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**Term of Reference (ToRs)**

**Trainer for development of a Digital Learning Platform to administering EO Courses for GMES & Africa Support Programme**

**Procurement Number: AUC/HRST/C/022**

# Background and Context

The African Union Heads of State and Government during their Twenty-Sixth Ordinary Session on 31 January 2016 in Addis Ababa adopted the African Space Policy and Strategy as the first of the concrete steps to realize an African Outer space flagship of the AU Agenda 2063. The African space policy and strategy outlines high-level goals to mobilize the continent to develop the necessary institutions and capacities to harness the four pillars of space technology: (i) Earth Observation (EO), (ii) Navigation & Positioning, (iii) Satellite Communication, and (iv) Space Science & Astronomy for socio-economic benefits that improve the quality of lives and create wealth for Africans as stated in the Agenda 2063. In Earth Observation domain, the African Union Commission is leading implementation of the Global Monitoring for Environment and Security (GMES) & Africa Support Programme.

GMES & Africa support Programme aims at **‘’ensuring that Africa’s human and institutional capacities in accessing, processing and utilizing EO products and services are improved and information is communicated in the right channels to inform decision making throughout Africa.**” GMES & Africa Training Strategy has been developed with an objective to strengthen the Consortia, stakeholders and end-users in using EO science and technology and specifically the Copernicus Sentinel series data and images for utilization in water, natural resources and marine & coastal services. The training seeks to educate users on how to utilize EO products and services for informed decision-making. Training activities are conducted at the Continental, Regional, and National scales, and are guided by principles, one of which is training delivery on three axes: Online, Classroom, and On-the-Job. Implementing institutions (Consortia) are also required to make all efforts to ensure trainings are conducted through their partner Universities or Research Centers with a view to create an avenue for long-term oriented capacity building approach, as well as to establish research clouds in the regions.

# Objective

AUC is tasked to develop a Digital Learning Platform to host, facilitate, administer, register, monitor, evaluate, report and certify online courses. Training kits for each course category are foreseen to be developed and opened for restricted/unrestricted (depending on permissions) access by users from the platform. Thus, the platform will be capable of hosting webinars and Massive Open Online Courses (MOOCs). The ideal platform should be built on Moodle and integrated on the Drupal environment, since this is the main Content Management System environment on which many other platforms of the Commission are built. The objective of this task is to train in-house developers of the Commission and co-develop the platform, and most importantly ensure in-house developers are able to improve, run and manage the platform.

# The Firm

The Firm should be a Moodle certified partner based in Africa. The specific requirements of the applicant are elaborated in later sections of this document. However, as a pre-set, the nature of work foreseen in this endeavor requires at least two experts who should be based in the same institution:

1. System specifications and architecture expert
2. System development and integration expert

# Scope of Works

The selected Firm will train developers on the following:

1. Installation-System requirements (webserver, database applications and PHP), creating a database and directory, installing and configuring Moodle, setting up the cron and customizing the platform.
2. Site Administration-theme, certification, site security and customization
3. Site management-assigning roles and permissions
4. Uploading courses (existing content)-Configuration, enrollment methods and grading
5. Course structuring
6. Managing discussion forum

# Desired site

While conducting the training, it is important that the trainer is aware of the desired system which is envisaged as the end product. The desired ultimate site should have the following capabilities and functionalities:

1. **Data Migration-**The system should be able to support a broad range of information in different formats. It should accommodate simple data migration process.
2. **Social Media Support-**The system should have the ability to integrate social learning tools, e.g. blogs, Facebook, twitter, etc. to allow corporate learners to interact with their peers directly.
3. **Monitoring and evaluation-**The SystemShould contain tracking tools that help monitor learner engagement and participation
4. **Built-In Gamification Tool**-The system should feature built-in gamification tools e.g., badge, points, and leaderboards that appeal to corporate learners’ competitive nature.
5. **Brand Integration-**The systemshould be customizable to allow integration of logo, icons, watermarks, color scheme, and other essential branding elements.
6. **Customizable Reporting-**The system should accommodate pre-built and customizable reports that cover a variety of metrics, from learner engagement to completion rates.
7. **Collaborative Learning Tools-**The systemshould support peer-based resources, such as online discussions, social media groups, group collaboration projects, and other collaborative activities with the video conferencing or Project Management tools. It should support collaborative plug-ins or add-ons.
8. **Personalized Learning Paths-**The system should supporttraining tools and resources that address specific gaps and goals, instead of “one size fits all”. LMS platform should allow learner to create personalized learning paths and non-linear course maps, based on specific performance gaps.
9. **Intuitive User Interface-**The system should have an intuitive user interface that’s easy to use and meshes well with eLearning team’s talents, e.g. dashboards that give you a general overview of your online training course.
10. **Multiplatform Accessibility-**The system should be responsive and multiplatform-friendly. It should have the ability to create a master layout of desired online training course that automatically adjusts to suit different devices;
11. **Multi-modal course plugins-**A system that seamlessly allows participating universities to plug in their diverse courses
12. **System Support-**The system should have multi-platform support, which implies that the system should function on all Operating Systems on different devices (Windows, Android, IoS, etc.). Particularly, the system should be compatible with Open Edx platform which supports MOOCs.

