

Terms of Reference

Short-term International Consultancy

Development of a Quality Assurance System for the African Leadership in ICT (ALICT) course

Building Leadership Capacities for ICT and Knowledge Societies in Africa

Type: Consultancy (Short term)

Start date: 9th November 2015

Finish date: 4th December 2015

Number of working days: 15 days over 4 weeks (work from home)

Background:

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.

GESCI in partnership with the African Union Commission (AUC) and other partners developed the African Leadership in ICT (ALICT) capacity building programme which successfully graduated 436 participants across 13 Eastern, Southern and West African countries and from the AUC. The ALICT programme is now being implemented in 3 Francophone West and North African countries. The ALICT course presents a multi-stakeholder approach for capacity building and awareness raising of African leaders on the issues of the Knowledge Society, ICT, Education, Science & Technology and Innovation in support of the AUC Action Plan.

GESCI is seeking an experienced consultant or consortium of individuals to develop a Quality Assurance (QA) system for the ALICT course delivery through partnerships. The consultant should have a Master's degree or higher in education/higher education and comprehensive knowledge of and experience in developing a Quality Assurance system for Blended Learning/e-learning course delivery.

The consultancy is required to carry out the following tasks for a Quality Assurance System of the ALICT course which will be implemented through franchising models:

- 1) Define the roles and responsibilities (GESCI and the Franchisee) in:

- Development of a coherent institutional quality assurance system for the ALICT course delivery that forms a cycle for continuous improvement aligned to the Bologna Process standards and requirements
- Development of a framework, policy, procedures and guidelines for internal and external quality assurance procedures, processes and protocols
- 2) Develop Quality Assurance criteria to evaluate/monitor:
 - The quality of student learning materials and course content
 - Quality of delivery (learning facilitator and environment)
 - The academic standards of the award(s) (Franchisee in collaboration with GESCI)
 - Academic accreditation and certification
- 3) Develop assessment criteria for the ALICT course to be followed by GESCI and the Franchisee
- 4) Provide guidelines for moderation of assessment of assignments (external moderation)
- 5) Develop tutoring recruitment and evaluation process guidelines and rubrics.

Requirements:

- Demonstrated and successful experience in developing and implementing QA and performance enhancement plans and procedures in higher education
- Master's degree or higher (PhD preferred) in any relevant discipline with higher education management and teaching experience
- Refined analytical skills to identify and interpret Quality Assurance of Blended Learning Models
- Demonstrated and successful ability to develop a comprehensive Quality Assurance model for higher learning academic programmes preferably Blended Learning programmes
- Strong oral and written communication skills and excellent critical thinking/problem-solving abilities
- Must provide 2 relevant recent references

Deliverables:

- Quality Assurance framework, strategy, guidelines, templates/protocols and action plan as required by the tasks
- Quality Assurance criteria as outlined in tasks

Timelines for deliverables:

- Virtual meetings with GESCI officials and ALICT course management team to understand the requirements of the course and GESCI context – by end of Week 1
- Submission of the Quality Assurance proposal – First draft by end of Week 2
- Interactive discussions between consultants and GESCI team including feedback on the first draft – by end of Week 3
- Submission of final document – by end of Week 4

Duration: The time frame for the consultancy assignment is as below:

- Start date: 9th November 2015
- Finish date: 4th December 2015

Consultancy Fee:

The consultancy fee will be Euro 5,500 (Euro – Five thousand five hundred only). This amount is inclusive of 20 % withholding tax under Kenyan legislation for external consultants.

Payment schedule:

- 50% upon completion of first draft of Quality Assurance System
- 50% upon completion of final report and all deliverables and approval by GESCI

Confidentiality and Copyright:

The consultant will be required to sign a confidentiality clause whereby information accessed through the ALICT OA development process can only be disclosed and shared with authorized members of GESCI. GESCI will have ownership over any Intellectual Property developed for or derived from this consultancy engagement.

GESCI hereby invites qualified individuals to submit proposals for the Quality Assurance System development consultancy of the ALICT course. Proposals are due on or before 4th November 2015. The proposal, with detailed CV should be sent to GESCI Human Resources, to the following email address: hr@gesci.org. Only shortlisted candidates will be notified.