

Annex 2: Proposal Submission Template

Requests for Proposals for Online Training Modules

RM Academy and AM Academy, EIT RawMaterials

Please complete all parts of this template and submit it as a single PDF document, following the submission instructions in the Request for Proposals. Guidance text in italics may be deleted before submission. Recommended lengths are guidance, not hard limits.

Part A. Administrative Information

Field	Response
RfP reference	[e.g. ACADEMY-01]
RfP title	[title as published]
Proposal title	
Lead organisation	
Contact person	
Email and phone	
Date of submission	
Offer valid until	[minimum 90 days from the submission deadline]

Consortium members, if applicable (individual entities can apply as well):

Organisation	Country	Role in the proposal

Part B. Proposal

B1. Understanding of the need

Demonstrate how the proposed module addresses a pressing skill gap identified in the RfP. Outline the target audience and the estimated learner demand, including how the estimate was made. Recommended length: 2 pages.

[Your response]

B2. Module concept

For each proposed module: learning objectives, outline structure, expected learner effort in hours, assessment approach and proposed EQF level with justification. Duplicate this section for each module proposed. Recommended length: 3 pages per module.

[Your response]

B3. Development approach and project plan

Describe your production process, the tools you will use and how full and editable source files will be handed over, and how you will handle review cycles with the Academy team. Complete the milestone table in weeks from contract signature, keeping final delivery and acceptance within the six month contract period. Adapt the phases if your process differs. State the inputs you require from the Academy and the key risks to delivery. Recommended length: 2 pages plus the table.

Phase	Deliverable	Week from contract start	Academy input required
Kick-off			
Storyboard approval			
Alpha version			
Beta version			
Final SCORM delivery			
Acceptance			

[Your response]

B4. Certification, accreditation, and evaluation

Name the industry-recognised certification body, or the consortium member that is able to issue recognised credentials, as applicable, and describe the credential learners will receive. Describe your plan for developing courses that support evaluating learning, including at Kirkpatrick Level 2 and Level 3, where offered.

List any accreditations, quality marks or recognitions your organisation holds relevant to training development and delivery (awarding body, scope, validity), and describe your experience obtaining course- or programme-level accreditation, including the bodies involved and the outcomes. Note: accreditation routes for courses developed under this RfP are selected by EIT RawMaterials on a course-by-course basis; this information serves as an indicator of experience and does not commit EIT RawMaterials to any particular accreditation route. Recommended length: 1 page.

[Your response]

& B5. Accessibility and Inclusivity approach

Describe how the course will support inclusivity and diversity as well as accessibility requirements for WCAG 2.2, for example captions and transcripts, colour contrast, keyboard navigation, screen-reader compatibility and accessible assessments. State how inclusivity is fore fronted and compliance will be verified (testing method, tools or third-party audit) and any prior experience delivering WCAG-compliant content. Recommended length: 1 – 1.5 pages.

[Your response]

B6. Quality assurance readiness and support

Describe your quality assurance approach for course design, development and review: the instructional design methodology you follow, how learning outcomes are defined and matched to assessments, internal review and approval steps before release, and how learner feedback is used for improvement. Note that the selected provider will be required to work within the Academies' quality management system and complete its standard design documentation, summarised in Annex 3.

Indicate any experience working with education or quality frameworks and standards (for example EQF, ESCO, EQAVET, ECTS, national VET frameworks, ISO 9001 or ISO 21001) and, if known, the intended level of the proposed course or courses. Describe the support you offer during development and after launch. Recommended length: 2 pages.

[Your response]

B7. Team and consortium

Describe the team assigned to this contract. Confirm that trainers and named content contributors will complete the Training Contributor Certification Programme. Attach CVs as an annex. Outline your internal workflow for how the experts will co-develop, review, and formally sign off on the instructional content.

Recommended length: 2 pages plus annex.

Name	Role in this contract	Relevant expertise

[Your response]

B8. Examples of past work

Provide examples of past courses or modules you have developed, with screenshots where full access is not possible, so we can assess the graphic design and development quality of your work.

Recommended length: 2 pages, or an annex.

Course or module title	Client and year	Access link or annex reference

B9. GDPR compliance

If applicable: provide information on your GDPR compliance, in particular where the proposed work involves the processing of personal data. Recommended length: half a page.

[Your response]

B10. Insurance coverage

Specify whether you hold company liability insurance and/or professional liability insurance, including the maximum amount of coverage in EUR per event per insurance.

Insurance type	Held	Maximum coverage, EUR per event
Company liability insurance		
Professional liability insurance		

Part C. Price

All prices in EUR, excluding VAT. Part C corresponds to the price item in the proposal structure set out in the RfP.

C1. Module development

Module title	Deliverable or cost component	Price EUR excl. VAT

C3. Maintenance provision

The maintenance provision may not exceed ten percent of the module development price.

Maintenance provision, twelve months from launch	Price EUR excl. VAT

C4. Summary

Summary	EUR excl. VAT
Module development, total	
Maintenance provision	
Grand total	

Part D. Declarations

Declaration	Yes / No
The lead organisation and all consortium members are established in an EU Member State, an EEA country or a country associated to Horizon Europe.	
We have no conflict of interest in relation to EIT RawMaterials in the context of this RfP.	
All content will meet WCAG 2.2 accessibility standards.	
We commit to incorporating inclusive programme design and a balanced gender dimension across all deliverables, ensuring diverse representation and bias-free content in line with EIT RawMaterials' Gender Equality Plan.	
All learner data handling will comply with GDPR.	
All modules will be delivered as SCORM packages tested for the Academy learning platform.	
Full and editable source files for all deliverables will be transferred to EIT RawMaterials.	
We agree to assign all intellectual property rights in the deliverables to EIT RawMaterials and warrant that any pre-existing, third-party, or AI-generated materials (including datasets) are fully declared and properly licensed.	
Trainers and named content contributors will complete the Academy's Training Contributor Certification Programme.	
This offer remains valid for at least 90 days from the submission deadline.	
We accept the terms set out in the Request for Proposals and its annexes.	

Signed on behalf of the lead organisation:

Name:

Position:

Organisation:

Date:

Signature:

Part E. Submission Checklist

- All parts of this template are complete.
- The signed Tenderers' Declaration form (Annex 1) is attached, unmodified.
- CVs and past work annexes are attached.
- The proposal is written in English.
- The proposal is compiled as a single PDF document.
- The email subject line follows the convention stated in the RfP.
- The proposal is submitted to the address in the RfP before the deadline.