

CLINTON HEALTH ACCESS INITIATIVE, INC.

REQUEST FOR PROPOSALS

Malawi MoHS Moodle LMS Enhancement & Enhanced Digital Training Platform

Healthcare Worker Certification, Enhanced Digital Training & Learning Evidence

Date Issued: 16 March 2026

RFP Reference: CHAI-MWI-MOODLE-2026-001

Summary of Terms

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A. Background

The Clinton Health Access Initiative, Inc. (CHAI) is a global health organization committed to saving lives and improving health outcomes in low- and middle-income countries by enabling the government and private sector to strengthen and sustain quality health systems. For more information, please visit www.clintonhealthaccess.org.

Country Context

Malawi has made significant progress toward the UNAIDS 95-95-95 targets, but critical gaps remain. Men aged 15–34 living with HIV are disproportionately untreated, 15% of this group are not yet on treatment, compared to 8.5% nationally. Malawi reported approximately 12,000 new infections in 2024 (incidence rate of 0.06%), underscoring the continued urgency of both prevention and treatment scale-up.

The PEPFAR stop work order in early 2025 had an immediate and significant impact on HIV services in Malawi. Testing volumes fell 14% in February 2025 compared to average 2024 rates, reflecting the extent to

which HTS delivery is dependent on PEPFAR funding. PEPFAR established a dedicated HTS cadre, Health Diagnostic Assistants (HDAs), who deliver the majority of HIV testing in Malawi, with 93% of this cadre funded by PEPFAR and only 7% through the Global Fund. While testing volumes partially stabilised in March and April 2025 as some Implementing Partners resumed under waivers and the government redeployed Health Surveillance Assistants (HSAs) to fill critical gaps, funding for HDAs beyond September 2025 remains at risk. There is urgent need to rapidly build capacity within government-owned cadres to sustain HIV services.

Programme Overview and Rationale for Digital Training

Against this backdrop, there is an urgent need for more efficient and lower-cost approaches to healthcare worker training. CHAI is working with the Ministry of Health and sanitation (MoHS) to leverage the existing Moodle 4.5 LMS for the training of health workers, while simultaneously generating critical evidence on the comparative effectiveness and cost of different digital training approaches.

Box 1: Exploring Innovative Digital Training Tools

This RFP addresses the vendor-delivered components of a three-workstream programme:

1. Rapid development and deployment of training modules through Moodle: MoHS will lead this workstream directly, working with CHAI to roll out training through the existing Moodle platform using existing Ministry capacity. The plan is to deploy the HTS training materials as initial module and share lessons learnt. This is not part of the vendor scope under this RFP. The vendor must however ensure that platform configuration work does not disrupt this parallel CHAI-led activity.
2. Develop a digitally enhanced training model (VENDOR SCOPE): The vendor will develop a more technologically enhanced training module within Moodle, guided by the MoHS. Expected features include adaptive learning (adjusting content and pacing based on learner performance, learning analytics (identifying individual knowledge gaps and suggesting tailored resources), and virtual assistance (guiding learners and answering questions).
3. Impact and cost assessment (VENDOR SUPPORT ROLE): The MoHS and CHAI will conduct a comparative assessment of the standard training module (Workstream 1, MoHS-led) versus the enhanced model (Workstream 2, vendor-developed). The vendor will provide data infrastructure, measurement tooling, and cost input data to support CHAI's assessment. A cost analysis will allow the Ministry to weigh potential benefits against costs of enhanced digital features.

A technical assessment of Moodle 4.5 has been completed by CHAI and the MoHS distinguishing between native capabilities, features requiring configuration, and areas requiring custom development. The key development and configuration requirements under this RFP are:

- Development of an enhanced Moodle platform, with adaptive learning, learning analytics, and virtual assistance features.
- Advanced certification lifecycle management: expiry dates, automated recertification pathways, and real-time certification status dashboards.
- Healthcare worker registry integration: API-based bidirectional synchronisation with the national health worker registry.
- Supervisory and facility-level reporting: hierarchical dashboards and automated scheduled reports aligned to the MoH organisational structure.
- AI subsystem configuration: activation and governance of the Moodle 4.5 AI subsystem.

