

Annex F – Exercises

Banking & Finance skills trainings

The work described below is designed to assess the quality of the technical tender. The tenderers are asked to develop:

- a document (max. 2,000 words) describing the quality of the blended learning approach covering the topic and challenge as required in the specific lot. The choice of the formats (classroom/virtual classroom, e-learning, blended) of the training course unless explicitly specified in the lot description forms an integral part of the assessment. The document should include:
 - overall learning objectives;
 - at least three different learning formats (including a (virtual) classroom course and a video – see below);
 - a description of each learning format (including the objectives), with a justification of the choices made;
 - the tools and media to be used;
 - how key challenges are addressed;
 - Interaction with participants to ensure that pre-requisites are completed on time (if required);
 - follow-up learning activities to ensure the transfer of knowledge/skills to the workplace, and ongoing learning; and
 - a description of the evaluation approach, i.e. how the tenderer intends to assess achievement of the overall learning objectives;
- a document (max. 2,000 words) describing the (virtual) classroom course that forms part of the learning plan and involves mainly interactive and practical sessions. The document should include:
 - a description of the topic and its challenges;
 - the objectives of the course;
 - a detailed programme with a description of each session (content, objectives, planned activities, methodology, timing);
 - a description of teaching aids / learning support and equipment (e.g. case studies, practical exercises, games, equipment, interactive tools and multimedia); and
 - the evaluation method.
- A short video illustrating a theme/subject to be covered in the proposed blended learning approach. This may address the overall topic of the proposed case (for each lot) or a specific aspect of it. It may be part of the (virtual) classroom course, but does not have to be. The video (mp4, flv, mov, wmv formats) are not supported by the e-submission platform and have to be embedded into a PowerPoint file (pptx, ppt) which is less than 50 MB. The PowerPoint file must then be uploaded to the technical offer in e-submission. Files other than PowerPoint of less than 50 MB will not be accepted and will lead to the disqualification of the tender.

The topics for each lot are described below. The situations could be fictional and for the purposes of the exercise, tenderers are asked to accept them as presented.