

# Terms of reference (ToRs) for the procurement of services below the EU threshold

	Project number/ cost centre:
Production of an E-Learning Course on Ethics in Artificial Intelligence (AI) for AI Practitioners based on the Handbook on Data Protection and Privacy for Developers of AI	19.2010-7.008.00

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## **0. List of abbreviations**

AI	Artificial Intelligence
AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2017
BMZ	Federal Ministry for Economic Cooperation and Development
DIF	Digital India Foundation
DSCI	Data Security Council India
GIZ	Deutsche Gesellschaft für internationale Zusammenarbeit
ML	Machine Learning
NLP	Natural Language Processing
SDGs	Sustainable Development Goals
ToRs	Terms of reference

## **Brief information on the project**

Artificial Intelligence (AI) is a key technology driving the global digital revolution. It offers a range of new opportunities to break down existing barriers to human development and social inclusion and help to achieve the Sustainable Development Goals (SDGs). On behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ), the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) implements the project “FAIR Forward – Artificial Intelligence for All” which strives for a more open, inclusive and sustainable approach to AI on the international level. Over the project phase (09/2019-11/2023), the specific objective of this project is to improve the prerequisites to develop artificial intelligence locally across its six partner countries (South Africa, Rwanda, Uganda, Ghana, India, Kenya).

Therefore, FAIR Forward – Artificial Intelligence for All pursues three main goals:

1. Strengthen local technical know-how on AI – capacity development in Africa and Asia. FAIR Forward supports digital learning and training for the development and use of AI and fosters cooperation with German and European research institutions and businesses.
2. Remove entry barriers to AI – access to training data and AI technologies for local innovation. FAIR Forward facilitates the provision of open, non-discriminatory and inclusive training data and open source AI applications. Open access to African and Asian language data is a key priority to enable the development of AI-based voice interaction in local languages to empower marginalized groups.
3. Develop policy frameworks ready for AI – ethical AI, data protection and privacy. FAIR Forward advocates for value-based AI that is rooted in human rights, international norms such as accountability, transparency of decision-making and privacy, and draws on European experiences such as the EU General Data Protection Regulation (GDPR). Therefore, the project supports the development of effective political and regulatory frameworks in Africa and Asia.

**This assignment focuses on area 1: Capacity development** in Africa and Asia. Area 1 seeks to build the foundations for local AI development and innovation. The development and use of AI applications is a knowledge-intensive task which requires significant technical know-how. Against this background, the overall goal of the assignment is to strengthen know-how on AI ethics for AI developers and AI practitioners, particularly but not solely in India through an e-learning course on AI ethics. This is achieved by providing the course participants with a basic level understanding of AI ethics and equipping them with the needed knowledge and resources to apply the course content in their everyday work. This way, the capacity of local actors in the field of AI will be strengthened through locally developed learning content.

## 1. Context of the assignment

The contractor is expected to produce an e-learning course on ethics in Artificial Intelligence for AI Practitioners as outlined in Chapter 3. The course content should be based on the “Section I: Ethics in AI” of the recently released “Handbook on Data Protection and Privacy for Developers of Artificial Intelligence (AI) in India: Practical Guidelines for Responsible Development of AI” (<https://toolkit-digitalisierung.de/app/uploads/2021/07/GIZ-AI-Handbook-Report-July-2021-Final-1.pdf>). Here, the context of the assignment is explained.

### Strengthening know-how on AI ethics

The development and use of AI systems often requires large amounts of data including personal and non-personal data. As such, this creates potential risks to the legal and ethical use of data as well as to fundamental rights including the right to equality, the prohibition of discrimination and the right to privacy. By **spreading skills in AI ethics among AI practitioners**, risks associated with the abuse of AI technologies can be mitigated already from the stage of development while practitioners’ and companies’ competitiveness may increase through their enhanced ability to build trustworthy final products.

### The creation of the handbook for AI developers on the responsible development of AI

In order to harness the above-mentioned opportunities and address the risks, the Indian AI strategy proposes establishing data protection and privacy frameworks as well as promoting international standards of AI ethics.