CHAI invites interested and capable organisations to submit proposals to deliver this scope of work in support of the MoHS. This work is funded by the Gates Foundation. Offerors are invited to submit proposals in response to this RFP in accordance with Section D, Instructions for Preparation of Proposal and Submission to CHAI.

This RFP does not obligate CHAI or the MoHS to make an award or fund an applicant, nor does it commit CHAI to reimburse costs incurred in proposal preparation. All costs related to proposal preparation must be borne by the offeror. CHAI will accept no fee for the submission of proposals. CHAI makes no representations or warranties and will not incur any liability as to the accuracy, reliability, or completeness of the information contained in this RFP.

B. Proposal Dates and Requirements

The table below summarises key dates in the RFP process. Offerors are expected to comply with these dates and deadlines. CHAI reserves the right to modify dates at its discretion.

Milestone	Date and Time
RFP Released	16 March 2026
Deadline for Written Questions	25 March 2026
Answers to Questions Released	27 March 2026
Proposals Due	29 March 2026
Discussion call with shortlisted candidates	31 March 2026
Estimated Procurement Committee Meeting	1 April 2026
Estimated Award	6 April 2026
Estimated Contract Start Date	13 April 2026

1. Questions and Answers

All questions regarding this RFP must be submitted by the date above and in writing to the CHAI Malawi procurement; malawiprocurement@clintonhealthaccess.org. Questions and CHAI responses will be circulated to all offerors who have submitted questions. CHAI will only consider written requests for clarification. Only written answers from CHAI will be considered official and carry weight in the RFP process and subsequent evaluation. Answers or guidance received outside of the official channel from employees or representatives of CHAI will not be considered official.

2. Proposal Submission and Validity

All responses to this RFP must be submitted electronically by the **29th of March 2026** to the CHAI Malawi procurement; malawiprocurement@clintonhealthaccess.org and must comply with the instructions in Section D. Offers received after the deadline are invalid unless CHAI, at its sole discretion, elects to evaluate them. By submitting this proposal, the offeror confirms that the proposal is valid for a period of 60 days from the date of submission.

3. Award

CHAI will examine offers to determine if they are complete, comply with all conditions of the RFP, have been duly signed, and are in general order. CHAI will select the offer that represents the best overall value. CHAI anticipates making one award to one entity but reserves the right to make no award or to make multiple awards. CHAI may, at its sole discretion, ask offerors to conduct oral presentations or submit a best and final offer before award.

C. Eligibility Requirements

Offerors, regardless of entity status (for profit, not-for-profit, etc.), must have experience in delivering digital systems in Malawi. International offerors must have partners with physical presence in Malawi. A valid copy of

a business licence and/or registration must be provided in the offer submission. All offers must be submitted using Annex A below and must be signed by cognizant officers of the organisation.

In addition to the above, offerors must demonstrate:

- Large scale Moodle LMS implementation with an added advantage having deployed Moodle for the health sector. Technical capabilities for Moodle plugin development, Moodle Web Services API integration, and Moodle 4.x platform administration.
- Demonstrable experience or clear technical capabilities for API integration with national health worker registries or equivalent government HR/database systems.
- Experience designing or implementing digital learning interventions that include adaptive learning, learning analytics, or AI-assisted features, with evidence of outcomes in low-resource or health sector contexts.
- Understanding of or experience working in low-bandwidth environments in sub-Saharan Africa, including optimisation of e-learning content for intermittent connectivity.
- That neither the organisation nor its principal officers and key individuals are debarred or on any applicable watchlist or sanctions list.
- Demonstrated commitment to capacity building and sustainability, including experience transferring technical skills to government or ministry counterparts and designing solutions intended for long-term local ownership.

Joint Ventures

Offerors who are party to a joint venture or partnership arrangement may submit proposals in conjunction with other companies or organisations. The lead company will be responsible for complying with resultant agreement terms and conditions. Evidence of the partnership arrangement or joint venture must be submitted as part of the proposal for CHAI's evaluation and review by CHAI General Counsel.

