WEConnect International is creating a new format that will consist of offering the program as a series of independent weekly webinars over a 7-week period. Each webinar will be one of the learning modules in Moody’s current program. The main objective of this assignment is to create, improve and adapt existing training content/curriculum and prepare volunteer facilitators to deliver dynamic learning.

The Highlights:

• Currently the curriculum is built to be delivered virtually but in succession with participants going through the program entirety.
• Future, each module will be offered as a stand-alone workshop (~2hrs each) with a short welcome, the content followed by Q&A and optional networking time at the end.
  o 1 - The Importance of Creditworthiness
  o 2 - Financial Management
  o 3 - Readiness to Grow
    ▪ Goal Planning
    ▪ Growth Capacity and Options
  o 4 - Sources of Financing
    ▪ Exploring Sources
    ▪ Risk Analysis and Due Diligence
  o 5 - Capital Planning
  o 6 - Pitching your Business
  o 7 - Enterprise Valuation
• To ensure meaningful engagement during each module, we will set a maximum participation of 50 businesses.
• The training will be delivered by Moody’s staff.
• Guest speakers will be invited as required.
• The series will be conducted via Zoom.
• We will work with our Global Director of Training to establish the best way to measure the impact of the training.
• There will be no need for day of tech support as the sessions will be run by WEConnect International.
• We will undertake an internal review of the modules to ensure a good fit in this new format and we will make the necessary adjustments.
Vendor Needs:

- Content review with Moody’s Subject Matter Experts (SMEs) and WEConnect International
  - Validate module objectives
  - Review and edit content for accuracy
  - Review and edit content for ability to stand alone
  - Validate activities are self-contained and appropriately address objectives
- Prepare PowerPoint slides for all training modules
- Create detailed Facilitator Guides (FG) for each module
  - Each FG will have detailed activity guidelines to ensure engagement and impact
- Design all materials to be consistent with WEConnect International’s branding and in coordination with point of contact for this assignment
- Support the development of all pre and post training evaluations to measure the effectiveness of each training module

The Proposed Delivery Dates:

- June 8, 2022, at 1pm EDT (Final Draft due: April 27; Final Materials due: May 3)
- June 15, 2022, at 1pm EDT (Final Draft due: May 3; Final Materials due: May 9)
- June 22, 2022, at 1pm EDT (Final Draft due: May 9; Final Materials due: May 13)
- July 6, 2022, at 1pm EDT (Final Draft due: May 13; Final Materials due: May 17)
- July 13, 2022, at 1pm EDT (Final Draft due: May 17; Final Materials due: May 24)
- July 20, 2022, at 1pm EDT (Final Draft due: May 24; Final Materials due: May 31)
- July 27, 2022, at 1pm EDT (Final Draft due: May 31; Final Materials due: June 6)

Please email a brief (approximately one to three page or approximately two to six PPT slide) write up including company overview, background and contact details plus your approach to the project including a high-level timeline and estimated budget, by March 20, 11:59pm EST to procurement@weconnectinternational.org.