Job Description:

To create an online training for trainee lawyers to deliver unsynchronised, tutorless trainings and to create certificates for successful participants. Within the scope of this work, training contents will be produced in accordance with the definitions of needs and technical specifications in this technical specification, and these contents will be delivered to the targeted audiences through the learning management system, which will be designed as a content management system and distance education system.

The content will be provided by the Project as a PDF document. The content of the online training is expected to be not less than 6 hours and not more than 9 hours.

 **All adaptation, including animation production should be implemented by the service provider.**

Technical Conditions:

* The training must have a web-based learning management system (LMS).
* LMS must be installed to the beneficiary’s (UTBA) server by the bidder.
* The LMS software to be installed must contain 1 server software component.
* The LMS software to be installed must be licensed indefinitely and unlimitedly, not according to criteria such as annual, periodic, number of users, etc.
* LMS should not include any additional costs that may be incurred after the end of the project, including 3 years maintenance support service to be provided for the installed LMS server components.
* The LMS software to be installed must have been used by different institutions and organizations around the world for at least ten years and must have a regularly updated license. (License fees should cover at least three years)
* LMS software to be installed; should offer multi-language support including Turkish.
* LMS software should be designed in accordance with mobile platforms.
* The LMS should cover the sharing of course resources, online and offline exam application, homework sharing, forum application, instant messaging and chat applications, virtual classroom management integration and applications.
* The LMS must be adaptable in accordance with the requests and needs of the beneficiary.
* The LMS should be able to report user trends.
* Course Management System must have Web Services API and documentation for integration with other systems.
* For content to be stored, storage capability in a network accessed storage unit (NAS or SAN) must be supported.
* The system will run in server-client architecture. The server version of the system will be installed on the server computers.
* Computers running Windows, Linux, and Mac OS X as clients must be supported.
* The interface of the system should be arranged in accordance with the corporate identity.
* When the system is installed, it must simultaneously respond to the requests of 70,000 users on the server. There should be no restrictions on the number of simultaneous participants that can be defined in the system.
* System servers should have clustering feature and scale horizontally to increase the total instantaneous user capacity.
* In the software, there will be three separate participant definitions: student/participant, instructor, and administrator. The screen image and authorizations of each participant type in the software should be different from each other.
* Each participant will have their own username and password. The username and password will need to be entered before the software can be run.
* Trainee lawyers will register in LMS through UHAP system of the UTBA. Necessary directions will be given for API connection.
* The administrator shall be able to remove an existing user from the system.
* In order to enter the training, the user will log in to the system with their UHAP information. The system will understand the role of the participant who wants to be included in the session and will enable the relevant screen to appear.
* Resource Sharing (file types such as word, pdf, excel, etc.) should be available
* There should be a feature of creating a forum (creating a discussion environment related to the course or a topic and getting the opinions of the participants on that topic).
* Announcement (Preparing and publishing announcements about the course) shall be available.
* It should have the feature of creating a test/exam, it should be ensured that the participants can take the test for the relevant courses at any time within the specified time, learn their notes instantly, the notes can only be seen by the instructor either than the participant, the test can be prepared with different questions and different elegant sequences by each time.
* In the test creation process, questions with multiple choice, multiple answers, fill in the blanks, true/false options and optional deadlines should be available.
* LMS should have the feature of creating surveys (instructor's editing surveys related to the course).
* LMS should have the feature of sending notification messages to the e-mail address and calendar of the participants.
* LMS should have a calendar feature (to see events, announcements, tests, etc. information about the course)
* LMS should have a Reporting feature to report usage status on a personal basis.
* Users should receive a certificate when they meet the required requirements. Certificates should be accessible from the system
* Bidders must have installed an LMS with at least 5000 users with the technical specifications stated above within the last two years
* The training contents will be adapted to self-learning format by the consultant(s) to be determined and contracted by the project management. The Service Provider do not need to consider any extra fees for the said consultant responsible for the content of the training, however will work with the determined consultant throughout the adaptation process.
* Service provider will ensure necessary online training expertise to support the adaptation of self-learning modules.
* A development plan for the overall task with a timetable and deadlines must be offered in line with the final deadlines indicated on the Act of Engagement document.