

TERMS OF REFERENCE:

E-LEARNING CONTENT DEVELOPMENT & LMS IMPLEMENTATION

in the framework of the Project with ref. number A_Y_2.2_0621_YOUthCARE4planet (INTERREG NEXT MED PROGRAMME 2021- 2027, GRANT CONTRACT)

INTRODUCTION

YOUthCARE4planet project aims to support a new environmentally conscious generation in planning, acting, advocating and accessing decision making to drive sustainable change in Italy, Tunisia and Egypt.

DESCRIPTION OF THE ASSIGNMENT

MIO-ECSDE invites qualified vendors to submit proposals for the design, development, and implementation of an online learning programme within its TalentLMS platform, in the framework of the [You\(th\)Care4Planet](#) Project.

The assignment includes the development of 5–6 thematic e-learning Modules, LMS configuration, learner onboarding, visual and instructional design, assessment development, and ongoing technical support throughout the project's lifetime.

Interested vendors should **demonstrate experience** in *e-learning content development, TalentLMS-based course implementation, and preferably in environmental or sustainability-related projects.*

Proposals should include:

- Documents justifying eligibility criteria
- Submission Letter
- Technical offer
- Financial offer

1. SCOPE OF SERVICES

The selected vendor will be responsible for:

1.1 Content Development and Deliverables

- Development of five to six (5–6) thematic Modules¹, focusing on:

¹ The e-course's content development will be based on the original material provided by MIO-ECSDE (texts, videos, weblinks).

- Environmental challenges in the Mediterranean
- Sustainability concepts and principles
- The Care Approach
- Awareness-raising and action for sustainability / green transition
- Relevant policy frameworks
- Each Module shall consist of five to seven (5–7) Units.
- Units will include textual content, images, videos, and web links, adapted for online learning.
- Modules to be developed using both Articulate 360 authoring tools and Native TalentLMS functionality

1.2 Instructional & Visual Design

- Design and development of Unit templates aligned with the visual identity of the You(th)Care4Planet project.
- Submission of three (3) alternative template proposals for approval.
- Templates must support multimedia content and responsive viewing.

1.3 Multimedia & Assets

- Provision of license-free, royalty-free images and photos relevant to the course topics.
- Vendor is responsible for ensuring proper usage rights.

1.4 TalentLMS Setup & Configuration

- Creation of a dedicated project Branch within TalentLMS for the *You(th)Care4Planet* project.
- Setup and configuration of all courses and modules within the LMS.
- Assurance of smooth learner registration and onboarding, including user flows and basic guidance.

1.5 Assessment Development

- Development of ten (10) tests (pre- and post-tests) across the 5 Modules.
- Each test shall include two (2) questions, using the following formats:
Multiple choice, Drag-and-drop, Ordering
- All tests must be created natively using TalentLMS functionality.

1.6 Platform Compatibility

- Ensure full compatibility and effective operation of the e-courses within MIO-ECSDE's e-learning platform: <https://envirolearning.net>

- Address any technical or functional issues related to TalentLMS operation.

1.7 Maintenance & Support

- Provide maintenance and technical support for the implemented courses within TalentLMS
- Support shall be provided throughout the lifetime of the You(th)Care4Planet project.

2. VENDOR QUALIFICATIONS AND ELIGIBILITY CRITERIA

2.A. MINIMUM ELIGIBILITY CRITERIA (PASS / FAIL)

Vendors **must meet all** the following minimum criteria to be considered eligible:

2.A.1 LMS Platform Experience

Evidence of having implemented (at least 10) **complete e-learning projects inside TalentLMS**, including: TalentLMS portal creation, configuration and support, Branch creation & management, Course and module setup, Native assessments, Learner/user management

Failure to demonstrate direct TalentLMS experience will result in exclusion.

2.A.2 E-Learning Project Delivery Capacity

Delivery of at least 7 **e-learning projects in the last year**, including: Content structuring and instructional design, Visual/template design

2.A.3 Organisational & Operational Capacity

- More than 15 years of business establishment
- Must be enrolled in one of the official professional or trade registries kept in their country of registration
- Must be compliant with their tax and social security obligations

2.B. Vendor Qualifications (Technical Merit)

Eligible vendors will be evaluated based on the following qualifications:

2.B.1 Advanced TalentLMS Expertise

- In-depth operational knowledge of TalentLMS, including: Branch creation and configuration, Course structuring and content deployment, Native test creation (multiple choice, drag-and-drop, ordering), Learner onboarding and user flows
- Ability to ensure **smooth, reliable operation** within an existing TalentLMS platform.

