

02 July 2021

Ex-ante publicity

**Subject: Provision of training services –
eLearning Management/ Digital Competency Training
CEPOL/2021/EAP/005**

Description of the services:

CEPOL, the European Union Agency for Law Enforcement Training, following the restrictions due to COVID19 and the new digital era as a result of the new “normal” is increasing the professionalization of CEPOL staff involved into design, development, implementation and evaluation of online trainings. Towards this end, CEPOL is looking for a specific training programme to upskill its staff (and staff of its partners) dealing with online training.

Staff in scope (target group): CEPOL activity managers, external (CEPOL framework partner) activity managers and trainers; staff in training support role and e-learning officers, all together hereafter – Target Group.

All of the CEPOL’s online learning products are hosted on the Learning Management System of CEPOL (LEEd) that is based on Moodle and Moodle Workplace and the Target Group in scope should be further educated in the professional usage of the Learning Management System and the Digital Competencies¹.

CEPOL’s core business is training design and delivery to law enforcement officials in the EU Member States and its partner countries.

Therefore, the Target Group needs (expected outcome of the Target Group’s participation in the training programme designed and delivered by the contractor) to:

- be upskilled to fully reap the benefits of all tools and features available in LEEd, CEPOL’s Learning Management System.
- increase knowledge on instructional design and digital competencies, in line with the CEPOL digitalisation strategy² & DigCompEdu³

At the end of the training programme the selected service provider in collaboration with CEPOL shall issue a certificate upon successful completion of the programme, if the Target Group participant satisfies specific criteria.

Objective of the contract:

The aim of this procurement procedure is to select a contractor that has experience in working with Digital Competencies and adapting them for Agencies & Organisations and will work with CEPOL team in order to adapt the formal DigiEduComp to the CEPOL environment.

¹ Based on the Digital Competence Framework for Educators <https://ec.europa.eu/jrc/en/digcompedu>

² <https://www.cepol.europa.eu/sites/default/files/14-2020-MB-Annex.pdf>

³ <https://ec.europa.eu/jrc/en/digcompedu>

The contractor will be required to:

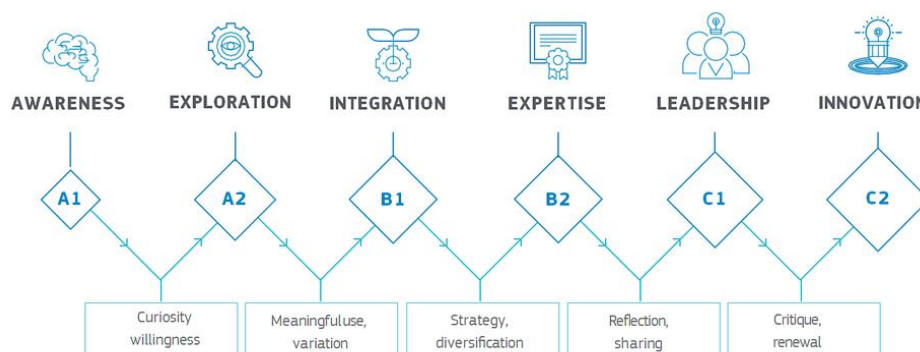
1. work closely with CEPOL and adapt the formal DigiEduComp to the CEPOL environment producing a Digi Edu CEPOL competency document. In that document, all stages and levels should be covered for all of the 22 available competencies detailed by the DigCompEdu, allowing learners to understand their level of competence and their specific development;
2. prepare and implement a training programme to the Target Group based on the above mentioned Digi Edu CEPOL competency document;

The training programme shall have an adequate duration to cover all the necessary training content to ensure the advanced and confident professional usage of CEPOL LMS, namely, the Target Group through this training programme will have to learn:

- 2.1. how to plan/organise an online training activity (instructional design),
- 2.2. how to develop digital content for their online training activity according to the 6 levels of DigCompEdu (described below),
- 2.3. teaching techniques and methodologies for CEPOL online training activities.
- 2.4. How to effectively use the tools used in CEPOL, namely: Moodle / Moodle Workplace, GoMo, LogMeIn, EBSCO, Articulate Rise, H5P, Slido, WebEx and Teams. In case, by the time of implementation a new tool is available in LEEd, it should also be covered in the training programme.
3. issue a certificate together with CEPOL to the Target Group learners upon their successful completion of the above mentioned training programme:
 - 3.1. Following the training programme, the Target Group learners will have to actively implement their knowledge creating a portfolio (online course or other online product) with artefacts created with the tools selected from the above list. This portfolio will be evaluated by the contractor, the successful Target Group learners will be certified by the contractor and CEPOL.

This certification process is aiming to create a pool of certified experts that will be able to work in CEPOL's LMS (LEEd), using all available online tools.

Certification should be based on the following 6 levels:





The indicative budget for all costs associated with the performance of the contract (e.g. development of the training programme, its implementation, and certification) is 60.000 Euro (excluding VAT).

Description of the procedure:

This ex-ante publicity is the first stage of a negotiated procedure with at least 5 candidates through which CEPOL may award the abovementioned contract.

All qualified economic operators interested in providing the above services may express their interest by sending an e-mail with the subject 'CEPOL/2021/EAP/005' to tenders@cepol.europa.eu together with their name, address and business details no later than **15 July 2021**.

This publication has an indicative value and constitutes no obligation for CEPOL.