D. Instructions for Preparation of Proposal

Offerors are required to use the form in Annex A to reply to this RFP. Failure to provide all the information required by the RFP or submitting an offer that does not respond to the RFP in all respects may result in the rejection or disqualification of the offer. Information that the respondent considers proprietary must be clearly marked as such. All such information will be treated confidentially and used by CHAI for evaluation purposes only.

1. Technical Proposal (maximum 10 pages, excluding CVs and annexes)

Offerors are required to submit a high-level technical response to the scope of work in Section G. Proposals should be concise and focus on approach, relevant experience, and delivery credibility rather than exhaustive technical detail. Page limits are indicated per section. Offerors should note the evaluation weightings in Section E when determining the depth of response for each section.

#	Required Section	Page Limit
1a	Platform Approach: State whether you propose Moodle LMS 4.5 or Moodle Workplace 4.5 and provide a brief rationale, including headline cost and maintenance implications for Malawi MoH.	1 page
1b	Enhanced Digital Training Module: Summarise your proposed approach to developing the enhanced training modules within Moodle, covering adaptive learning, learning analytics, virtual assistance and offline capabilities. Briefly describe how DHD will be involved in co-development and how the design supports scale within Moodle.	2 pages

1c	Impact and Cost Assessment Support: Briefly describe how you will provide the data infrastructure and measurement tooling to support CHAI's comparative assessment, including your approach to capturing engagement and knowledge outcome data and supplying cost input data.	1 page
1d	Certification Management: Outline your approach to certification expiry, automated recertification pathways, and certification status dashboards.	0.5 pages
1e	Registry Integration: Briefly describe your technical approach to API-based integration with the Malawi health worker registry and identify any key registry-side dependencies that will ensure success.	0.5 pages
1f	Reporting & Dashboards: Briefly describe your approach to development of hierarchical report plugin, facility-level data scoping, and automated scheduled reports.	0.5 pages
1g	AI Subsystem: Briefly describe your approach to AI Subsystem configuration, PPT-to-H5P tooling, Interactive H5P instructional design, SCORM Package generation, and low-bandwidth optimisation.	0.5 pages
1h	Additional Enhancements: Briefly describe any additional enhancements that would be made, such as offline features and security enhancements; login management (self or central signup), installation security, penetration blocking etc.	0.5 pages
1i	Draft Work Plan: Provide a high-level phased project plan covering all phases in Section G, with indicative timelines and key milestones.	1 page
1j	Key Staff & Capabilities Statement: Briefly introduce the proposed project team, describing experience and capabilities, their roles, and the organisation's relevant experience. Attach CVs separately.	2 page + CVs

2. References

Offerors must complete the past performance reference table in Annex A with three references for comparable work (Moodle LMS implementations, health sector digital systems, and/or API integration projects). CHAI may contact references at any time.

3. Budget

The resultant award will be a deliverables-based services agreement with payments tied to project milestones. Offerors must provide a high-level budget summary (no more than one page or a single Excel tab), structured as follows:

- A total cost per phase (as outlined in Section G), with a single combined figure per phase rather than a line-by-line breakdown.
- A summary split between one-time implementation costs and recurring annual costs. Recurring costs, such as Moodle Workplace licensing, plugin subscription fees, AI provider inference costs, and hosting or support fees, must be clearly separated so the MoH can budget for ongoing operational expenditure independently.
- A brief cost commentary (maximum 0.5 pages) explaining the key assumptions behind the phase totals and flagging any significant cost drivers or areas of uncertainty.
- All budgets must be presented in Malawian Kwacha (MWK) or United States Dollars (USD). If USD is used, offerors must state the exchange rate assumption. Offerors should indicate clearly how VAT is accounted for in their cost proposal.

- Once the award is signed, no additional fees, taxes, or costs may be added post-award.