Against this background, Data Security Council India (DSCI), GIZ on the behalf of BMZ, Digital India Foundation (DIF), and Koan Advisory Group as implementation partners have developed the recently launched “[Handbook on Data Protection and Privacy for Developers of Artificial Intelligence \(AI\) in India: Practical Guidelines for Responsible Development of AI](#)”. The handbook condenses applicable regulations and ethics in one place and translates regulations and AI ethics into practical guidelines in form of actionable checklists for AI practitioners to follow them in their AI development process. Its development was embedded into a multi-stakeholder process focussing on the needs particularly of entrepreneurial AI developers while drawing on the expertise of a broad group of stakeholders such as policymakers, universities, start-ups, businesses and AI developers.

Besides GIZ, the **Data Security Council India (DSCI)** is the main partner for the assignment. DSCI is a not-for-profit, industry body on data protection in India, setup by the National Association of Software and Services Companies (NASSCOM), committed to making the cyberspace safe, secure and trusted by establishing best practices, standards and initiatives in cyber security and privacy. To further its objectives, DSCI engages with governments and their agencies, regulators, industry sectors, industry associations and think tanks for policy advocacy, thought leadership, capacity building and outreach activities. To strengthen thought leadership in cyber security and privacy, DSCI develops best practices and frameworks, publishes studies, surveys and papers. It endeavours to increase India’s share in the global security product and services market through global trade development initiatives. These aim to strengthen the security and privacy culture in India. DSCI also builds capacity in security,

[privacy](#) and cyber forensics through training and certification programs for professionals and law enforcement agencies and engages stakeholders through various outreach initiatives including events, awards, chapters, consultations and membership programs. Specifically for this assignment, DSCI aims to award learners upon completion of the course with an AI ethics certification.

The **handbook** (see annex 1) is divided into two sections where section I (pp. 1-45) covers AI ethics and section II investigates legal requirements for data protection in India. The contractor is tasked to translate section I of the handbook into an accessible e-learning course. Section I covers the basics of the globally recognized ethical AI principles of transparency, accountability, mitigating bias, fairness, security and privacy and thereby is relevant for a broader audience from different countries.

Clearly formulated regulations and ethical standards reduce uncertainty in the development of AI technologies: Existing regulations and international AI principles often remain abstract. Clear guidelines serve to clarify ambiguities and help AI developers to focus their time and resources on technical innovation. However, in order to translate them into practical know-how, guidelines need to be accessible and easily learnt in a format which is preferred by the target audience.

**E-learning** is an established approach to reach large groups of people at once when the digital learning content is freely and openly available. Particularly, software developers who are prone to specialize in AI use e-learning as one of their prime sources for advancing their skills. In fact, there is a sizable amount of e-learning content on the market that offers technical, political or ethical introductory courses to the field of artificial intelligence. However, many courses either have exclusive access policies, are restrictively expensive or only cover applications of large technology companies (risk of vendor lock-in). Additionally, **current courses on AI ethics typically do not specifically cater for the needs of AI practitioners e.g. in the form of checklists at the different points of intervention.**

**Against this background, the objective of the assignment is to produce an e-learning course on ethics in Artificial Intelligence for AI Practitioners. The course content should be based on the “Section I: Ethics in AI” of the recently released “Handbook on Data Protection and Privacy for Developers of Artificial Intelligence (AI) in India: Practical Guidelines for Responsible Development of AI”** (<https://toolkit-digitalisierung.de/app/uploads/2021/07/GIZ-AI-Handbook-Report-July-2021-Final-1.pdf>).

## **2. Tasks to be performed by the contractor and deliverables**

The contractor is responsible for providing the following services within a **total of 125 expert days** for this purpose.

