsible for holding and managing all master drafts of the materials. The vendor should propose daily or

weekly templates for the staff to populate with the content. Some of the Teachers Guides are up to 200 pages (recto-verso), and a target for student books is maximum 170 pages (recto-verso). The vendor should propose efficient page design that will maximize the use of space without compromising content, and help RELIT to make choices about length and number of volumes.

19. Re: "working with the MEN to introduce materials and instructional methods for two new languages—Mandinka and Soninke in preschool, grade 1 and grade 2." Question: Given that preschool was not part of the LPT program, will preschool materials be needed for the LPT languages, or only Mandinka and Soninke? Or will preschool materials need to be developed for Pulaar, Seereer, and Wolof?
    a. This is not relevant to the current scope of work, but we have included the current program description for information.

20. Will any materials be developed in Diola during this first stage?
    a. This is not relevant to the current scope of work, but we have included the current program description for information.

21. Re: "RELIT also supports a comprehensive, national curriculum for French as a second language (FSL) from kindergarten through second grade that builds on the foundations of literacy introduced to children through their local languages." Question: Is FSL is taking place orally first - and, if so, for how long? Hopefully, for at least the entire P1 year.
    a. This is not relevant to the current scope of work, but we have included the current program description for information.

22. Would it be helpful for us to include a focus on ensuring that teachers' guides are user-friendly, and not so large and unwieldy that teachers can't or won't use them?
    a. Yes. See also answer to Question 1

23. Re: "It is expected that all participants and the offeror will work in InDesign and Microsoft word, however a review session to identify incidental knowledge gaps and willingness to troubleshoot in this area would be welcome." Comment/Question: Given that the training will not focus on the "technical aspects of software use", we will only include a consultant with InDesign experience if you view that as absolutely necessary. Is that OK?
    a. It is necessary to be able to work in InDesign to provide templates, to support the teams to learn effective production processes, to set realistic timelines, etc. Whether that person is a consultant or otherwise is for the vendor to propose. The RFP may be more clearly read as "The training content will focus on instructional design choices … not on technical aspects of software use; however a review session to identify incidental knowledge gaps and willingness to troubleshoot in this area would be welcome. It is expected that all participants and the offeror will work in InDesign and Microsoft word."

24. Re: "It is anticipated that the first stage should be completed by April 30, and should result in the final document templates that local designers will use for Kindergarten, G1 and G2 curricular materials to be provided to schools by October 2023." Question: Given that the RFQ/RFP deadline is March 30, I am skeptical that we would be able to complete the first stage that quickly. Do you already have a schedule for the training of the "RELIT implementing partners?" If so, how many participants, both in terms of organizations and number of individual participants, do you anticipate for this training? And how many days/weeks of training do you have scheduled?
    a. Please consider this timeline to change to read "May 30" instead of April 30. Although there are some Grade 1 materials that do need to be print-ready in May, there are other volumes that will be prepared throughout the year so the training and mentoring will be able to extend through September. Therefore the training program should be flexible to include a both rapid startup with effective exchange and 'learning by doing' approach. The number of 'contact hours' and schedule will be up to the offeror to propose. We anticipate approximately 20 participants.

25. Are you only looking for a quote/proposal for this first stage? Or also later stage(s)?
    a. Answer: Only for stage one at this point. If the training is satisfactory and is extended to publishers, a modification of the subcontract will be processed accordingly.