E. Evaluation Criteria and Negotiation

CHAI will make an award based on which proposal represents best value to CHAI. CHAI may award to a higher-priced offeror if a higher technical evaluation justifies the additional cost. Technical and cost proposals will be reviewed separately, with the technical proposal reviewed and scored first. The following criteria will be used to evaluate proposals:

Category / Criteria	Points	Scoring Guidance
Approach: Does the proposal demonstrate a technically sound and credible approach to the full scope of work, including platform choice, the enhanced digital training module, the impact and cost assessment methodology, certification management, registry integration, and reporting architecture?	40	1–20: Weak or incomplete across key workstreams 21–32: Credible approach across most areas 33–40: Technically strong, well-justified across all workstreams with Malawi-specific insight
Project Plan: Is the phased work plan realistic and well-sequenced? Are timelines, milestones, and risk mitigations credible? Does the plan reflect the priorities of this programme?	10	1–4: Vague or unrealistic 5–7: Reasonable plan with clear sequencing 8–10: Highly credible, well-prioritised with contingencies
Experience and Capabilities: Do key personnel have relevant Moodle, digital health, and sub-Saharan Africa experience? Does the organisation have a demonstrable track record in comparable deployments?	30	1–15: Limited relevant experience 16–24: Relevant experience with some comparable work 25–30: Strong track record in health sector digital learning in Africa with directly comparable deployments
Cost: Is pricing well-justified relative to capability? Are one-time and recurring costs clearly separated and realistic? Does the proposal represent strong value for money for Malawi MoH?	20	1–10: Poor justification or unclear cost structure 11–16: Fair pricing with reasonable cost narrative 17–20: Excellent value, transparent lifecycle costs, clearly justified against scope
TOTAL	100	

Offerors are expected to submit their best offer. CHAI reserves the right to hold further discussions, conduct negotiations, ask for additional information, or request clarifications before making an award. CHAI reserves the right to hold a best and final offer or competitive range stage prior to award. CHAI may, at its sole discretion, ask for offerors to conduct oral presentations.

F. Terms and Conditions of Resultant Agreement

Any agreement that results from this solicitation will be subject to CHAI's standard agreement terms and conditions. A copy is available upon request. For the purpose of this solicitation, please note that the following terms apply:

I. Confidentiality

Information which the offeror considers to be confidential or proprietary must be clearly marked as such. All such information is treated as confidential by CHAI for assessment purposes only. Should the offeror anticipate submitting confidential or proprietary information to CHAI, please contact the point of contact for this procurement to request a copy of CHAI's standard NDA.

II. Intellectual Property

All custom developed code, plugins, dashboards, integrations, and documentation produced under any resultant agreement will be owned by the MoHS and/or CHAI. The vendor must ensure that no third-party licence restrictions apply to deliverables without prior written consent. All code must be delivered with full source code, documentation, and deployment instructions.

III. Data Protection and Health Worker Data Confidentiality

The vendor will be required to comply with applicable national data protection laws and MoHS data governance policies. Any access to healthcare worker data must be governed by appropriate data processing agreements. The vendor must not retain or use MoHS or healthcare worker data for any purpose outside the scope of the resultant agreement.

G. Scope of Work and Deliverables

The scope of work below is informed by both the Malawi country context and a technical assessment of Moodle 4.5 against the MoHS' requirements. The vendor is expected to be familiar with this landscape and to confirm or refine the assessment as part of their technical proposal. Rapid deployment of HIVST training is the highest priority workstream and proposals must reflect this urgency in their phasing and resourcing.

Priority Note for Offerors

The vendor scope under this RFP does not include the development of the standard training modules, which will be delivered directly by CHAI in parallel. Offerors must however ensure that platform configuration work is sequenced to support, and not disrupt, that parallel CHAI-led activity.

The highest priority vendor workstream is Phase 2, the enhanced digital training module. Offerors must demonstrate how they will mobilise rapidly to progress design and development and must engage DHD as a direct co-development partner from the outset.

The remaining platform configuration, certification, registry integration, and reporting workstreams should be phased to run in parallel where dependencies allow.

G.1 Scope of Work

Phase 1: Scoping and Requirements Gathering

The vendor will work with the MoHS and CHAI to produce a detailed Technical Design Document covering all workstreams before substantive development commences. The vendor should note that CHAI will be conducting the standard HIVST training module development in parallel, and the Technical Design Document must account for how the vendor's platform configuration work will support this activity without disruption.