The **task is to produce an e-learning course on AI ethics for AI developers and AI practitioners working with AI developers** on the basis of section I (pp. 1 – 45) of the above-named [handbook](#). Accordingly, the course has 8 (eight) modules in SCORM format including the six ethical principles covered in section I of the handbook:

- I. Introduction
- II. Transparency
- III. Accountability
- IV. Mitigating Bias
- V. Fairness
- VI. Security
- VII. Privacy
- VIII. Conclusion

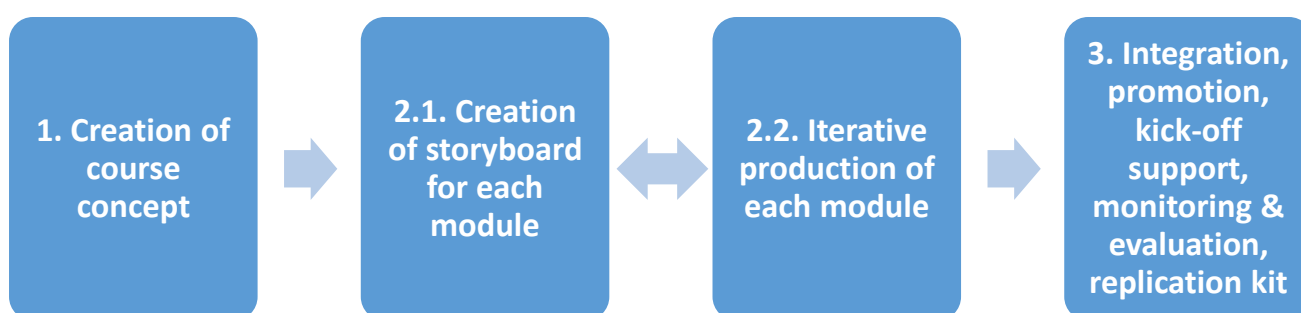
The course **shall use state-of-the-art teaching techniques in e-learning to deliver practice-oriented course content** to maximize learner success during the course and user success upon completion of the course. In terms of difficulty and prerequisites, the course shall be oriented towards the handbook. The course shall include at least 7 (seven) short, explanatory videos (3 to max. 10 minutes each). Another focus shall be on **practical assignments / transfer projects**, that motivate learners to apply the knowledge in their day-to-day work. Also, the course shall entail quizzes and interactive checklists.

The course has a didactic claim, which corresponds to **international quality standards and guidelines**. This includes:

Technical requirements	Check
Standard compliance (SCORM, API, AICC) so that course is importable to standard learning management system (incl. <a href="http://www.atingi.org">www.atingi.org</a> )	
Using up-to-date web standards (e.g. HTML5)	
Videos are produced in MP4 format and in HD (720p) and/or full HD (1080p) quality	
Cross-platform usability	
No additional plugins required (e.g. no flash)	
English language	
Possibility to develop translated versions	
Didactical, instructional and usability requirements	Check
Target group, educational level of the target group, learning duration and learning objectives are specified	
The content is based on verifiable sources and expertise	
The course provides a didactical/instructional added value (compared to text-only)	
The course uses interactive functions (e.g. through user-choices, self-test, incentives to replicate content)	

Clear structure and navigation are considered (user-centred design)	
The content and media do not violate third party copyrights	
The content does not support hate speech, racism, sexism or any forms of discrimination	
The content should be geared towards the socio-cultural context of the target group	

Figure 1: Overview of main work packages 1 to 3



### Work package 1: Creation of a course concept including course outline

#### Tasks:

- Understanding the handbook: the contractor reads the handbook thoroughly and talks to DSCI, GIZ, Koan Advisory as well as at least two stakeholders of the handbook during the development process
- Understanding the audience: the contractor conducts at least ten interviews with potential learners / stakeholders (AI practitioners) to understand their background, needs and e-learning preferences
- The contractor creates a course outline
  - o The contractor breaks down each module into learning sections and defines the learning objective and content for each section, including practical assignments
- The contractor develops a theme that reflects the course structure and content including the general visual design of the course
- The contractor proposes possible didactical formats and interactive and assessment elements (e.g. quiz at the end of every video, key question at the end of the video that can be taken up in a discussion forum, incentive for learners to produce their own examples and share them in the comment section, etc.)
- The contractor creates a preliminary storyboard for one of the topical modules

#### Deliverables:

- The overall course concept outlining the overall approach and design of the e-learning course
- The course concept is a Microsoft Word document and includes:

