Terms of Reference

Consultancy Expert Team for Contextualization, Translation and Instructional Design work of the Teachers' Professional Development 'Knowledge Deepening' Content Modules (2) for the African Digital Schools Initiative (ADSI) - Francophone Countries

Type: Consultancy

Start date: 5th March 2018

Finish date: 4th May 2018

Location: Consultant office / Home based working

1. **Introduction**

   GESCI, the *Global E-Schools and Communities Initiative*, is a non-profit organization founded by the United Nations ICT Taskforce. See www.gesci.org.

   GESCI in partnership with the Mastercard Foundation and the Ministries of Education in Kenya, Tanzania and Cote d'Ivoire is embarking on a five-year *African Digital Schools Initiative (ADSI)* (2016-2020) - a comprehensive programme to implement an effective, sustainable and replicable model of digital whole school development in secondary education that will lead to improved student 21st century skills development, learning outcomes and readiness for the knowledge economy workplace.

   The ADSI programme in Cote d'Ivoire will run over the period June 2017 to May 2019 covering 20 Schools, 200 Teachers of Science, Technology, English and Mathematics (STEM) and reaching out to approximately 10,000 Students.

   GESCI is seeking an experienced Curriculum and Instructional Design consultancy expert team with Master degrees or higher in Curriculum Development or related/ relevant fields and with fluency in the French and English languages. The consultancy team is expected to contextualize and translate the content and resources from English for the French version of the ADSI teacher coursework. The consultancy will review, revise where necessary and translate the content covering the second cycle domain of teacher 'knowledge deepening' (KD) modules of the coursework.

2. **Scope of Work**
   The consultancy team will be responsible for:

a) Reviewing, revising, contextualizing and translating the English version into the French version of the Teacher Knowledge Deepening (KD) cycle modules (2 of them) and carry out the Instructional Design work and package them into the Moodle Learning Platform (version 3.0). The revisions should integrate policy documents and open education resources relevant and appropriate to the Francophone country context of Cote d'Ivoire to adapt and/or replace materials more appropriate for the Anglophone countries of Kenya and Tanzania

b) The content contextualization, translation and the Instructional Design work should be based on the following documents and materials
    i.   Teacher knowledge deepening modules and resources:
- Module 1 – ICT and Problem-Based Learning in Science, Technology, English and Mathematics
- Module 2 – ICT and Project-Based Learning in the Classroom and the Computer Lab

    ii.   Workshop orientation materials for teachers and school based coordinators

c) Ensuring adequate articulation and linkage with the French version of ADSI teacher course content modules with the Cote d'Ivoire context and curriculum

d) Refining the teacher course content modules based on review and feedback from the GESCI team.

In addition, the expert will contribute to, advise and assist with the following activities of the ADSI programme team:

- Identify and provide policy and open educational resource material and links relevant to Francophone countries to support the implementation of the modules
- Identify any important factors and aspects which should be considered for delivering the course modules in a Francophone context

3. **Timeline and activities**

Indicative Timeline and Activities as per the advertised ToRs

Date	Activity	Location	Outputs
5th March – 12th March 2018	Inception report – based on review of module and workshop materials	Online	Inception report – with review and recommendations for module contextualization –Teacher KD modules and resources (including workshop resources)
12th March – 2nd April 2018	Translate, contextualize and revise modules	Online	First cut of translated contextualized and revised Teacher KD modules and resources (including workshop resources) – with relevant policy and OER resources integrated for the Cote d'Ivoire and Francophone context
2nd April – 13th April 2018	Review of Modules and integration of feedback	Online	Modules review by GESCI and Expert Working Group of Cote d'Ivoire. Integration of feedback by the consultants

Date	Activity	Location	Outputs
13th April – 4th May 2018	Instructional Design work for 2 Modules and packaging them into the Moodle Learning Platform	Online	ID work for Modules 1 & 2, review and approval by GESCI

4. **Expected deliverables and indicative schedule**

- **Inception report –** with review and recommendations for module contextualization –Teacher KD modules and resources (including workshop resources) **12th March 2018**
- **Translated, contextualized and revised modules** - First cut of translated contextualized and revised Teacher KD modules and resources (including workshop resources) – with relevant policy and OER resources integrated for the CI and Francophone context **2nd April 2018**
- **Final version of module materials -** Final version of teacher KD modular materials and resources (including workshop resources) integrating the recommendations of the GESCI-ADSI technical team review – **13th April 2018**
- **Instructional Design** – ID work completed for 2 Modules of Knowledge Deepening cycle, packaged into the Moodle Learning Platform, reviewed and approved by GESCI **– 4th May 2018**

5. **Professional Profile of Consultancy Team**

Qualifications, Knowledge and Experience

- Master's degrees or higher in Instructional Design/ Curriculum Development and Technology or Education with ICT integration focus
- Bi-lingual in French and English with proven /professional skills for translation
- Comprehensive knowledge of instructional design and modular materials development for adult learners
- Experience in working in online learning environments, preparing online learning materials and conducting online courses would be an asset
- Knowledge of the pedagogical issues related to ICT in Science, Technology, English and Mathematics teaching would be an asset
- Knowledge of open, educational resources for integration in STEM subject teaching would be an asset
- Knowledge of leadership policy and practice for ICT integration in schools would be an asset
- Minimum of 5 years' experience in the field of ICT in Leadership/ /teacher education

6. **Payment**

The consultancy fee will be USD 12,000/- (USD – Twelve thousand only). This amount is inclusive of 20 % withholding tax in Kenya under Kenyan legislation for external consultants. The same will be deducted and paid to Kenya Revenue Authority and the certificate shall be provided to the consultant.

7. **Schedule of Payment**

   50% upon completion of first draft of revised and translated versions of the teacher KD modules and resources (including workshop resources) and balance 50% upon completion of ID work of the Modules, packaged into the Moodle Learning Platform and approval by GESCI.

8. **Confidentiality and Copyright**

   The consultant will be required to sign a confidentiality clause whereby information accessed through the ADSI course content contextualization and translation processes can only be disclosed and shared with authorized members of the ADSI programme. GESCI will have ownership over any Intellectual Property developed for or derived from the module contextualization and translation engagement.

9. **To apply:**

   Please submit by email under the heading **'Contextualization, Translation and ID work of the Teacher Development KD Module Content for the African Digital Schools Initiative (ADSI)',** your consultancy team detailed CVs and proof of credentials along with a cover letter on or before **19th February 2018. Kindly note that only the consultants who meet the outlined qualifications, skills and experience need apply. Only shortlisted consultants will be notified.** Please submit your applications to: procurement@gesci.org

   If any clarifications are required on the Terms of Reference, please contact: **Senthil Kumar, Programme Manager – ADSI at senthil.kumar@gesci.org**