

REQUEST FOR PROPOSALS

Issue Date: January 15, 2026

Proposal Due Date: January 29, 2026

Deadline for Receipt of Questions: January 21, 2026

Anticipated Award Date: March 01, 2026

RFP Number: FY26- EGEA- Micro Credentials for Early Grade Education-001

Please submit proposals in PDF format to procurement.asas@irex.org

To Whom It May Concern:

IREX (International Research & Exchanges Board) is seeking proposals from qualified respondents to support the development and delivery of Arabic micro-credential programs for pre-service teacher education in Jordan.

IREX reserves the right to withdrawal this request for proposals at any time up to the award of the contract.

About ASAS

IREX – Early Grade Education Activity “ASAS” (مشروع التعليم المبكر) which is funded by USG is intended to advance national efforts to strengthen the caliber of pre- and in-service teacher education and improve Kindergarten through grade three (KG-G3) foundational and socio-emotional learning (SEL) skills across the Kingdom of Jordan. ASAS will support the development of a locally led, high-caliber early grade system, linking pre-service teacher education (PSTE) and teacher in-service professional development, with the capacity to sustainably equip over 23,500 resilient early grade teachers and educator leaders across the Kingdom of Jordan to inclusively deliver enhanced curricula, teaching, and learning materials (TLMs), and assessments to increase socio-emotional learning (SEL) outcomes to over one million students over five years, including those most marginalized, and use research and data to learn and adapt policies and processes to maximize returns on investment (ROI).

Background

ASAS is launching two Arabic micro credential offerings to strengthen pre-service teacher education and faculty capacity in Jordan, in addition to the in-service educators (teachers and supervisors). The first focuses on Principles of Generative AI in Early Grade Education, emphasizing applied AI fluency for classroom practice and enabling educators to responsibly integrate AI tools to enhance literacy, numeracy, and formative assessment. The second is Supportive Learning Environments, emphasizing practical strategies to design physical and social environments that foster belonging, safety, engagement, and inclusive learning for early grades.

Micro credentials should be short, competency-based courses ending with certificates, delivered online, and accessible across devices (laptops, tablets, smartphones – Android and Apple). Each component should last 3 – 4 weeks, with 2–3 hours/week Level of Effort (LOE). The vendor(s) must deliver fully in Arabic, provide orientation sessions, support video transcripts/scripts upload, and ensure accessibility and data privacy.

Program Objectives

1. Build educator capacity to use Generative AI in age appropriate, ethical, and effective way for early grade learning.
2. Utilize generative AI to develop assessments and quizzes that effectively measure learner progress.
3. Strengthen classroom conditions by equipping participants with practical tools to create supportive physical and social environments.
4. Issue verifiable certificates upon successful completion of each micro credential.
5. Ensure equitable access via Arabic content, multi-device support, and accessible design.

Proposal Requirements

Organizations interested in providing this service must submit a proposal which demonstrates their capacity to provide the following services:

- **Design & deliver** two Arabic micro credentials:
 - **MC1:** Principles of Generative AI in Early Grade Education
 - **MC2:** Supportive Learning Environments (Physical & Social)
- **Structure & pacing:** Each micro credential = 1 component (3 – 4 weeks) × 2–3 hours/week.
- **Develop learning assets:** Video lectures, readings, activities, assessments, and downloadable resources.
- **Orientation:** Offer 1 – 2 Arabic orientation session(s) per cohort for learners and faculty.
- **Accessibility:** Platform must be accessible via laptops, tablets, smartphones (Android/iOS), with clear UI in Arabic.
- **Transcripts/scripts:** Provide and/or enable upload of Arabic transcripts/scripts for all teaching videos.

- **Certification:** Issue digital certificates (name, course title, completion date, unique).
- **Support & helpdesk:** Provide learner support (Arabic), FAQs, and a ticketing/helpdesk mechanism.
- **Data privacy:** Comply with data protection standards and store data in secure environments.

Target Groups & Enrollment

The objective of this initiative is to provide training to 350 individuals selected from two universities (as detailed above) in addition to 60 Ministry of Education educators (teachers and supervisors) with total 410 learners. To achieve this, two parallel micro-credential programs will be offered, allowing learners to choose their preferred program based on their interests.

Both programs will run concurrently for a total duration of 8 weeks, divided into two windows of 3–4 weeks per topic. Enrollment will be managed to ensure an equal number of participants in each program throughout the training period. This approach guarantees balanced participation and maximizes learning opportunities across both micro-credential tracks.

- **Total Participants:**

- **MC1:** Principles of Generative AI in Early Grade Education – 410

Undergraduate Students: 300

Faculty Members: 50

MoE Educators: 60

- **MC2:** Supportive Learning Environments (Physical & Social) – 300

Undergraduate Students: 300

- **Cohorting Options:**

- Option A: Single cohort per micro credential (300 – 410 capacity).
 - Option B: Staggered cohorts (e.g., 2–3 cohorts), maintaining the same total.

Vendors may propose staggered schedules if recommending multiple cohorts. All components must adhere to 3 – 4 weeks duration with 2 – 3 hours weekly LOE.

Instructional & Technical Requirements

- **Language:** Arabic (content, delivery, platform navigation, support).
- **Micro credential duration:** 3 – 4 weeks; 2 – 3 hours/week LOE.
- **Assessments:** Short formative quizzes, reflection prompts, practical application tasks, and final competency check.
- **Certificates:** Digital, verifiable certificates issued and accredited by the service provider. Certificates will include the learner's name (Arabic), course title, completion date, and a unique ID/QR code for verification.
- **Transcripts/Scripts:** All videos must have Arabic transcripts; vendor must allow transcript upload/hosting.
- **Accessibility & UX:**
 - WCAG aligned features (captions, readable fonts, keyboard navigation, color contrast).
 - Responsive design for devices (Android/iOS smartphones and tablets; Windows/Mac laptops).
- **Security & Privacy:**
 - Clear privacy policy and consent.
 - Secure authentication; role-based access; encrypted data in transit and at rest.
- **Support:** Arabic helpdesk (email/chat), response within defined SLA.

Curriculum Outlines (Indicative)

MC1: Principles of Generative AI in Early Grade Education (3 – 4 weeks, 2 – 3 hours/week)

- **Week 1:** Foundations of Generative AI (concepts, capabilities, limitations, ethics, data privacy). Introduce what AI is, and clearly distinguish between AI, machine learning, and generative AI using education-focused examples.

- **Week 2:** Use Cases for Early Grades (literacy, numeracy, storytelling, formative feedback), illustrating the practical use of AI tools to design and generate effective teaching and learning resources.
- **Week 3:** Practical Classroom Integration (prompt design, scaffolding, age-appropriate activities).
- **Week 4:** Responsible Use & School Policies (bias, transparency, parent communication, risk mitigation).
- **Assessments:** Quizzes; design lesson activity using AI; reflection on ethical safeguards.

MC2: Supportive Learning Environments (Physical & Social) (3–4 weeks, 2–3 hours/week)

- **Week 1:** Physical Environment (layout, safety, sensory considerations, accessibility, low-cost enhancements).
- **Week 2:** Social Environment (belonging, classroom norms, peer collaboration, restorative practices).
- **Week 3:** Inclusive Practices (UDL principles, differentiation, support for diverse learners).
- **Week 4:** Behavior & Wellbeing (positive behavior supports, trauma-informed strategies, family engagement).
- **Assessments:** Quizzes; classroom environment plan; peer review; reflective journal.