- Facilitate structured workshops with MoHS departments (i.e. DHA, DHD, Norms and Standards Division, district health offices, and facility-level staff to validate enhanced training module requirements, certification workflow requirements, reporting hierarchy).
- Document the Malawi health worker registry data structure (fields, formats, API availability) and confirm the integration architecture.
- Map the MoH Malawi organisational hierarchy (National → Zone → District → Facility → Worker) and define data scoping rules for each supervisory level.
- Agree on the measurement framework and data capture approach for the impact and cost assessment, in collaboration with CHAI, to ensure the enhanced modules generates data comparable with the MoH's standard module.
- Produce a finalised Technical Design Document for approval by CHAI and the MoHS before proceeding to full development.

Phase 2: Enhanced Digital Training Module

The vendor will design, develop an enhanced Moodle platform to support the MoH's training needs. This workstream directly supports CHAI's broader objective of generating evidence on the relative quality and cost of different digital training approaches. A relevant precedent exists: an RCT in Malawi found that digital training on index case testing was feasible and could improve HCW capacity; however, critical gaps remain in evidence on cost-effectiveness and the value of advanced features under resource constrained conditions. The enhanced module will run in parallel with the MoH's standard training module, enabling a direct comparison.

- Work collaboratively with MoHS to define the specific features and learning design of the enhanced module. DHD must be directly involved in development to ensure institutional ownership and a clear pathway to scale within Moodle.
- Implement adaptive learning functionality: the module should adjust content sequencing, depth, and pacing based on the individual learner's performance on embedded knowledge checks and assessments.
- Development of an Analytical Plugin the platform should identify individual knowledge gaps across the cohort and surface tailored resource recommendations to learners and supervisors. Analytics dashboards should be accessible to DHD administrators.
- Implement a virtual assistance feature, a guided learning interface or chatbot capability that can answer learner questions and guide them through content. This feature must be clearly documented for governance and content accuracy review by DHD before deployment.

Phase 3: Impact and Cost Assessment Support

CHAI will lead the comparative impact and cost assessment of the MoH developed standard training module versus the vendor-developed enhanced model. The vendor will provide the data infrastructure, measurement tooling, and cost input data needed to support this assessment.

- Implement and configure Moodle's learning analytics and reporting features to capture standardised outcome data across the enhanced module: learner engagement (time-on-task, module completion rates, quiz attempt data), knowledge assessment scores, and qualitative engagement indicators agreed with CHAI during scoping.
- Ensure data is captured in a format agreed with CHAI that enables direct comparison with equivalent data from the MoH standard module cohort. Agree on data export format and schedule with CHAI.
- Provide detailed time and resource input data for the vendor's own work on the enhanced module (development time, facilitation, technical support costs) to support CHAI's cost-per-trained-worker analysis.
- Submit a structured data report to CHAI containing all agreed engagement, knowledge outcome, and cost input data. This report feeds into CHAI's final comparative assessment, the vendor is not responsible for the final assessment itself.

Phase 4: Platform Configuration and Branding

The vendor will configure and brand the MoH Malawi Moodle platform. This phase can begin from week 3 onwards and must be sequenced to avoid disruption to CHAI's parallel standard training module development and deployment.

- Install and configure Moodle LMS 4.5 or Moodle Workplace 4.5 (as proposed) or higher on the designated hosting environment.
- Apply MoHS Malawi branding, theme customisation, and course category architecture aligned to the Department's curriculum structure.
- Configure role permissions, user profile fields, and cohort structures reflecting Malawian healthcare worker cadres, including HSAs, HDAs (for transition period), nurses, HIV counsellors, and ART clinicians.
- Activate and configure assignment, quiz, and forum notifications (native Moodle 4.5 features requiring configuration).

- Configure the Moodle Mobile App for offline access; test against realistic connectivity conditions at representative Malawi district and facility settings.
- Configure and document the Moodle 4.5 AI Subsystem, including the connection to an approved AI provider. Configuration must include role-based access controls, full content tagging, and interaction logging. AI provider selection and data flow documentation must be reviewed and approved by CHAI and the MoHS before activation.

Phase 5: Certification Management System

This is the most technically complex component. The vendor will implement a certification management system addressing the MoHS' requirements for formal healthcare worker certification. Moodle 4.5 does not natively support certification expiry or automated recertification; this gap must be addressed either via Moodle Workplace's native Certifications module or via a custom developed plugin.