In order for a candidate to take maximum points in this, they'll need to be an authorized TalentLMS partner, reseller

2. B.2 E-Learning Content & Instructional Design

- Developed at least 7 **modular, multimedia-based e-learning programmes in the last year.**

- Ability to convert **thematic, educational, and policy-related content** into **engaging, learner-centred digital units**.
- Familiarity with best practices in online assessment and learner engagement.
- Proven experience in using Articulate 360 in e-learning content creation (Max points can only be obtained if they have official Training (certified) from Articulate or are authorized resellers/ partners.)

2.B.3 Visual Design & Template Development

- Having designed at least 7 **custom unit templates** in the last year aligned with a project’s visual identity.

2.B.4 Project Support & Continuity

- Experience supporting 7 **live Talent LMS portals in the last year**, including troubleshooting and updates.
- Ability to provide **ongoing technical maintenance and support** throughout the project’s lifetime.
- Experience in at least 3 **environmental, sustainability, youth, or EU-funded projects** is considered an asset.

2.C. Financial Offer

Submission Requirements

The financial offer shall:

- Be submitted as a **lump-sum price** covering the full scope of services
- Include all costs related to: Content development, Visual and template design LMS setup and configuration, Assessments, Maintenance and technical support

2. D. Evaluation & Scoring Criteria

Only vendors meeting **all minimum eligibility criteria (PASS / FAIL)** will be scored.

C.1 Scoring Matrix

Criterion	Description	Weight
B1: TalentLMS Experience & Technical Competence	Depth of demonstrated experience with TalentLMS, including Branches, assessments, learner management, and platform support	30%
B2: E-Learning Content & Instructional Design	Quality, relevance, and complexity of previous e-learning content and modular course development	30%
B3: Visual Design & Template Quality	Ability to design and implement custom templates aligned with project identity	15%

Criterion	Description	Weight
B4: Project Management Support Capacity & Relevant Sector Experience	Maintenance, technical support approach, responsiveness, and continuity. Experience in sustainability, environmental education, youth, or EU-funded projects	25%
Total		100%

Scoring Methodology

Section 2.B (Technical Merit): score starts at 100 points (when minimum requirements are met) and can reach 150 points depending on the description of the participant and the number of projects implemented in excess of those required as a minimum. (100p Base +10p for extra criteria over base up to 50 additional points)

Each Section/evaluation criterion is evaluated autonomously. The final scoring of each evaluation criterion is the outcome of its scoring multiplied by the corresponding weighting factor. The overall score of the technical offer is the sum of the final scoring of all the Sections/evaluation criteria.

The overall score of the technical offer is calculated on the basis of the following formula:

$$B_i = w_1 \times c_1 + w_2 \times c_2 + \dots$$

Section 2.C (Financial offer) will be evaluated using the **lowest-price proportional method**, as follows: **Score = (Lowest Financial Offer / Financial Offer under Evaluation)**

For the overall score which will determine the ranking of offers, technical evaluation will be weighted with 80%, and the financial offer with 20%.

The final listing of the most advantageous offers will be made on the basis of the following formula:

$$\Lambda_i = 0.8 * (B_i/B_{max}) + 0.2 * (K_{min}/K_i).$$

Where:

- B_{max}: the max score received by the best of the technical offers received
- B_i: the score of the technical offer
- K_{min}: The cost of the financial offer with the minimum price offered.
- K_i: The cost of the financial offer

The most advantageous offers is the one with the greater value of Λ .

In case of equality of overall scores, the winning proposal is the one whose corresponding technical proposal received the highest rating.

4. LOCATION AND LANGUAGE OF THE ASSIGNMENT

The vendors shall perform services from a location of their choosing.

All documents, deliverables, and communications shall be conducted in English. The quality of written English must meet professional standards; failure to do so may constitute grounds for withholding the final payment.

5. DURATION OF THE CONTRACT

The overall duration of the contract will be from May 2026 to September 2027.

6. CONTRACT PRICE AND SCHEDULE OF PAYMENT

The maximum fee for this assignment is 7.800,00 EURO. This amount includes all other costs, income taxes and any other amount payable or cost that may be required for the completion of the work/service, including VAT.

Deliverable	Deadline	Payment (%)
Graphic design/templates proposals	15 May 2026	15%
e-course completion and establishment on https://envirolearning.net platform	30 May 2026	50%
Technical support and monitoring	from 1 June 2026 to 10 September 2027	35% (in two instalments Sept 2026 and June 2027)