

Terms of Reference

Job Title: Consultant/Consultancy for Developing E-Learning Materials

RFP #: AFG/AICS – 2020-06-002

Date: June 22, 2020

Background

Afghanistan Institute for Civil Society (AICS) is non-profit and non-government organization registered with the Ministry of Economy to support a credible and competent civil society sector in Afghanistan by linking CSOs, donors, government and capacity building services through culturally appropriate certification schemes. The institute will encourage the growth of a vibrant civil society, promoting pluralism and participatory, nondiscriminatory development in Afghanistan.

AICS in partnership with GIZ Afghanistan planned to create a web portal for capacity building of civil society sector in Afghanistan. The portal will have several functions: it will host eLearning courses, relevant to CSOs, in local languages, reporting and data analysis, assessment management and live feedback, online communities and social engagement. Users will be able to enroll into the courses, take advantages of interactive video (and scripted) lectures and pass online quizzes. In addition, the portal will serve as a blog for CSOs to share their researches and best practices; it will also serve as a searchable resource depository and house policies, strategies, programs information, as well as research studies. Moreover, the portal will enable CSOs and consultants to list their online and offline courses and training workshops and enables potential participants to apply online for both the online and offline learning events.

Timing and duration

The duration of the assignment is five months, starting on August 1, 2020 and ending by December 30, 2020.

Reporting requirement

The consultant reports to the AICS Program Manager

Objective

The objective of this assignment is to develop e-learning materials, translate the materials into local languages.

Main Duties and Responsibilities

1. The course content need to be developed for Project Cycle Management including project initiation and problems identification, project design, project implementation, project monitoring and evaluation, project learning and finally project re-initiation.
2. Develop appropriate course overview containing the following:
 - Course description

- Target Audience
 - Course aim and objective
 - Indicative timetable
 - Key activities and group works associated with the course with its related supplementary materials
 - Templates for activities and group works
3. Develop session materials for each sessions as below:
 - Session briefs (in video)
 - Non-interactive contents: Workbook sheets, handouts, documents, PowerPoint presentations, videos or audio files and resource materials.
 - Interactive and simulative contents: web-based trainings consisting of text, graphics, animations, audio, video and interactivity in the form of questions, feedback and scenarios.
 - Bibliography and any additional resource materials for distribution
 4. Integrate the course in the web portal in close coordination of IT Team
 5. Test the training materials in a real-life setting
 6. Conduct training of trainers for the project staff

Requirements

- The individual or consultant firm's team must be comprised of qualified experts, with a demonstrated experience of developing quality online learning contents. Overall experience of individual or firm should be at least five years.
- At least 8 years in training materials development, curriculum development and training delivery.
- The consultant should have minimum Master's Degree in Project Management, Business Administration, Information Technology, Mass Media Communication or relevant fields.
- Ability to manage time efficiently, effectively handle multiple tasks and competing priorities, as well as meet deadlines.
- Ability to translate contents from English to one of the local language.
- For companies having at least three relevant projects successfully completed.
- Updated CVs and Educational documents of the lead consultant \
- Background of the companies including its valid registration, ownership
- Human resource capacity
- List of three reference with their contact details.

Work Location

The work will be done in Kabul

Terms of Payment

Payment will be made in two installment for the total amount of AFN. After the final approval, payment will proceed base on the agreed payment percentage. Original invoice and a small narrative report required to submit to supervisor and finance/HR manager for payment process. Payment will be made in local currency (AFN)

Payments	Payment Documents	Payment %	Amount in AFN
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1 st Payments	Submission and approval of 1 st course materials to AICS program team	50%	
2 nd Payment	Submission and completion of final course materials to AICS, Payment will release after AICS program approval	50%	
Total		100%	

Submission Guideline:

All interested national and international applicants are requested to submit there proposal and a covering letter /EOI explaining how your skills and experiences match those needed for this post to: jobs@aicsafg.org with a subject line (AFG/AICS – 2020-06-002) Web Portal Development.

The closing date for receipt of applications is July 05, 2020.