- Implement certification validity periods with configurable expiry dates per certification type and cadre.
- Implement automated recertification workflows: automatic re-enrolment of learners in a refresher course when a certification approaches or passes its expiry date.
- Implement differentiated certification pathways: a full initial certification course and a shorter recertification course for returning learners.
- Implement automated reminders to learners, supervisors, and administrators at configurable intervals before expiry (e.g. 90, 60, 30, and 7 days), delivered via email and in-platform notifications.
- Implement real-time Certification Status Dashboards for supervisors showing per-worker status (Valid / Expiring / Expired / Not Yet Certified).
- Implement custom PDF certificate templates aligned to MoHS design standards, including learner name, cadre, date, course name, grade, and validity period.
- Implement digital badge awards for course and activity completion.

Platform Decision Point for Offerors

Offerors must clearly state in their proposal whether certification management will be delivered via:

- (a) Moodle Workplace 4.5 (the native Certifications module), or
- (b) A custom-developed Moodle plugin replicating core certification functionality.

Both approaches are technically acceptable. Custom plugins must include a support and upgrade compatibility plan, as they require active maintenance with each Moodle upgrade. Moodle Workplace involves recurring licensing costs but reduces custom code maintenance overhead. Offerors should address the long-term cost and risk implications of their chosen approach in their technical proposal.

Phase 6: Health Worker Registry Integration

The vendor will develop API based integration between Moodle and the Malawi national health worker registry. Moodle 4.5 does not natively support integration with external HR or registry systems; this requires custom development.

- Develop a custom Moodle enrolment plugin that reads from the Malawi health worker registry to automatically enrol workers into mandatory training pathways based on cadre (e.g. all HIV counsellors enrolled in ART training; all nurses enrolled in PMTCT certification; all HSAs enrolled in HIVST training).
- Implement scheduled roster synchronisation tasks that update Moodle user accounts when worker assignments or cadre designations change in the registry.
- Implement bidirectional data flow: when a healthcare worker completes a certification in Moodle, write certification completion and expiry data back to the national health worker registry as evidence of continuing professional development.
- Produce full API integration documentation and a data dictionary mapping Moodle fields to registry fields.

Phase 7: Reporting, Dashboards, and Analytics

The vendor will build supervisory reporting infrastructure aligned to the MoHS' organisational hierarchy. Moodle 4.5's native Report Builder supports course-level reporting but does not provide the hierarchical data scoping and automated distribution required by the MoHS.

- Configure custom Moodle roles for each supervisory level (National, Zone, District, Facility) with data-scoped visibility: each role may only view data for organisational units under their oversight.
- Build a custom Moodle dashboard block providing facility-level certification compliance snapshots for facility managers.
- Build ministry-level aggregate dashboards showing certification compliance rates across all facilities, with the ability to flag non-compliant facilities for follow-up.
- Configure scheduled automated reports delivered by email to district supervisors showing workers in their catchment area with overdue or expiring certifications.
- Assess feasibility of feeding data into an external BI tool or DHIS2 dashboards if the MoHS has existing analytics infrastructure; implement if confirmed in scoping.
- Deliver standard reports using Moodle's Report Builder: learner activity logs, time-on-task, enrolment and completion status, quiz attempt histories and grade distributions, and cohort-level progress overviews.

G.2 Deliverables and Deliverables Schedule

The resultant agreement will be deliverables-based with payments structured in three tranches. Each tranche payment will be released upon completion of all deliverables within that tranche, with written sign-off from CHAI and the MoH confirming satisfactory completion before payment is processed.

Tranche	Key Deliverables	Payment %	Indicative Timeline
Tranche 1	Signed-off Technical Design Document by DHD; configured and branded Moodle instance (staging); AI Subsystem configuration documentation approved by CHAI and MoHS	30%	Weeks 1–10
Tranche 2	Enhanced digital training module live on staging with DHD sign-off; certification management system on staging with MoHS sign-off; registry integration live with documentation and data dictionary	50%	Weeks 6–22
Tranche 3	Reporting dashboards and scheduled reports live with MoHS sign-off; impact and cost assessment data report submitted to CHAI	20%	Weeks 12–30

Note: Timelines above are indicative. Offerors should propose a realistic phased timeline in their work plan. Phase overlaps are expected and encouraged where dependencies allow.

