

## Terms of Reference

### Instructional Design Consultancy for African Digital Schools Initiative (ADSI) Programme

**Type: Short Term Consultancy** (Home based or consultants office based working)

**Start date:** 20<sup>th</sup> April 2017

**Finish date:** 31<sup>st</sup> May 2017

**Actual working duration:** Approximately 18 working days for the total project duration. The work includes; review of existing ID templates, course modules design into ID, packaging into the Moodle Learning Platform, testing and handover of ADSI course content modules 2 and 3 of Technology Literacy Level

GESCI, the Global E-Schools and Communities Initiative, is a non-profit organisation founded by the United Nations ICT Taskforce. GESCI, with its headquarters in Nairobi, Kenya, provides strategic advice to relevant Ministries in developing countries on the effective use of Information and Communication Technologies (ICTs) within the context of inclusive Knowledge Societies. See [www.gesci.org](http://www.gesci.org).

GESCI is seeking an Instructional design consultant / team for the African Digital Schools Initiative Programme. The Instructional design consultant (IDC) will develop instructional design templates for organizing the Digital Learning Resources, develop learning pathways, development of interactive functions in alignment with the content modules, Software Tools integration, Packaging Digital Learning Resources / Content modules in Moodle Learning Platform into the Moodle learning platform (<http://adsiteachers.gesci.org/>). The IDC will work closely with the GESCI staff in a collaborative team environment to apply best practice learning design methodology to produce effective interactive learning solutions based on the content modules provided by GESCI. To understand the ADSI programme, please refer to <http://gesci.org/our-work/ict-in-education/african-digital-school-initiative/> for more information.

#### **1. The Instructional Design Consultant team is responsible for;**

- Development of Instructional Design templates for content modules
- Designing of interactive elements and learning pathways for the 2 TL content modules (modules 2 & 3. Module 1 has already been completed) with the SCORM compliance
- Packaging the Instructionally Designed Digital Learning Resources of Content modules 2 and 3 into the Moodle Learning Platform version 3.0
- Linking the video and audio based learning resources into the Moodle Learning platform

- Testing the learning materials, links and its functionality including the chat and collaborative workspace in the Moodle Learning platform
- Training GESCI officials on the use of technical tools

**2. Key requirements for the Instructional Design lead and team are:**

**The lead consultant qualification: Certified** Instructional Designer with the advanced University degree in any one or combined streams of; Computer science, computer engineering, information management, Education and Leadership. The consultancy team should have minimum experience of 5 years in the areas of ICT use in education, Web design, e-Learning, Blended Learning and Usability Engineering

**A team qualification spectrum** of Advance University Degree in domains related to Instructional Design, e-Learning and Blended Learning.

**Skills and Knowledge:**

- Course development for blended learning and specifically in online environments
- Student support/ facilitation in blended learning environments
- Web development; hands-on skills in the design and adaptation of Web 2 applications together with a team of IT experts
- LMS administration
- Understanding of the use of Mobile applications, web 2.0 applications and social networking applications in education development
- Proficiency in English and French
- Excellent Interpersonal skills and communication skills

**Experience:**

- Hands-on experience planning, designing, developing or producing course content, Instructional Design for online learning management systems within a blended learning environment
- Hands-on experience on managing, or maintaining Learning Management Systems (LMS) and Content Management Systems (CMS)
- Hands-on experience with social networking tools development and maintenance
- At least 5 years hands on experience on the educational use of web based applications
- Experience managing web server, preferably open source web servers
- At least 5 years of experience providing user support to end users or clients/ customers
- Experience managing or maintaining educational applications in particular learning management systems or student information systems
- Experience testing software applications in educational context
- Experience moderating mailing lists and other collaborative workspaces or e-learning

**3. Duration for the Instructional Design Consultancy:** Actual working duration: Equivalent to 18 Working days from the period 15<sup>th</sup> April 2017 to 31<sup>st</sup> May 2017

#### 4. Deliverables:

- Inception report: 27<sup>th</sup> April 2017
- Completion of Instruction Design work and packaging the content modules into GESCI's Moodle learning platform in English - Technology literacy modules; Module 2 ICT in the computer lab and classroom; by 15<sup>th</sup> May 2017 and Module 3 – Using ICT to support Policy, Learning and Assessment by 31<sup>st</sup> May 2017

5. **Consultancy Fee:** The consultancy fee for Instruction Design work for 2 content modules is Euro 6,000/-. The fee should include 20 % withholding tax under Kenyan legislation for external consultants. The consultant will be working from home or their office and cost associated with connectivity is to be covered by the consultant.

#### 6. Payment schedule:

- 20% Upon approval of Inception report
- 40 % upon completion of Module 2
- 40 % upon completion of Module 3

7. **Confidentiality and Copyright:** The consultancy team will be required to sign a confidentiality clause whereby information accessed through the ADSI course can only be disclosed and shared with authorized members of the programme. GESCI will have ownership over any Intellectual Property developed for or derived from the ID engagement.

8. **To apply:** Please submit by email under the heading '**ADSI Course Modules - Instructional Design Consultancy**' to GESCI procurement at: [procurement@gesci.org](mailto:procurement@gesci.org) by **7<sup>th</sup> April 2017**

The application should include:

- a detailed CV set of the consultancy / team
- a cover letter specifying why your consultancy should qualify for this contract
- a proposal of how you will scope and execute the consultancy

**Only consultant/teams meeting the academic and experience requirements need apply. Only shortlisted candidates will be contacted. For further information on the consultancy you can contact Senthil Kumar, Programmes Manager at: [senthil.kumar@gesci.org](mailto:senthil.kumar@gesci.org)**