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<b>Reference Number</b>	RFP2427
<b>Title</b>	Designing and Developing AFI Educate Online Course: Regulatory and Policy Approaches to Advance Youth Financial Inclusion
<b>Duration</b>	Jan 2025 to April 2025
<b>Thematic</b>	GIF, Youth Financial Inclusion
<b>Submission Deadline</b>	October 30, 2024
<b>Posted on</b>	October 11, 2024
<b>Download documents</b>	<a href="#">RFP Document</a> <a href="#">Annexure 1 - Technical Proposal Template</a> <a href="#">Annexure 2 - Financial Proposal Template</a> <a href="#">Conflict of Interest Disclosure Form</a> <a href="#">General TCs (Services)</a>

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# 1. Background:

## The Alliance for Financial Inclusion

The Alliance for Financial Inclusion (AFI) is the world's leading organization on financial inclusion policy and regulation. Currently, 89 member institutions make up the AFI network including central banks, ministries of finance and other financial policymaking or regulatory institutions from over 76 developing countries and emerging markets. AFI empowers policymakers to increase the access and usage of quality financial services for the underserved through sustainable and inclusive policies and an effective use of digital technologies.

Policies developed and implemented by AFI members contribute to a range of the [Sustainable Development Goals](#). By Setting their own agenda, AFI members harness the power of peer learning to develop practical and tested policy reforms that enhance financial inclusion with strategic support from both public and private sector partners.

AFI has 7 [Working Groups](#) (WG): Consumer Empowerment and Market Conduct Working Group ([CEMCWG](#)), Digital Financial Services Working Group ([DFSWG](#)), Financial Inclusion Data Working Group ([FIDWG](#)), Financial Inclusion Strategy Peer Learning Group ([FISPLG](#)), Global Standards Proportionality Working Group ([GSPWG](#)), Inclusive Green Finance Working Group ([IGFWG](#)) and SME Finance Working Group ([SMEFWG](#)),

As the key source of policy developments and trends in financial inclusion and as the primary mechanism for generating and incubating technical content in the network, the Working Groups serve as “communities of practice”. Providing a platform for knowledge exchange and peer learning among policymakers to share, deliberate and deepen their understanding, the working groups offer leadership and expertise in their respective policy fields and support the network to monitor new developments in emerging fields.

The knowledge generated via the working groups is disseminated for implementation by a range of [capacity building activities](#) such as Joint Learning Programs, Member Trainings, Trainings by Private Sector Partners. The practical experience members garner from engaging in peer learning based capacity building is then applied by members as [in country implementation](#) projects which are supported by the provision of financial or technical support to AFI member institutions in conducting activities that aim to deliver financial inclusion policies, regulations, supervisory tools or enablers for the development of policies, such as national financial inclusion strategies.

The working groups receive strategic guidance and insight from the High-Level [Global Standards & Policy Committee](#), while the [Gender Inclusive Finance Committee](#), supports WGs in integrating gender considerations into all aspects of their work and support members in fulfilling their [Denarau Action Plan](#) (updated 2022) commitment to promote women's financial inclusion.

AFI members have made further commitments in a range of other accords which can be read [here](#).

The AFI's five regional initiatives complete the AFI platform of services by supporting policy implementation in Africa ([AfPI](#)), Latin America and the Caribbean ([FILAC](#)), the Pacific Islands ([PIRI](#)), Eastern Europe and Central Asia ([ECAPI](#)) and the Arab Region ([FIARI](#)).

## 2. Project Background:

The Alliance for Financial Inclusion (AFI) is a global network of over 90 financial regulators working to promote financial inclusion. AFI provides policy-related services to its members, namely working groups, knowledge products, regional initiatives, and In-Country Implementation support. Another key service of AFI is AFI's Building Capacities for Development (ABCD) which aims at enhancing individual and institutional knowledge and



skills for policy adoption and implementation, tailored to their needs. It is also a core service that AFI delivers to its members and one of AFI's key strategic goals for the next five years. Peer learning is the keystone of ABCD.

In response to the growing interest in online training, deep-dive technical courses, courses for professional growth, AFI is exploring the possibility of expanding its AFI Educate online courses to include topics related to financial inclusion for youth. To achieve this goal, AFI is looking to develop an engaging and interactive online learning course, drawing upon AFI's publication of Youth Financial Inclusion Policy Framework and other related AFI technical content. The course is intended to offer guidance and recommendations for regulators and policymakers on how to enhance financial inclusion for youth, including young women, utilizing the practical insights and experiences gained from within the AFI network.