G.3 Warranty and Insurance Requirements

- All custom code must be provided with full source code and must be free of known security vulnerabilities at the time of delivery, as confirmed by the vendor.
- The vendor must carry appropriate professional indemnity insurance for software development services. Proof of current insurance coverage must be provided prior to contract signature.
- All AI provider integrations must comply with the MoHS' data governance policies and applicable national data protection law. No healthcare worker personal data may be transmitted to third-party AI providers without explicit written approval from the MoH and CHAI.
- The vendor must confirm in their proposal whether any components of their proposed solution involve data processing outside of Malawi. CHAI's Procurement Policy requires additional due diligence for entities based in certain jurisdictions.

G.4 Period of Performance

The anticipated period of performance is 13 April 2026 to a date to be confirmed but will not extend beyond 30 September 2027. The exact end date will vary depending on the pace of implementation and the Gates Foundation funding cycle. Any amendments to the period of performance must be approved in writing by CHAI.

Annex A: Proposal Application Form

Instructions to Offerors

All offerors submitting a bid in response to this RFP must complete and submit this Annex A in full. The form must be signed by authorised officers of the organisation and dated appropriately. This form must be submitted together with:

- A copy of your current business licence and/or registration
- CVs for all key personnel named in section 1j of your technical proposal
- Any other documents requested in Section D

To: CHAI Malawi Procurement team: malawiprocurement@clintonhealthaccess.org

Reference: CHAI-MWI-MOODLE-2026-001

Company Name: [Insert your company name]

General

We, the undersigned, hereby provide this offer to perform the work described in the referenced RFP. We acknowledge and agree to all terms and conditions. We certify that our organisation, as well as our principal officers and key individuals, are eligible to participate in this procurement and are not debarred, nor on any watchlist or sanctions list. We further certify that, to the best of our knowledge, we have no close, familial, or financial relationships with CHAI staff or individuals representing CHAI; and that we have no close, familial, or financial relationships with any other bidders on this RFP. If we become aware of a potential conflict, we will immediately notify ethics@clintonhealthaccess.org. We also certify that our business licence, attached, is accurate and up to date with the relevant authorities.

Our offer remains valid for 60 days from the date of submission.

General Information	
Company Address	
Company Telephone	
Company Website (if applicable)	
Company Registration or Tax ID	
Does the company have a bank account?	
Name of Bank (if applicable)	
Moodle Partner Status (Certified Partner / Service Provider / Independent Developer)	
Brief company description	

Past Performance

We hereby provide three references for similar work that we acknowledge may be contacted at any time by CHAI.

Reference 1	
Company / Entity Name	
Contact Name & Email	
Contract Value (approx.)	
Brief Description of Work	
Moodle / Health Sector Relevance	

Reference 2	
Company / Entity Name	
Contact Name & Email	
Contract Value (approx.)	
Brief Description of Work	
Moodle / Health Sector Relevance	

Reference 3	
Company / Entity Name	
Contact Name & Email	
Contract Value (approx.)	
Brief Description of Work	
Moodle / Health Sector Relevance	

Technical Proposal

Please attach your technical proposal as a separate document, structured in accordance with Section D.1 above (sections 1a through 1i). Maximum 10 pages excluding CVs and annexes. CVs for key personnel should be attached separately with a maximum of 2 pages per CV.

Budget

Please provide a high-level budget summary of no more than one page or a single Excel tab, showing a total cost per phase and a clear split between one-time implementation costs and recurring annual costs. Accompany this with a brief cost commentary (maximum half a page) explaining the key assumptions behind phase totals and flagging any significant cost drivers. All budgets must be presented in MWK or USD (with exchange rate assumption stated) and must indicate how VAT is accounted for.

Key Officer Signatures

Signatory 1	Signatory 2	Signatory 3
Name (Printed):	Name (Printed):	Name (Printed):
Title:	Title:	Title:

Signatory 1	Signatory 2	Signatory 3
Signature:	Signature:	Signature:
Date:	Date:	Date: