

Design and Development of Curriculum, Learning Objectives and content of AI for Accountants & Finance Course (ICT-26-2025)

1. Introduction

The Institute of Singapore Chartered Accountants (ISCA) invites qualified vendors, curriculum developers, and training partners to submit proposals for the design and development of comprehensive course content on **Artificial Intelligence (AI) for Accountants and Finance**

This initiative aims to equip accounting professionals with the knowledge and practical skills to responsibly leverage AI in enhancing productivity, decision-making, and ethical governance within the profession. This is to help them to have the AI knowledge and be prepared to work along side with AI tools to bring in more value in their work.

2. Project Overview

The objective of this project is to develop both **e-learning, Live webinar or in-person training** content that provides an engaging and application-focused learning experience. The courses should address key themes including:

- The evolving **role of AI in the accounting profession**
 - **Governance, ethics, and leadership** considerations in AI adoption
 - **Responsible and ethical use** of AI tools within the industry
 - **Practical, hands-on learning** using popular and industry-relevant AI tools such as:
 - Microsoft AI features
 - OpenAI ChatGPT
 - Amazon AI services
 - Other professional platforms (e.g., N8N or equivalents)
 - Excel integration with AI
 - Analysis or report generation using AI tools
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3. Scope of Work

The appointed vendor will be responsible for the following deliverables:

1. Course Design and Development

- Develop structured course content suitable for both online and virtual or face-to-face delivery formats.
- Incorporate real-world case studies, simulations, and hands-on exercises relevant to accounting and finance.
- At least 30 hours of course content

2. Curriculum and Pedagogical Approach

- Propose a curriculum structure with clear learning objectives and outcomes.
- Adopt an engaging instructional design methodology aligned with adult learning principles.
- Recommend suitable delivery methods (e.g., blended learning, microlearning, workshops).
- Multiple choice questions to test participants on their knowledge

3. Trainer and Subject Matter Expertise

- Provide qualified trainers and/or subject matter experts with relevant experience in AI technologies, accounting, and professional ethics.
- Have some knowledge in the accounting and finance industry

4. Content Development and Production

- Develop e-learning materials (videos, quizzes, interactive modules).
- Prepare instructor-led session guides and learner materials for physical delivery, if any.

5. Quality Assurance and Review

- Ensure content is current, accurate, and aligned with project objectives
 - Provide opportunities for feedback and revisions during the content development process.
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4. Proposal Submission Requirements

Interested vendors are invited to submit a detailed proposal that includes:

1. **Course Objectives and Learning Outcomes**
A description of how the proposed content aligns with the learning goals outlined above.
2. **Proposed Curriculum Structure and Delivery Format**
An overview of modules, session topics, and delivery modes (e-learning and/or in-person).
3. **30 hours of course content**
4. **Content Development Methodology and Pedagogical Approach**
Explanation of instructional design frameworks, engagement strategies, and learning assessment methods.
5. **Trainer/Subject Matter Expert Profiles**
Details of the qualifications, experience, and roles of key personnel involved in content development and delivery.
6. **Estimated Development Timeline and Costs**
A detailed project schedule outlining milestones, review stages, and associated costs.
7. **Relevant Experience and Portfolio**
Examples of similar AI-related or technology-driven training projects previously developed.
8. **To be able to meet Q1 2024 Delivery**

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevance and quality of the proposed curriculum
- Demonstrated expertise in AI, accounting, and ethical governance
- Quality of instructional design and pedagogical soundness
- Experience in developing professional or technical training
- Cost-effectiveness and value for money
- Feasibility of the proposed development timeline

6. Submission Details

Submission Deadline: 21 Nov 2025

Submission Format: Proposals must be submitted electronically in PDF format.

Email to: ict.tenders@isca.org.sg

Subject Line: *ITQ – AI for Accountants Course Development*

For clarification or further information, please contact:

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7. Confidentiality

All information provided in response to this ITQ shall be treated as confidential and used solely for the purpose of evaluation.

8. Disclaimer

ISCA reserves the right to reject any or all proposals, to waive any irregularities, and to award the contract in part or in full, at its sole discretion. Submission of a proposal does not guarantee selection or contract award.