# Deliverables

1. Training report entailing the skills transferred to the AUC developers in a holistic manner
2. An operational Moodle e-learning platform integrated with DRUPAL with available courses. The system should include the architectural design that fulfills the desired site requirements in (5) above. So the necessary plugins should be included to enable functionalities of the system.

# Disclaimer

Any product or contents developed during this training remains under the ownership of the African Union Commission.

# Documents to be provided

1. GMES & Africa Training Strategy
2. African Space Policy
3. African Space Strategy

# Qualifications and Experience

The desired team from the same entity should have a designer, front-end and back-end developers who demonstrate qualifications and the level of experience as follows:

## Education

Individuals must hold:

1. At least a Master’s degree in Computer Science, Software Engineering, Information Technology or closely related disciplines

## Experience

1. Firm must demonstrate working with Moodle platform, preferably as trainer and developer. The team should have a designer, front-end and back-end developers;
2. Over five (5) years’ experience in setting up and developing systems, platforms or applications

## Firm Skill

1. Team building and interaction-necessary for aggregating all the requirements of the system with MIS, GMES & Africa team, among others;
2. Ability to work in a multi-cultural environment
3. Ability to set up clear work trajectories and pursuing them
4. Attention to details and ability to work under pressure
5. Excellent planning and organizational skills
6. Excellent analytical skill

## Language

1. Demonstrable understanding and fluency in either English or French. Ability to work in both languages is an added advantage.

**Evaluation Criteria**

Interested Firm must provide information demonstrating that the proposed staff has the required qualifications and relevant experience to perform the Services. For evaluation of Firm’s the following criteria will be applied:

1. General Education Qualification and Relevant skill of the proposed staff (20 points);
2. Experience of the firm Related to the Assignment (40 points);
3. Technical approach to the assignment and methodology (30 points)
4. Know of 2 AU languages (10 points)

# Terms and Conditions of Service

## Contract and Duration of wok

1. The individual consultant will sign a **consultancy service contract** with the African Union Commission;
2. The total duration of the training contract shall not exceed **1 month**.
3. The payment will be in two tranches, 50% during the training and the remaining 50% after the completion of the training and the system testing, which has to be evaluated by GMES & Africa team and the MIS team.

## Responsibilities of the African Union Commission

The African Union Commission shall be responsible for:

1. Payment according to the terms and condition of the contract;
2. Monitoring the contract and intermediary related products/results
3. Assessing, validating and approving that the final product is compliant with all the requirements set out in this contract;
4. Taking over the responsibilities of running and maintaining the products or systems out of the contract

## Submissions

Submissions by the Firm shall include:

1. Brief profile in narrative form
2. References of similar assignments with full contact information of clients (Name of organization, name of contact person, telephone numbers and email address);
3. Signed letter confirming willingness and availability of the team, prior to concluding procurement of the contract;
4. Signed cover letters demonstrating the requisite qualification and experience.

# Submission of bids:

FINANCIAL AND TECHNICAL Bids MUST BE SUBMITTED IN TWO SEPARATE ENVELOPES enclosed in one outer Envelope. The Outer envelope should be clearly marked with the Title of the bid and Procurement Number. For e-mail submissions, the Financial proposal should be separate and password protected.

Bidders may request for clarifications no less than seven (7) days from the deadline for submission, from **The Chairperson, Internal Procurement Committee, African Union Commission, Telephone number (+251) 11 5517700, Ext 4341,** Email [tender@africa-union.org](mailto:tender@africa-union.org)

Proposal must be delivered in a written form to the address below not later than 15:00 hours local time, on 23 August, 2019.

**African Union Commission,**

**Attn: Carine Toure Yemitia (Mrs.)**

**Head of Procurement Travel and Store Division**

**Building C, Room 327**

**P.O.Box 3243,Roosevelt Street**

**Addis Ababa, Ethiopia**

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