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**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:** **CS/GPS/ECOSOCC/3/2024-as**

**REQUEST FOR SERVICES TITLE:** **DEVELOPMENT OF MASSIVE OPEN ONLINE COURSES (MOOC) TRAINING PLATFORM FOR CIVIL SOCIETY IN PEACE AND SECURITY.**

1. ***The COMESA Secretariat*** is inviting Individual Consultants to submit their CV and Financial Proposal for the following services:

**Development of massive Open Online Courses (MOOC) Training Platform for Civil Society in Peace and Security.**

The Terms of Reference defining the minimum technical requirements for these services are attached as Annex 1 to this Request for Expression of Interest.

2. **Only Individual Consultants are eligible for this assignment**

3. The Contract amount for the ***expert service/consultants’ fees will be all inclusive.***

4. Your Expression of Interest must be presented as per Expression of Interest Forms attached as Annex 2 to this Request for Expression of Interest, in the English language and be accompanied by copies of all the indicated supporting documents. If the supporting documents are not in English, these shall be accompanied by a certified translation into English.

5.  **“CS/GPS/ECOSOCC/3/2024-as - Development of massive Open Online Courses (MOOC) Training Platform for Civil Society in Peace and Security**.**”**

should be emailed to the following address:

[***asakala@comesa.int***](mailto:asakala@comesa.int); *copied to* [***S.Mwesigwa@comesa.int***](mailto:S.Mwesigwa@comesa.int)***;*** [***tenders@comesa.int***](mailto:tenders@comesa.int)***;***

6. The deadline for submission of your application, to the address indicated in Paragraph 5 above, is: ***13th May 2023 AT 16:00 hours Zambia Local Time***

7. ***Physical submission of applications is NOT allowed.***

8. Your CV will be evaluated against the following criteria.

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **Maximum points allocated** |
| **1** | Academic Qualifications | 15 |
| 2 | Understanding the Assigment and Methodology | 20 |
| 3 | Skills and experience relevant to assignment | 40 |
| 4 | Regional experience (AU or Similar Organizations) | 25 |
|  | **Total** | **100** |

9. Your proposal should be submitted as per the following instructions:

**(i) PRICES:**

The financial proposal shall be inclusive of all expenses deemed necessary by the Individual Consultant for the performance of the contract.

**(ii) EVALUATION AND AWARD OF THE CONTRACT:**

Expressions of Interest determined to be formally compliant to the requirements will be further evaluated technically.

An Expression of Interest is considered compliant to the requirements if:

* It fulfils the formal requirements (see Paragraphs 2,3,4,5,6 and 7 above),
* The financial proposal does not exceed the maximum available budget for the contract.

The award will be made to the applicant who obtains the highest technical score and financially responsive. Expressions of Interest not obtaining a minimum score of **70%** will be rejected.

**(iii) VALIDITY OF THE EXPRESSION OF INTEREST:**

Your Expression of Interest should be valid for a period of 90 days from the date of deadline for submission indicated in Paragraph 6 above.

10. The assignment is expected to commence after signing of the contract.

11. Additional requests for information and clarifications can be made until 3 working days prior to deadline indicated in the paragraph 6 above, from:

The Procuring entity: ***COMESA Secretariat***

Contact person: ***Alimon Sakala*** *and* ***Tatenda Mapiro***

**E-mail:** [***asakala@comesa.int***](mailto:asakala@comesa.int)*; copied to* [***S.Mwesigwa@comesa.int***](mailto:S.Mwesigwa@comesa.int)***;*** [***tenders@comesa.int***](mailto:tenders@comesa.int)*;* ***[NMunalula@comesa.int](mailto:NMunalula@comesa.int);***

The answers on the questions received will be sent to the Consultant and all questions received as well as the answers to them will be posted on the COMESA Secretariat’s website at the latest **7 working days** before the deadline for submission of applications.

**ANNEXES:**

ANNEX 1: **Terms of Reference**

ANNEX 2**: Expression of Interest Forms**

**Sincerely,**

**Name:** Silver Mwesigwa

**Title:** Head of Procurement

**Date:** 22nd April 2024

**ANNEX 1: TERMS OF REFERENCE**

**CONSULTANCY SERVICES**: **DEVELOPMENT OF MASSIVE OPEN ONLINE COURSES (MOOC) TRAINING PLATFORM FOR CIVIL SOCIETY IN PEACE AND SECURITY**.

**Duration of Assignment:** Within 3 months of signing the contract.

1. **INTRODUCTION**

These TORS are provided to support the development of Massive Open Online Courses (MOOC) training platform for civil society in peace and security.

The Economic, Social and Cultural Council (ECOSOCC) of the African Union, in collaboration with a renowned peace and security Institution will be spearheading the development of three Massive Open Online Courses (MOOCs) focused on peace and security training. These courses are targeted at civil society practitioners, journalists, and Civil Society Organizations (CSOs). This initiative arises from the need to address the limitations of traditional conflict resolution methods and the evolving complexities of Africa's peace and security landscape. MOOCs are chosen for their accessibility, cost-effectiveness, and flexibility, crucial for reaching a diverse audience across the continent.

1. **Scope of Work for the Technical Consultant:**

ECOSOCC is seeking to hire a technical consultant/firm to oversee the technical design and administration of the MOOC platform. This role is distinct from the curriculum design consultants, who are responsible for the production, design of MOOC content, its structure, and learning outcomes. The technical consultant's responsibilities include:

* Technical Design and Development of MOOC Platform: This involves identifying suitable host platforms (like Alsion, Coursear, EdX, Saba Setrum, etc.) or finding an appropriate platform for the MOOC portal. The consultant will also develop the platform, including features like webinar platforms, meeting rooms, chat functions, weekly pages, and topic groups.
* Content Management and Administration: Tasks include uploading all relevant contents to the MOOC platform, creating and managing weekly pages, forming topic groups, ensuring content synchronization and mapping. Additionally, the consultant will handle recording webinars for participant download, documenting chats, and creating tools for managing weekly assignment submissions.
* Design and Management of Technical MOOC Processes and Participant Interface: This includes designing processes for participant interaction with the platform, content distribution, and scheduling planned activities.

The engagement of the technical consultant is crucial for the effective delivery of these MOOCs, ensuring that they are not only informative and relevant but also accessible and user-friendly for the participants. This initiative represents a significant step towards empowering local community actors in the peace and security sector across Africa.

1. **Objectives**:

* Development of a MOOC Training Platform specifically for Civil Society in Peace and Security.
* Target audience includes civil society practitioners, journalists, and CSOs, addressing the complexities of Africa's peace and security landscape.

1. **Scope of Work**:

* Technical Consultancy: Design and manage technical aspects of the MOOC platform, including selecting appropriate host platforms and implementing interactive features.
* Course Structure: While working with the curriculum consultant/s, creation of a 3-module course over 6 weeks, plus an introductory week, focusing on key areas such as conflict analysis, peace negotiations, and human rights.

**Curriculum Description/scope**:

* This MOCC course will be developed in collaboration with reputable entities focusing on peace and security over a 12-week period. The first week is dedicated to introducing the MOOC, its tools, and functions. The following six weeks explore peace and security topics, structured into three key modules:
* Training for Civil Society Practitioners: This module addresses high-priority thematic areas in peace and security, including early warning systems, data analysis, reporting, post-conflict recovery and development (PCRD), and advocacy. It's designed to enhance the skills of civil society practitioners in these areas.
* Training for CSOs on Engaging with the Peace and Security Council (PSC): Focused on providing civil society organizations with the tools and knowledge needed to effectively engage with the PSC and its resources.
* Journalist’s Toolkit on Peace and Security: Aims to equip journalists with the necessary skills and knowledge to report on peace and security issues, particularly in the African context.

