**Project Title:** Legal Approximation towards European Standards in South Caucasus

**Project N: N:** **17.2129.9-004.00**

**Deadline for Service Completion: 15.11.2018 – 28.02.2019**

The GIZ-Regional Program " Legal Approximation towards European Standards in South Caucasus Invites those interested to participate in the tender, who have the experience of developing an electronic course (hereinafter - e-course), invites you to participate in the tender with the following terms:

**1. General description**
On April 20, 2017, the Government of Georgia adopted the general rules of ethics and behavior in the public service of Georgia uniform for public servants. In addition to the Civil Service Bureau in previous years, the training course of Special Ethics was elaborated and the trainers trained and certified together with the Federal Academy of German Public Officials (DBB Akademie). Trainers trained approx. 600 public servants. This course accompanied the creation of a special guide. After adoption of rules by the Government, the first comment on the general rules of ethics and behavior in public service was created. Along with the Civil Service Bureau, an ethics platform is designed to identify the problems and cases in practice twice a year, to review them and to develop a unified approach for implementing the resolution effectively and correctly.
Today the number of people employed in public service is over. 40.000 covers both central and self-governing levels. In order to fully ensure ethical and integrity professional environment, all public servant should be able to increase their consciousness. In agreement with the Civil Service Bureau, the first electronic module has to be created in ethics issues.

**2. Electronic Course in Ethics**

**The purpose of the electronic course**

The purpose of the electronic course is acquisition of knowledge on ethics and general rules of conduct in the public service of Georgia, support of development of uniform practice related to its application, as well as facilitation of ethical environment and the importance of good faith within the public servants by means of raising awareness on professional standards set by the Georgian legislation as well as on the mechanisms of prevention of corruption.

The electronic model of learning will enable retraining of public servants on ethics and general rules of conduct in public service, by distance. Within the course, without leaving their workplace and environment, they will be able to obtain information on the notions set by the Decree of the Georgian Government on Ethics and General Rules of Conduct in Public Service as well as on their application in practice, which in the long term, aims to prevent potential breaches and conflicts of interest, as well as avoidance of breach of the ethical norms and of the general rules of conduct.

**3. Brief overview of the electronic course**

Substance wise, the course should be structured thematically and should consistently cover all those principles and standards of conduct that are defined in the Decree of the Government of Georgia on Setting Ethical and General Rules of Conduct in Public Agencies. The course should reflect and follow the structure of the topics of the Decree.

*Substantive part of the electronic course*

Electronic course should consist of thematic modules, and each module should be broken down into classes, as necessary. The content of the electronic course and of each of its modules should include:

* Introductory part
* The significance of ethics for public servants, public entities and in general, public service
* Legal framework related to ethics and mechanisms of prevention of corruption
* Definition of key principles and terms
* Rules of conduct and principles
* Mechanisms for identification and redress of potential or real ethical pathologies
* Ways of adoption of an ethical decision
* Regulations related to conflicts of interest, incompatible activity and gifs
* Information with respect to the so-called soft rules or mechanisms (discussions, meetings, etc.)
* The role of the supervisor and rules of conduct
* Information with respect to the bodies to whom a public servant may resort in case of an unethical behavior or existence of an ethical dilemma
* Information related to the consequences of unethical behavior (e.g. commencement of disciplinary proceedings)
* Summary
* Self-assessment part

These issues should be included in each module, as per the thematic need. Each thematic module of the electronic course should be loaded with practical examples and unethical cases, which the public servants may confront in their everyday work.

**4. Technical and methodological side of the electronic course**

The content of the electronic course should not be overloaded with specific terminology and large amount of texts, should be easy to understand, main messages should be vivid, short and precise. In case of further interest in the theme, the participants should be able to obtain detailed information by means of the additional literature.

Each module of the electronic course should contain additional resources related to each theme discussed in the module (guides, handbooks, commentaries, etc.).

Electronic course should be interactive and should facilitate engagement of the participants by using various interactive methodologies (open questions, video materials, examples of specific unethical pathologies, etc..

Electronic course should have a simple and user-oriented navigation system, so that the course can be undertaken by any public servant.

At the same time, the course at the outset should envision the possibility to offer a different course (with its content, emphasizes, etc.) for managers (this may require more attention during its preparation).

The technical set up of the electronic course should be such that the user should not have possibility to cheat the system. It must ensure that the user fully gets familiar with the materials and does not run only formally through it. Specifically, in case of closing of the window of the course skipped by the user, the course should be terminated (e.g., audio or video) and should await reactivation of the window by the user. After each information cycle, the user should answer questions which will be based on the materials, and after 5 incorrect answers the course should be terminated and should direct the user to retake the course anew.

