



ACCOUNTABILITY RESEARCH HUB

TERMS OF REFERENCE: CONSULTANCY TO TRANSFORM

PHYSICAL CURRICULUM TO AN ONLINE LEARNING

MANAGEMENT SYSTEM (LMS)

1. Background

Accountability Research Hub (ACCORE) is an independent hub of scholars who come together to investigate and provide civic actors and industry decision makers with critical information and analysis on governance, accountability and climate justice. The hub is dedicated to informing and improving public agency and policy through empirical, accurate and high-quality research, innovation, and dialogue to advance inclusive, responsive, and accountable governments and climate justice in Kenya and the Eastern African region. The think-tank envisions an open, healthy, sustainable, and just world.

ACCORE has partnered with Transparency International Kenya (TI-Kenya) as a Co-founder in a project aimed at creating a pool of next generation researchers and data scientists engaged in promoting transparency, social justice and accountability in the public and civic sectors through training, mentoring and coaching. Transparency International Kenya (TI-Kenya) is a not-for-profit organization founded in 1999 in Kenya with the aim of developing a transparent and corruption-free society through good governance and social justice initiatives. TI-Kenya is one of the autonomous chapters of the global Transparency International movement that are all bound by a common vision of a corruption-free world. TI-Kenya's vision is "A corruption-free Kenya". The mission is to champion the fight against corruption by promoting integrity, transparency and accountability. TI-Kenya's work is currently organised around four strategic focus areas namely, Public Accountability; Policy, Legal and Institutional Frameworks; Social Justice and Economic Accountability, and Institutional Development.

Policies and procedures are an essential part of any organization. Together, policies and procedures provide a roadmap for day-to-day operations. They ensure compliance with laws and regulations, give guidance for decision-making, and streamline internal processes. Being an accountability agency, ACCORE wishes to lead by example. Consequently, it is seeking a consultant to develop a Learning Management System (LMS) for the courses that are delivered as part of its mentorship Programme.

2. Purpose of the consultancy

The consultancy will support ACCORE to transfer the existing ACCORE Research Mentorship Curriculum to an online Learning Management System (LMS). To be specific, ACCORE seeks to:

1. Transform the physical curriculum into an online LMS
2. Ensure successful implementation of a new online learning management system to help improve learning experience and engagement, increase user adoption and reduce learning cost
3. Provide training and adapt the learning process to the new functionality.

3. Scope of work

The consultant is expected to:

- a) Work with ACCORE to transform the physical curriculum to an online Learning Management System and ensure that future *LMS* implementation exceeds expectations

3.1: Details of the LMS development

To deliver this, the consultant tasks shall include:

- a) Review the physical curriculum on Research Mentorship Program
- b) Select the best suitable LMS for ACCORE's needs, goals and requirements
- c) Decide on must-have LMS features
- d) Develop strategies for content migration and implement the migration.
- e) Explain LMS licensing and other conditions
- f) Adapt learning processes to a new platform
- g) Train the ACCORE team and employees on how to effectively use the LMS in order to get the

best training results. This should include 6 months' free maintenance

4. Expression of Interest

- a) ACCORE therefore calls for consultants to apply for this position. The consultant should highlight the methodologies, approaches and timelines required to deliver the assignment.
- b) The consultants should also share a financial proposal in support of their application
- c) Upon receiving the applications, the ACCORE team, will review and profile the details within each application, then shortlist send-in bids for onward consideration
- d) An interview will be held with the best three to understand and determine the different approaches proposed
- e) Should we pick any of the consultants after the first review, we would request that they make a presentation to us on the viability of their approaches, and seek to harmonize the same with our thoughts (preferences)

4.1 Consultancy requirements

- a) University degree (Bachelor's degree in IT, Education or equivalent) in Education with a leaning to online adult learning.
- b) A minimum of 5 years of progressively responsible experience in providing training on any LMS platform.
- c) Two references of successful LMS development
- d) A copy of the Identity Card
- e) A copy of PIN from Kenya Revenue Authority

4.2 Application process

- a) Interested applicants should send their cover letter summarizing relevant experience and demonstrate an understanding of the task not more than 3 pages
- b) Interested applicants must provide a detailed technical and financial proposal, and with attachment of the relevant CVs of the person(s) to undertake the assignment.
- c) A detailed work plan for the delivery of the Policy Development Plan (PDP) accompanied the

technical proposal.

5. Submission of application

The deadline for submission of applications is **16th August 2022**. Applications should be sent by email to info@aresearchhub.co.ke and procurement@tikenya.org .

Please indicate **Ref No: “ACCORE 01/ LMS.DEV/JULY-2022”** in the subject line of your email application.

6. Complaints Process

This call for Expression of Interest does not constitute a solicitation, ACCORE and TI-Kenya reserves the right to change or cancel the requirement at any time during the EOI process. ACCORE and TI-Kenya also reserves the right to require compliance with additional conditions as and when issuing the final solicitation documents. Submitting a reply to a call for EOI does not automatically guarantee receipt of the solicitation documents when issued. Invitations to bid or requests for proposals will be issued in accordance with ACCORE and TI-Kenya rules and procedures. Any grievances and or complaints arising from the evaluation process and final tender award can be addressed, in writing, to the Executive Director and the TI-Kenya Tender Complaints Committee.

The Executive Director,
Transparency International Kenya,
Kindaruma Road, Off Ring Road Kilimani,
Gate 713, House No. 4,
P.O. Box 198- 00200, Nairobi
Or
Email: complaints@tikenya.org