- Description of learning objectives
- Description of target group and their requirements
- Overview of modules including descriptions, seat duration (length), interactive elements
- Description of technical and design details based on international quality standards and guidelines for e-learning courses
- List of all existing source material required for the project, in addition to the handbook. For example, any current e-learning course as reference, any videos or audio files and images as reference. List out what materials are missing and need to be created.
- Explanation and justification of the chosen structure based on the course objective and interviews with the target audience
- Preliminary storyboard of one topical module including the didactical structure, the video concept and storyboard incl. voice and graphical design sample, description of other multimedia elements, interactive parts and learners' assessments. This should include the visual look and for one exemplary module.
- The course concept has to be signed off by DSCI and GIZ before moving to work package 2

## **Work package 2: Creation of a storyboard for each module and production**

### **Tasks:**

- The contractor produces detailed storyboards for each of the eight course modules
- The contractor gathers additional learning resources for each topical module going beyond what is covered in the course and includes at the end of each topical module, in particular at least one practical assignment per module (please note, that all material shall be available to be published as open educational resources (license for newly produced material: creative commons attribution share-alike).
- The contractor ensures academic correctness of all content
- The contractor produces the eight course modules iteratively and as outlined in the before agreed upon storyboards
  - The contractor produces a total of at least eight explanatory videos – one for each of the topical modules (introduction + the topical modules of transparency, accountability, mitigating bias, fairness, security and privacy, conclusion module)
- The contractor beta-tests all modules including videos with a test group (user-centered design) and adjust accordingly as well as report to GIZ about improvements before final production
- The contractor changes the storyboards and even the final production if needed upon feedback from DSCI, GIZ and the participatory stakeholder group also if previously agreed in a different manner
- The contract creates a final exam for the successful completion of the e-learning course and creates test design and measurement criteria for candidate assessment



- The contractor must facilitate execution of the exam through a remote exam model that does not require human intervention or manual evaluation (e.g. multiple-choice test or peer-to-peer grading or self-assessments of certain elements e.g. the practical assignments)
- The contractor must design a visually appealing completion certificate including the logo of DSCI and German-Indian Development Cooperation

*Deliverables:*

- The detailed storyboards are clearly structured documents and each include:
  - o Video storyboard including page/scene title, visual instruction, text on screen, text for the voice-over (incl. music and sound effects) clearly outlining what happens when and how in the video, and technical details of production
  - o Graphic elements helping to achieve the learning objective
  - o Final text elements
  - o Interactive elements and learners' assessments
- One trial run workshop with DSCI and GIZ of minimum two modules with completed recorded audio portions, graphics and created videos.
- An e-learning course on AI ethics on the basis of the handbook containing eight modules. All components incl. videos must be available as open educational resources after completion (license: creative commons attribution share-alike). This should include the editing material to allow for user-generated modifications, additions (see below for replication-kit)
- A final exam assessment that can be done on atingi following the course and does not require human intervention / manual evaluation
- A visually appealing certificate of completion

The storyboard for each module has to be signed off by DSCI and GIZ before moving into production.

**Work package 3: Integration, promotion, kick-off support, monitoring and evaluation, replication kit, exam delivery and assessment**

**A. Post-production and integration on at least one e-learning platform (atingi)**

- The contractor will be responsible to place the course on the e-learning platform of the GIZ project atingi ([www.atingi.org](http://www.atingi.org)). For this purpose, the videos must meet the respective technical standards (see [www.atingi.org](http://www.atingi.org)).
- The course is uploaded to atingi as a SCORM package and submitted to DSCI and GIZ. The contractor clarifies further requirements with the atingi team. Contact to the atingi-team is established via GIZ.
- The videos are sent to DSCI and GIZ in MP4 format (in HD (720p) and/or Full HD (1020p)). The source files and the project file of the video editing software are sent to GIZ to enable re-use.

- The videos are branded as DSCI, FAIR Forward and German-Indian Development Cooperation. Further branding must be agreed with GIZ.
- The e-learning course is hosted and promoted on the atingi platform first. As it is open educational content, the publishing, use and distribution on additional open and freely available e-learning platforms is encouraged.

## **B. Promotion of e-learning mini course and collection of feedback**

- The contractor produces promotion material to incentivize learners to start the course on the atingi platform
  - o This includes a visually appealing flyer that advertises the content and purpose of the e-learning course
  - o Promotional description for use on the atingi platform and other e-learning repositories
  - o One promotional article for use on websites, mailing lists and other formats read by the target group
- The contractor participates in two conferences to promote the launch of the e-learning videos. The contractor suggests at least 3 conferences based on the likely impact and relevance (see section 5, travel)
- If physical participation is not possible, the contractor should participate remotely for a virtual presentation of the course. In any case, the contractor should purchase cancelable (refundable) tickets.

## **C. First-level support during kick-off phase**

- The contractor will moderate the comment section of the course incl. all videos until the end of the contract
- The contractor actively responds to comments, provides technical help and gives suggestions for additional sources for AI ethics training material
- The contractor will continue with troubleshooting, fixing bugs and improving the look & feel as well as the content of the e-learning course based on user comments and feedback by DSCI and GIZ
- Communication and feedback to learners via e-mail or messenger on the atingi platform

## **D. Monitoring and evaluation of kick-off phase**

- The contractor monitors and evaluates use of and interaction with the learning material and submits a report at the end of the contract period
- The contractor collects, compiles and reports on user data including total number of access, interaction with learning material, user feedback, suggested improvements by users –
- In particular, the contractor will compile and report **key indicators of positive effects of the course on the learners professional life**, as measured e.g. by the number and quality of practical assignments / transfer projects or feedback by participants after some months on usefulness in the professional context etc.

- The contractor pulls and processes relevant information from the atingi e-learning platform ([www.atingi.org](http://www.atingi.org))
- Based on the user feedback and evaluation, the contractor makes recommendations for future e-learning content and formats

#### **E. Publication of a replication kit to enable user-generated e-learning content**

- The contractor compiles a replication kit to enable users to re-use, modify, add to and change the video material
- The replication kit contains the SCORM packages for the whole course, the video files, all text documents and the project files to allow re-use and adaptation by others
- Users should be able to add a different voice-over, add sub-titles, add examples at the end of the videos
- The technical format of the mini course should enable quick distribution across platforms (e.g. SCORM) and is hosted on the atingi e-learning platform ([www.atingi.org](http://www.atingi.org))

Specific milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at particular locations:

<b>Milestone</b>	<b>Deadline</b>
Kick off	20/11/2021
Course concept is submitted to DSCI and GIZ	12/12/2021
First and second modules are published incl. promotional description integrated on atingi.org	05/01/2022
Promotional article for use on websites, mailing lists and other formats is published	20/01/2022
Third module is published incl. promotional description integrated on atingi.org	21/03/2022
Fourth module is published incl. promotional description integrated on atingi.org	28/03/2022
Fifth module is published incl. promotional description integrated on atingi.org	04/04/2022
Sixth module is published incl. promotional description integrated on atingi.org	12/04/2022
All modules are published incl. promotion description and the overall narrative of the course are integrated on atingi.org	19/04/2022
Replication kit shared and integrated on atingi.org	21/04/2022
Exam Delivery and Assessment	20/05/2022
Conference participation for promotional purposes	05/06/2022
Submit final report on monitoring, evaluation and recommendations	12/06/2022
End of first-level support and communication with learners on atingi	20.08.2022

Estimated period of assignment: From 20.11.2021 until 20.08.2022

### 3. Concept

In the bid, the bidder is required to show how the tasks and objectives defined in Chapter 2 are to be achieved under consideration of further specific method-related requirements (technical-methodological concept).

#### Technical-methodological concept

**Strategy:** The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 2) (1.1.1). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 2) (1.1.2). In particular, the bidder is required here to submit a **concept for the provisions of the course and the associated tasks** described above.

