| **RFP NAME** | **WAICY, 2024 Training** |
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| **REQUESTING PARTY** | Academic |
| **RFP ISSUE DATE** | 23 Jun 2024 |
| **RFP FINAL RESPONSE DEADLINE** | 5 July 2024 |

**Submit the proposal to:**

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| **CONTACT NAME** | Talal Alshammary | Procurement department |
| **PHONE** | +966 11 821 0900 |
| **EMAIL** | [talshammary@miskschools.edu.sa](mailto:talshammary@miskschools.edu.sa) |

**For project inquiries:**

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| **CONTACT NAME** | Hillal Kara-Ali |
| **PHONE** |  |
| **EMAIL** | hkaraali@miskschools.edu.sa |

**1. About Misk Schools:**

Founded by HRH Prince Mohammed Bin Salman in 2016, Misk Schools is a state-of-the-art PreK-12 day school for boys and girls in Riyadh, imparting a world-class education based on the best practices of international and progressive education.

Misk Schools champions a unique educational model in which experienced local and international faculty members use project-based and experiential learning to equip young minds with the necessary cognitive, academic, and social skills to succeed in everyday life.

Misk Schools offers a holistic learning environment, seamlessly integrating technology to foster students’ curiosity, creativity, and entrepreneurial spirit.

For more information please visit [www.miskschools.edu.sa](http://www.miskschools.edu.sa).

**2. Scope of work:**

**Introduction**

We will need a training team for WAICY. This training will be aimed at enhancing the skills and knowledge of our students in the field of artificial intelligence specifically for the competition. We invite proposals from experienced vendors who can deliver high-quality training in line with the scope and requirements outlined below.

**Scope of Work and Methodology**

Bidders must provide an overall description of their role and responsibilities, concisely stating the extent of services to be provided. The description should be based on best practices and include the following:

**1. Training Modules Development:**

- Development of AI training modules covering topics such as machine learning, deep learning, natural language processing, computer vision, and data science.

- Customization of training content to suit different age groups and learning levels.

**2. Training Delivery:**

- Conducting live training sessions (both online and in-person).

- Providing pre-recorded video tutorials and interactive learning materials.

- Offering hands-on projects and practical assignments to reinforce learning.

**3. Assessment and Evaluation:**

**-** Developing and administering assessments to gauge participant understanding.

- Providing feedback and support to participants to help them improve their skills.

**4. Mentorship and Support:**

- Offering mentorship programs to guide participants through their learning journey.

- Providing ongoing support through forums, Q&A sessions

**5. Reporting and Documentation:**

- Delivering regular progress reports and final summary reports.

- Maintaining detailed documentation of the training process and outcomes.

**Deliverables and Milestones**

- Development of training modules and materials.

- Delivery of live and online training sessions.

- Completion of assessments and evaluations.

- Provision of mentorship and support.

- Submission of progress and final reports.

**Project Plan and Timeline**

Bidders must provide an indicative project plan and timeline, highlighting the required time for each deliverable to be completed.

**Qualifications**

Bidders must highlight expertise relevant to the scope of work requested, both through showcasing previous projects and relevant experience. The proposal should include:

**1. Company Profile:**

- Ensure the company knows about WAICY as it is a relatively new competition.

**2. Relevant Experience:**

- Examples of previous projects similar in scope and scale.

- Testimonials or references from past clients.

**3. Team Qualifications:**

- Ensure the teams are well trained in the training being provided.

**Financial Proposal**

The proposal must include clear and detailed pricing, broken down by deliverables and unit price. The financial proposal should include:

**1. Detailed Pricing:**

- Cost of developing training modules and materials.

- Fees for live and pre-recorded training sessions.

- Charges for assessments and evaluations.

- Pricing for mentorship and support services.

- Any additional costs or expenses.

**2. Payment Terms**

**-** Proposed payment schedule.

- Terms and conditions related to payments.

**3. Format of the proposal:**

The Bidder is asked to submit a detailed proposal, including at least the following components:

**• Scope of work and methodology:** Bidders must provide an overall description of their role and responsibilities concisely stating the extent of services to be provided, based on best practices and including a listing of all deliverables and milestones.

**• Project plan and timeline:** Bidders must provide an indicative project plan and timeline, highlighting the required time for each deliverable to be completed.

**• Qualifications:** Bidders must highlight expertise relevant to the scope of work requested, both through showcasing previous projects, and relevant experience.

**• Financial proposal:** The proposal must include clear and detailed pricing, broken down by deliverables and unit price.

**4. Proposal submission:**

The proposal document(s) must be submitted in softcopy to Procurement, at [malsalem@miskschools.edu.sa](mailto:malsalem@miskschools.edu.sa) no later than 5 pm local time in KSA on 05/07/2024. Submission should cover all the elements listed in section 2 above, and submit the technical and financial proposal in one file. Please submit proposals with the email subject title **(WAICY Training, 2024).** Misk Schools reserves the right not to accept late applications.

**5. Further information:**

Any questions are to be directed by email to hkaraali@miskschools.edu.sa

Misk Schools' representatives may or may not choose to meet with potential bidders.

**6. Disclaimer**

Misk Schools shall have the absolute discretion to accept or reject any Proposal submitted without being liable to give any reason thereof. Misk Schools reserves the right to retain the Proposals submitted by all parties without liability for the costs of such documents.

**7. Confidentiality:**

All information presented in this is strictly confidential and the intellectual property of Misk Schools. As such, the recipient should not disclose or share this document or any attachment in whole, or in part, to any third party without the prior written consent of Misk Schools.

**We thank you for your time and consideration of the project.**