Deliverables & Timeline

#	Expected Deliverables	Timeline	Percentage of Payment
1	Program plan with detailed syllabi, assessment strategy, and calendar.	After 1 week of signing the agreement	10%
2	Orientation sessions (live + recorded) and materials.	After 2 weeks of completing deliverable 1	10%
3	Access to the content & Guidance & Training as follows: <ul style="list-style-type: none"> ○ MC1: Principles of Generative AI in Early Grade Education. ○ MC2: Supportive Learning Environments (Physical & Social) 	After 1 week of completing deliverable 2	40%
4	Certificates issued to completers of MC1 and MC2;	After 1 weeks of completing	40%

	<i>This payment is contingent upon the number of undergraduate students, faculty members, and MoE Educators (Teachers and Supervisors) who successfully enroll in the final examination and obtain a certificate of completion.</i>	deliverable 3	
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Vendor Qualifications

- Demonstrated experience delivering Arabic online micro credentials to higher education audiences and MoE educators.
- Expertise in early grade education and/or educational technology (Generative AI).
- Proven LMS/platform capability supporting Arabic UI, transcripts, and multi-device access.
- Strong track record in data privacy, accessibility, and learner support.
- Qualified instructional design and subject matter experts.

AUTHORIZED GEOGRAPHIC CODE

The authorized geographic code for procurement of goods and services under this RFP is 937 defined as the United States, the Cooperating Country, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source.

For more information, please check [22 CFR 228.03](#) Identification of the authorized principal geographic procurement codes

Proposal Content

- Company's profile, resumes of key personnel, references (a list of at least three similar projects, with contact information for the clients)
- Technical proposal and timeline (a detailed description of the method used to perform the tasks outlined)
- Financial proposal (clear and detailed cost breakdown). The proposal should be comprehensive, clearly itemized, and aligned with the Scope of Work outlined in this RFP. The proposal must include Unit price per person per program (course), with the unit price being inclusive of all expenses related to the scope of work. Please note, IREX is a VAT exempt organization in Jordan.

Proposal Submission Requirements and General instructions:

Bidders wishing to respond to this RFP must submit proposals, in English, by the following instructions. Bidders are required to review all instructions and specifications contained in this RFP.

- Issuance of this RFP in no way obligates IREX to award a contract or purchase order. Bidders will not be reimbursed for any costs associated with the preparation or submission of their proposal. IREX shall in no case be responsible or liable for these costs.
- Proposals are due on **January 29, 2026**, please e-mail a proposal to procurement.asas@irex.org with the RFP number referenced in the email subject line, as follows: **FY 26-EGEA- Micro Credentials for Early Grade Education-001**
- All proposals submitted must be valid for a period of not less than ninety (90) calendar days from the closing date indicated above.
- Questions: Each bidder is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email to the Issuing Office as specified above. No questions will be answered by phone. Any verbal information received from an IREX or EGEA employee or other entity shall not be considered. An official response to any question regarding this RFP. Copies of questions and responses will be distributed in writing via procurement.asas@irex.org to all prospective bidders within one week from the questions deadline indicated above.
- Official Documents: Please provide the official registration certificate and vocational license for the company.
- Proposals (Technical and Financial) are to be signed, stamped, dated and submitted in PDF format.

If you decide to submit a proposal, it must be received no later than 5:00 p.m. Jordan Local Time on the closing date indicated above. Late submissions will only be considered if in the best interests of the project, and then at IREX's sole discretion.

Proposal Evaluation

The criteria are listed in descending order, starting with the most important factors to be evaluated.

Evaluation Criterion	Weight
Organizational capacity	
Arabic Micro-Credential Experience	10%
Subject Matter Expertise	10%
Past Performance & Capacity	15%

Instructional Design & Data Privacy	10%
Proposed approach to service delivery and compliance with IREX requirements	
Technical implementation approach	20%
Availability of accessibility Trail for 3 of ASAS project technical team - Learning Management System (LMS) / Platform Capability	15%
Price Competitiveness	
Price	20%
Total	100%

IREX may at its discretion ask for additional information or perform site visits. IREX may accept multiple bidders and partial bids for the services requested.

Renewal

IREX reserves the right, based on availability of funding and vendor performance, to enter into subsequent contractual agreements with the winning vendor for a period of up to three years without issuing a new RFP.