Also, the bidder is required to **describe the following points for one of the content modules** from “Section I: Ethics in AI” of the recently released “Handbook on Data Protection and Privacy for Developers of Artificial Intelligence (AI) in India: Practical Guidelines for Responsible Development of AI” (<https://toolkit-digitalisierung.de/app/uploads/2021/07/GIZ-AI-Handbook-Report-July-2021-Final-1.pdf>) in order to show its capabilities to transform AI knowledge into an e-learning video:

1. **Outline the script** that explains the structure and sequence of the e-learning video
2. **A storyboard** that clearly describes the visual presentation and mode of delivery of the content
3. A sample **practical assignment** / transfer project

The bidder is required to present and explain its approach to **steering (1.3.2)** the measures with the project partners and its contribution to the results-based monitoring system.

The bidder is required to describe the key **processes (1.4.1)** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

#### Project management of the contractor

The bidder is required to briefly describe:

- Its **personnel assignment and project plan** (who, when, what work steps) incl. **assignment and distribution of needed expert days per work package** and explanation of distribution of personnel vis-a-vis the work packages (Chapter 2) (1.6.2)

- Contractor's backstopping strategy focusing on performance monitoring of relevant contributing actors and knowledge management (1.6.3)

#### 4. Criteria for Eligibility of firms

The bidder is required to submit documentary evidence for the below :

- Be a registered as national organization or entity
- Average annual turnover for the last three financial years should be at least 50,000 Euros
- The agency should have minimum 05 employees as on previous year
- The agency must have handled at least 2 reference projects on Development of E-Learning Material and 2 reference projects in India in the last three years with minimum commission value of Euro 5,000.
- The agency should have a minimum of 5 year of experience in e-learning content development
- The agency should have minimum of 2 years of experience in video and graphic production
- The agency should have minimum of 1 year of experience with course content on emerging technologies incl AI
- The agency should have at least three years regional experience in India
- The agency should have experience in Other Development Assignments

#### 5. Personnel concept

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

This assignment is designed for a team leader, an AI ethics expert, an e-learning production expert, video producer and graphic designer and a short-term expert pool that together cover the qualifications specified below to produce the e-learning course and all associated tasks (see Chapter 2). **The specified qualifications represent the ideal profiles to reach the maximum number of points in the evaluation of the bid.** Bidders who do not meet all requirements are still eligible to apply and be evaluated.

##### Team leader

##### Tasks of the Expert

- Overall project management and oversight of implementation (quality and deadlines)
- Planning and steering of personnel/implementing partners
- Coordinating and ensuring communication with DSCI, GIZ, partners and others involved in the project
- Beta-testing and overall quality assurance
- Regular reporting in accordance with deadlines including on results-based monitoring

### Qualifications

- Education/training (2.1.1): University qualification (Master) in computer science, law, public policy, education data science, data engineering or related field
- Language (2.1.2): Excellent business language skills in English
- General professional experience (2.1.3): 10 years of professional experience in the public, non-profit and private sector
- Specific professional experience (2.1.4):
  - **5 years of experience in the field of e-learning courseware design** (information technology, computer science, data engineering or related field)
  - Substantial experience with **the technical requirements for creating publishing and deployment of open e-learning courseware**
  - Substantial experience in supporting, designing, organising and implementing digital learning material
  - Familiar with the requirements of designing and implementing educational learning videos
  - Familiar with the current debates on ethics in artificial intelligence
- Leadership/management experience (2.1.5): 3 years of management/leadership experience as project team leader, head of research group or similar
- Regional experience (2.1.6): 5 years of experience with e-learning and education in India
- Development Cooperation (DC) experience (2.1.7): 02 years of Experience in DC projects

### **Expert 1: E-Learning Production Expert**

#### Tasks of expert 1

- Development of the e-learning course incl. assurance of the necessary requirements for implementation on the platform [www.atingi.org](http://www.atingi.org)
- Integration of the e-learning course on [www.atingi.org](http://www.atingi.org)
- Supporting expert 3 in the creation of the course content based on the Handbook on Data Protection and Privacy for Developers of Artificial Intelligence (AI) in India
- Supporting the team leader in all tasks as required
- Gathering supporting content material (e.g. further reading)