The course should have an easy-to-use interface for users.
The course should have a Georgian-language interface and support for Unicode standard.
The course should allow its simultaneous usage by the adequate number of users without loss of performance.

The course should be integrated into other electronic platforms and easily updated.

*Duration of the electronic course*

The course should consis of 4 modules and be based on the content of the Code of Ethics. Each module should last for 3 hours, whereas the total duration should not exceed 12 hours.

Electronic course should technially enable the user to divide the duration as per his/her own needs. However, the electronic course should be undertaken within a pre-determined time after its commencement.

**What should the user get/acquire**

Within the framework the course the participant should get an understanding, what does it mean to be a good faith public servant and what does the Code of Ethics provide in this respect. The participants will also get familiar with specific examples of conflicts of interest, unethical pathologies and dillemmas. The participants will understand what is an unethical behavior/corruption and misdemeanor, as well as what are possible consequences o the same. As a result of the electronic course, the participant:

* Should be familiar with the main principles and values, which are set by the Code of Ethics;
* Should know legal framework related to ethics and mechanisms of prevention of corruption;
* Should be able to respond to the cases of specific unethical pathologies;
* Should now standards of professional conduct and should be able to act up to those standards;
* Should identify real or potential conflicts of interest and know mechanisms how to respond to those situations;
* Should acquire information not only with respect to preventive or repressive mechanisms envisioned by legal acts, but also with respect to existence of the “soft” norms and mechanisms;
* Should know which agency to address in case of an unethical behavior.

**5. Methodology**

Electronic course should envision self-assessment mechanism. Each module should contain a self-assessment mechanism, either at the end of the module or at the end of each tutorial. Self-assessmnet mechanisms may also be envisioned by the end of the electronic course.

Self-assessment should be carried out using various methods: open and closed questions, tests, decision-making in a specific case scenario, etc. Each method should allow possibility to see correct answer and should provide short explanation with respect to the short answer.

The materials of the electronic course should contain tests, as well as practical examples, short videos, instructions, advises, key messages, animations, etc.

At the end of the course a threshold should be set, passing of which will lead to successful completion of the course and the participant will be given a certificate.

After successful completion of the course, the applicant should have the opportunity to give a feedback assessment feedback.

Civil Servie Bureau shall have access to analytical and statistical information, for example, how many public servants have gone through the course, which issues were most problematic, interesting, etc. The statistical information may also become publicly available.

**6. Target audience**

Target audience for the electronic course is:

* Public servants – professional public servants and persons employed on the basis of administrative contract;
* Persons employed a management level;
* Persons employed in public agencies based on labor contract;
* Persons employed at the Legal Entities of Public Law (LEPL).

Electronic course should be mandatory for all public servants, including the newly appointed public servants and managers; as well as for persons employed at LEPLs.

For persons employed based on administrative and labor contract the electronic course shall be recommendatory.

**6. Modules of the course**

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| **Title of the Module** | **Duration of the Module** |
| **Module 1 – Introduction and general legal framework on ethics and anti-corruption mechanisms** *Structure:*Introduction (video / repetitive in each module) “good faith public servant“PowerPoint presentation of the result/importance of the course moduleThematic presentation (selected text)/ (resolution)(the format and stages of the assignment shall be ascertained later) | 3 hours |
| **Module 2 – Relationship of the public servant with State and public***Structure:*Introduction (video/ repetitive in each module) PowerPoint presentation of the result/importance of the course moduleThematic presentation (selected text)/ (resolution)(the format and stages of the assignment shall be ascertained later) | 3 hours |
| **Module 3 – Standards of professional conduct** *Structure:*Introduction (video/ repetitive in each module) PowerPoint presentation of the result/importance of the course moduleThematic presentation (selected text)/ (resolution)(the format and stages of the assignment shall be ascertained later) | 3 hours |
| **Module 4 – Application of the Code of Ethics in practice / preventive and repressive mechanisms***Structure:*Introduction (video/ repetitive in each module) PowerPoint presentation of the result/importance of the course moduleThematic presentation (selected text)/ (resolution)(the format and stages of the assignment shall be ascertained later) | 3 hours |

**8. Tender participation and tender requirements**

1. The candidate should have the experience of creating electronic platforms and/or separate electronic learning module and submit the documentation.

2. Candidates participating in the tender should present conceptual vision (content proposal) and detailed calculation / cost (pricing proposal) of the creation of ethics e-learning module.

**9. financial provisions**

In case of demand, the precedent shall submit an unconditional bank.

**10. Elaboration of content**

Electronic course content will be determined and created by the Civil Service Bureau in close cooperation with the winner company.