

Category / Services	UNIT	Rate
CATEGORY 1: Virtual Skill Share (VSS)		
Send monthly or quarterly call and promotion for VSS sessions	Per one promotion	XXX USD per one promotion
Update VSS dashboard with data from a VSS session	Per one session	XXX USD per one session
CATEGORY 2: Knowledge Exchange Platform (KEP)		
Curate and organize submissions to the KEP based on VSS sessions and other knowledge exchange and KM activities of PFP teams.	Per one curation batch of 5 entries	XX USD per one curation batch of 5 entries
Develop good practice SharePoint pages in the Private Sector Intranet	Per one page	XX USD per one page
CATEGORY 3: Capacity Building		
Organize capacity building meetings/sessions on specific KM approaches	Per one 60-90 minute session	XX USD per one session
Develop training guides and facilitation kits based on completed capacity building sessions	Per one training guide/kit of max 10 pages	XX USD per one training guide/kit
CATEGORY 4: Inspire Awards		
Support the coordination of Inspire Awards Launch phase (Liaise with category leads to define criteria for each category, set up coordination chats, guide technical panels on scoring entries)	Per one Launch phase supported	XX USD per one
Support the Submission phase of the Inspire Awards (Promote the Submission stage via e-mail and Viva Engage, support panels with templates and branded images, monitor and update panels weekly on number of entries)	Per one Submission phase supported	XX USD per one
Support to the Shortlisting phase of the Inspire Awards (coordination across the 21 technical review panels, following up on deadlines, guidance on development of videos, creation of SharePoint pages)	Per one Shortlisting phase supported	XX USD per one
Support the Voting phase of the Inspire Awards (set up of voting forms, promote Voting phase via email and viva engage, support panels on their category's promotion, consolidate winners)	Per one Voting phase supported	XX USD per one
Support the post-Inspire Awards processing phase (consolidate winners list for Global Directory badges, set up of Inspire Awards certificates and DED email)	Per one post-Inspire Awards processing phase supported	XX USD per one