#### Qualifications of expert 1

- Education/training (2.2.1): Master's degree in digital learning, education, communications, or related field.
- Language (2.2.2): Excellent business language skills in English
- General professional experience (2.2.3): 7 years of experience in a public, private or non-profit organisation
- Specific professional experience (2.2.4):
  - 5 years of experience in the field of e-learning courseware design on technology-related content (information technology, computer science, data engineering or related field)

- 5 years of experience with the technical requirements for creating publishing and deployment of open e-learning courseware
- 2 years of experience with learning management systems such as Moodle
- 2 years of experience with open education resources and the respective licenses (e.g. creative commons)
- Leadership/management experience (2.2.5): 2 years of leadership experience
- Regional experience (2.2.6): 5 years of experience in working in India

## **Expert 2: Video producer and graphic designer**

### Tasks of expert 2

- End-to-end production of the e-learning videos for the different modules based on the Handbook on Data Protection and Privacy for Developers of Artificial Intelligence (AI) in India
- Creating graphics for videos, promotional material and accompanying material such as info graphics, course logo etc.
- Creating the voice-over audio together with a professional narrator, i.e. producing and editing the audio

### Qualifications of expert 2

- Education/training (2.3.1): Master's degree in video production, graphic design, communications or related field.
- Language (2.3.2): Excellent business language skills in English
- General professional experience (2.3.3): 7 years of experience in a public, private or non-profit organisation
- Specific professional experience (2.3.4):
  - 5 years of experience video production
  - 5 years of experience in graphic design
  - 5 years of experience in audio production for video
  - Experience in creating e-learning courses and material or similar formats on explaining the relevance of regulation and governance of technology
- Regional experience (2.3.6): 5 years of experience in working in India

## **Expert 3: AI ethics expert and content creator**

### Tasks of expert 3

- Creation of the content based on the Handbook on Data Protection and Privacy for Developers of Artificial Intelligence (AI) in India
- Quality management and assurance of academic correctness of course content
- Supporting the development of practical assignments / transfer projects, text, tests and quizzes
- Gathering supporting content material (e.g. further reading)

### Qualifications of expert 3

- Education/training (2.4.1): Master's degree in artificial intelligence, data science, computer science, informatics, science & technology studies, law or related field.
- Language (2.4.2): Excellent business language skills in English
- General professional experience (2.4.3): 7 years of experience in a public, private or non-profit organisation
- Specific professional experience (2.4.4):
  - 5 years of experience ethics of artificial intelligence and emerging technologies
  - 2 years of experience in the development of artificial intelligence applications
  - 2 years of experience in the international debate on AI ethics and regulation
  - Experience in creating learning material or similar documents on explaining the relevance of regulation and governance of technology
- Regional experience (2.4.6): 5 years of experience in working in India

### Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

### **Short-term expert pool with a minimum of 1 (one), maximum of 3 (three) members**

#### Tasks of the short-term expert pool

- Together with the team leader and other experts, outline the scripts that describe the structure and sequence of the e-learning videos
- Develop storyboards that clearly describe the visual representation and mode of delivery of the content
- Develop the outline of the e-learning course incl. the overall narrative of the whole course, promotional description of each video
- Together with the team leader, develop opportunities for learner interaction
- Design of concepts for e-learning videos and technical production of videos
- Produce a professional, English-language voice-over and subtitles for the videos
- Create together with team leader - test design and measurement criteria for candidate assessment

#### Qualifications of the short-term expert pool

- Education/training (2.6.1): All experts with university qualification (Bachelor/Master) in computer science, communications, media studies, journalism, education, graphic design, video production or related



- General professional experience (2.6.3): All experts with 3 years of professional experience in e-learning, AI ethics, video and audio production
- Specific professional experience (2.6.4) that is either divided upon different experts within the expert pool or are combined in one person. The attributes described below also include the professional experience of the team leader
  - experience in designing and implementing e-learning solutions including short explanatory videos
  - experience in video production for educational or training purposes
  - technical knowledge of and practical experience in AI ethics
  - experience with professional voice-over and/or other professional speaking engagements in TV or radio
- Regional experience (2.6.5): 2 years of experience in India

## **6. Costing requirements**

### **Costings by Work Packages**

**The bidder is required to provide costs based on the Work Packages: All costs incurred to deliver the work packages need to be included, for example – hardware, software and personnel cost.**

**Work package 1: Creation of a course concept including course outline**

**Work package 2: Creation of a storyboard for each module and production**

**Work package 3: Integration, promotion, kick-off support, monitoring and evaluation, replication kit, exam delivery and assessment**

### **Travel**

- A total of 6 round trips (to New Delhi or Bangalore) are to be budgeted. Per-diem, accommodation and local travel to be budgeted for 16 days in total.