The objective of this initiative is to disseminate the wealth of knowledge produced within the AFI network to a vast audience of learners. This includes the staff of AFI member institutions, who are spread across different regions of the globe, the staff of other organizations working on advancing financial inclusion for the vulnerable groups as well as financial inclusion professionals (individuals) who are not part of the AFI network.

This course is to be designed as asynchronous and to be published on AFI Educate.

### **3. Overall Objective:**

The assignment aims to deepen the understanding and enhance the capabilities of financial regulators and policymakers on the formulation and implementation of policies and initiatives that promote and support youth and young women as well as effectively address the financial needs of these critical demographic groups.

With this TOR, AFI seeks to engage a Subject Matter Expert (SME) to work closely with the AFI team to design and develop the online course. The role also extends to delivering services that are required by the course such as running a Webinar or responding to student queries over the LMS platform.

### **4. Scope of Work and Components:**

The SME is expected to lead the process of developing and delivering this online course, in coordination with the AFI team. Approximately about 19 to 22 days of work is expected to complete the assignment. The detailed tasks are as follows:

- **Pre-development Tasks**
- Establish high-quality learning outcomes. Learning outcomes are statements that describe what learners will be able to do by the end of the online course.
- Identify 5 to 7 major topics to be formed as modules that learners need to learn in order to achieve learning outcomes. Each module should be tailored to an appropriate level of difficulty, whether it be basic, intermediate, or advanced.
- Develop 6 to 9 pages (approximately 900 words each) within each module, containing relevant content, resources and activities that facilitate learners' understanding of the subject matter. The best activities are ones where learners are active – e.g. where they are sharing, discussing, creating, constructing, reflecting, applying. The activities should incorporate a variety of different types, including reflections, role plays, scenarios, discussions, creating something, applying concepts to a particular interest project etc.
- The course is expected to have:
  - 3 to 5 technical case studies of AFI member institutions. These case studies would build upon the country examples outlined in AFI's existing publications, offering a more detailed analysis and follow-up question(s).
  - 2 video transcripts that facilitate the explanation of complex information
  - Learning activities that enable learners to understand the topics/ modules.
    - 3 to 4 short activities in each module to reflect upon their learning on specific sub-topics
    - One core activity at the end of each module to reflect upon their learning on the module
    - One fictional case study



- 2 final assignment questions:
  - Final Assessment 1: 25 Multiple Choice Questions
  - Final Assessment 2: Essay (300 words)
- Suggest additional readings that are relevant to the course, including AFI website
- **Development Tasks**
- Review and validate the storylines or scenarios that are interspersed with quizzes, information nuggets, assignments and case studies developed by the AFI team.
- Review and validate the functional prototype of the online learning courses developed by the AFI team.
- Submit to AFI Team the final version of the online course.
- **Post-development Tasks (to be completed after the course has been published and subscribed)**
- Facilitate the first cohort (12 weeks learning period). The facilitator should:
  - Encourage meaningful discussions among learners to extend the ideas being shared
  - Observe learners' engagement and provide support and encouragement to those at risk of becoming disengaged
  - Guide learners to manage their own learning
  - Know when to become involved and when to step back in discussions and
  - Build a sense of community within the course
- **Moderate webinar session(s) during the first cohort.**
- **Assess and mark the learner's answers to the Final Assessment 2 question(s).**

This assignment is an offsite work and involves the following:

- **The SME is expected to work with the AFI Team, to get an understanding of the AFI technical content and organizational context.**
- **The SME is required to collect additional inputs from the selected AFI member institutions in developing effective case studies/simulations/scenarios.**
- **The technical content of the online course must maintain at least 70% applicability to the financial regulators.**

## 5. Timeline and Deliverables:

The consultancy is expected to take place between January 2025 and May 2025. Below is a tentative timeline:

Deliverables	Total No of man days
Upon submission and acceptance of the followings: <ul style="list-style-type: none"> <li>· Course Content Development</li> <li>· Activity and Assessment Development</li> <li>· Review of 50% On-platform Development</li> <li>· Review of 100% On-platform Development</li> </ul>	Maximum of 18 days
Upon completion and acceptance of post-development tasks	Maximum of 4 days

## 6. Travel:

No Travel is expected for this assignment. The consultant(s) will work remotely and undertake virtual meetings to complete the tasks.



## 7. Consultant Experience:



The contract should be awarded to a firm consultant or individual as the SME. The consultant(s) who will be assigned for the assignment should have:

- 8-10 years of experience in working on financial inclusion with a focus on financial inclusion policy and regulations-related work and activities
- Excellent knowledge and experience in working on women and youth financial inclusion, especially with a focus on policy and regulatory aspects
- Experience of working with policymakers/regulators and other financial inclusion stakeholders
- Experience in developing online course or organizing training programs
- Excellent communication and coordination skills – verbal and written

## 8. Reporting:

During the period of the execution of project, consultant will be reporting to AFI's Manager of Capacity Building, Hamizi Hamzah.