Please note that travel can only take place if the COVID-19 restrictions permit.

## **7. Requirements on the format of the bid**

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English.

The complete bid shall not exceed 30 pages (excluding CVs and other supporting company documents).

The CVs of the personnel proposed in accordance with Chapter 0 of the ToRs. The CVs shall not exceed 4 pages per person. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs are submitted in English.

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements.

If applicable, include potential exchange rate fluctuations and associated costs accordingly.

In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

## **8. Annexures**

**Annex 1 :** Handbook on Data Protection and Privacy for Developers of Artificial Intelligence (AI) in India: Practical Guidelines for Responsible Development of AI (or see <https://toolkit-digitalisierung.de/app/uploads/2021/07/GIZ-AI-Handbook-Report-July-2021-Final-1.pdf>)

**Annex 2:**

### **Specific Conditions pertain to Covid- 19 Measures**

***The specific conditions pertain to Covid- 19 measures are integral part of contract and shall act as binding under special agreement and interpreted along with GTCC.***

In addition to the provisions as detailed in clause 09 of The General Terms of Contract governing the delivery of works and services commissioned by **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH (local)**, the Consultant confirms that he/she accepts the Consulting engagement with full knowledge and understanding of the travel and other requirements of the engagement including specifically the need, on the part of the Consultant, to take all required precautions (including prevention and risk mitigation measures) against the risks arising from the ongoing Novel Corona Virus (CoVid - 19) Pandemic

The Consultant shall provide to the GIZ an RT-PCR Negative Test Report for Novel Corona Virus (CoVid - 19) prior to starting the Consulting Engagement and shall additionally comply with the following at all times in the course of the Consulting Engagement:

1. Obtain Medical and other Insurance Cover in respect of the Novel Corona Virus (CoVid - 19) Infection/Disease and consequences thereof – (GIZ will reimburse the insurance cover up to 5000 Indian Rupees on lumpsum basis)
2. Strictly follow and comply with the prescribed Mask, Hand Washing/Sanitization and Social Distancing Protocols.

3. Take safe and secure mode of transportation.
4. Observe all local restrictions/precautions as applicable for the specific areas of travel covered by the Consulting Engagement.
5. If eligible, get vaccinated against the Novel Corona Virus (CoVid - 19).
6. Install and maintain as active at all times the Government of India's Arogya Setu App.
7. If exposed to any active case of Novel Corona Virus (CoVid - 19) to take all steps as advised by the Government of India's advisories in such case.
8. If feeling unwell and experiencing any of the symptoms of Novel Corona Virus (CoVid - 19) infection - to take all steps as advised by the Government of India's advisories in such cases including but not limited to getting an RT-PCR Test for Novel Corona Virus (CoVid - 19), self-isolation, notifying the GIZ and also the concerned local Novel Corona Virus (CoVid - 19) isolation/treatment facility.
9. Other compliance as may be notified by the GIZ and the Government of India from time to time in relation to Novel Corona Virus (CoVid - 19) infection/disease.

Furthermore, The Consultant accepts the Consulting Engagement on a best and informed judgement basis with full knowledge of the tasks to be performed, the place of performance and the precautions and safeguards to be reasonably taken try the Consultant to mitigate all types of risks associated with the said Consulting Engagement. The Consultant undertakes the Consulting Engagement at his/her own risk and responsibility and shall not, under any circumstances and at any time, be entitled to assert any liability or other claims whatsoever against the GIZ, its Management, Officers and Employees for any consequences or risks or harm that may arise to the Consultant in the course of or as a consequence of undertaking the Consulting Engagement or any actions or consequences arising in relation to such Consulting Engagement