## 9. Payment Terms:

The payment terms/schedule proposed for this consultancy are as following:

<b>Deliverables</b>	<b>Percentage</b>
Upon signing of Contract	10%
Upon submission and acceptance of Course Content Development	20%
Upon submission and acceptance of Activity and Assessment Development	20%
Upon submission and acceptance of 50% On-platform Development	20%
Upon submission and acceptance of 100% On-platform Development	20%
Upon completion and acceptance of post-development tasks	10%
	<b>100%</b>

## 10. Proposal Submission Information:

Proposals will be due with the following requirements for submission:

<b>Submission Deadline:</b>	<b>30 October 2024</b>
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- Firm**
- Company Registration;
  - Company Profile;
  - List of previous or current clientele on similar work;
  - References with email contact;
  - Joint-Agreement (if any);
  - Conflict of Interest Disclosure form;
  - At least one (1) sample work (link or attachments) if any

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- Individual**
- Full CVs with list of previous similar work;
  - Disclosure if individual have a full time or part time employment contract with any organization or government official or indirect involvement in this tender;
  - Conflict of Interest Disclosure form;
  - Reference letter (if any);
  - References with email contact;
  - At least one (1) sample work (link or attachments) if any

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**Method of Submission:** By email to AFI's Procurement & Contracts Office at [RFP2427@afi-global.org](mailto:RFP2427@afi-global.org)

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### Submission of Technical and Financial:

Kindly submit the followings:



1. Using the template/format given in Annexure 1 (Technical) and Annexure 2 (Financial) and/or additional technical proposal for more information.
2. Technical and Financial proposal must be separated in different pdf.
3. Financial proposals must be USD only. Whereas for Malaysian applicants with Business Registration under Suruhanjaya Syarikat Malaysia (SSM), please submit your financial proposals in MYR.
4. Proposal to be submitted to the designated email address.
5. AFI does not tolerate copyright infringement, including but not limited to infringement, in the form of plagiarism. Consultant or Consulting entity awarded a contract by AFI shall take responsibility to ensure that the authored works, produced in parts or as an entirety of the deliverables stated in this RFP does not infringe on copyrights.

**AFI is not bound to accept the lowest quoted bid and reserves the right to disqualify incomplete submission, overlapping submission, non-compliance to the above requirements. Notification of results will only be sent to shortlisted candidates upon completion.**

#### 10.1 Retention of Proposals

All proposals submitted become the property of AFI. AFI will make all reasonable efforts to maintain proposals in confidence and will release proposals only to personnel involved with the evaluation of the project. Proprietary information should be identified in each proposal.



## 12. Evaluation Criteria

The proposals submitted will be evaluated based on the following criteria:

### Technical Scoring Criteria

1.	<b>Profile and Overall Qualification</b>	<b>10%</b>
2.	<b>Technical Experience</b>	<b>50%</b>
	Developing online course or organizing training programs	25%
	Financial regulation and policy, women and youth financial inclusion policies	25%



<b>3. Adequacy of proposed workplan and methodology</b>	<b>30%</b>		
· Technical approach and research methodology	20%		
· Workplan (include Level of Effort of team/individual)	10%		
<b>4. Sample Work</b>	<b>10%</b>		
<b>Total</b>	<b>100%</b>		

### Evaluation of technical and financial proposals

AFI reserves the right to award the most suitable proposal based on the evaluation of combined criterion, where bidders are qualified by the combined valuation of the technical and financial proposals, with the following weightage:

- i) Technical Proposal: 70% (Seventy percent)
- ii) Financial Proposal: 30% (Thirty percent)

## How to Apply

Interested applicants are expected to submit a proposal with an updated CV and using the template given by email to AFI's Procurement & Contracts Office at [rfp2427@afi-global.org](mailto:rfp2427@afi-global.org) by 30 October 2024.

Note: AFI does not tolerate copyright infringement, including and not limited to infringement, in the form of plagiarism. Consultant or consulting entity awarded a contract by AFI shall take responsibility to ensure that the authored works, produced in parts or as an entirety of the deliverables stated in this RFP does not infringe on copyrights.

The final decision on the selection of a consultant/consulting firm for this project rests with AFI management team and with the Inquiry. Only shortlisted and successful consultants will be contacted.

[← Back](#)