***The course will utilize a peer learning and problem-solving approach:***

* Setting Collective Learning Goals through Topic Groups: Participants will join topic groups aligned with their interests at the beginning of each module. Each group will focus on a specific peace and security question. Virtual meeting rooms on the MOOC platform will facilitate collective engagement with these topics. Course materials will be available for download for all participants.
* Thought Leader Input: Participants can attend one of three weekly webinars based on their chosen peace and security topic.
* Self-Study: Weekly assignments will involve video content and be linked to the participant's chosen peace and security topic, feeding into the group assignment.
* Peer Study and Assessment: Topic groups will complete a group assignment each week, requiring distribution and discussion of readings and videos.
* Understanding the varying schedules of participants, the course is designed for maximum flexibility. Participants can tailor their learning experience according to their learning objectives and interests, with varying levels of participation, downloadable content, and a choice of topics.
* These MOOC training programs aim to build capacity in peace and security, ensuring civil society practitioners and journalists are well-equipped to contribute effectively in these vital areas.

1. **Learning Approach**:

* Emphasize peer learning, problem-solving, and collective learning goals.
* Include weekly webinars, self-study, and group assignments, accommodating diverse schedules and learning objectives.

**Deliverables:**

* Initial Design Proposal:
* Platform Design and MOOC Structure Mockup: This should detail the MOOC's look and feel, participant interaction mechanisms, activity sequence, and various components supporting these functionalities.
* User Guide: A comprehensive technical guide on the course platform and interface, including instructions for different contributors' roles and their interaction with the platform.
* Complete MOOC Site: Identification and setup of an appropriate platform for hosting the MOOC, which may involve utilizing an existing online learning platform or designing and constructing a new site, such as on WordPress. The platform must support all peer learning and interactive components of the MOOC.
* Full Course Materials: All educational and instructional materials required for the course.
* Content Management Strategy: A guide outlining the process for uploading and managing content on the site. This includes methods for participant access to content and a content access timeline throughout the course.
* Maintenance and Technical Management Plan: A document detailing the management of technical issues and user support, ensuring smooth operation and accessibility.

1. **Consultant Qualifications:**

Education Requirements:

**Advanced Degree in Relevant Field:**

* A master’s degree or higher in Education Technology, Instructional Design, Computer Science, or a related field is preferred.
* Additional qualifications or certifications in online education or digital learning platforms would be advantageous.

**Specialized Knowledge:**

* Training or certification in MOOC development, e-learning technologies, or online course management systems.

**Professional Experience:**

Experience in MOOC Development:

* Proven experience of not less than 10 years in designing and developing Massive Open Online Courses (MOOCs) or similar online educational programs, including technical design and platform development.
* Portfolio of successfully launched MOOCs or online learning programs.

1. **Technical Expertise**:

* Strong technical skills in identifying and utilizing host platforms for MOOCs (e.g., EdX, Coursera, Moodle).
* Experience in developing interactive online learning features such as webinars, chat functions, and virtual meeting rooms.

**Content Management and Administration:**

* Demonstrated ability in content management for online learning platforms, including uploading content, creating, and managing course structures, and ensuring content synchronization.

**Expertise in Peace and Security**:

* Familiarity with peace and security issues, particularly in the African context. This is crucial for understanding the target audience and the course's subject matter.
* Experience working with civil society practitioners, journalists, or CSOs in the field of peace and security would be beneficial.

**Pedagogical Knowledge**:

* Understanding of instructional design principles for online learning, including participant interaction, content distribution, and activity scheduling.
* Experience in integrating various learning approaches such as peer learning, problem-solving, and group assignments into online courses.

**Project Management Skills**:

* Ability to manage complex projects within tight deadlines, including coordinating with curriculum designers and managing content upload and platform testing.

**Communication and Collaboration**:

* Excellent communication skills for effective collaboration with diverse teams, including curriculum consultants and technical staff.
* Ability to work with external stakeholders/ entities to align the MOOC's vision and objectives.

**Desired Attributes**:

* Innovative and forward-thinking in online education technologies.
* Strong problem-solving skills to address technical challenges.
* Commitment to enhancing educational access and quality in the field of peace and security.

1. **Duration:**

The consultancy will last for a maximum of 3 months duration, with potential extensions based on project needs.

1. **Project Milestones and Payment Plan:**

This project will take a maximum of 3 months from the end of April or Early May to July/Aug 2024, the payment plan will be structured in three batches, aligning with significant project milestones. The project milestones and proposed payment percentages are as follows:

1. **Payment Schedule**

|  |  |  |
| --- | --- | --- |
| **No.** | **Phase** | **Payment** |
| 1 | Appointment of Consultant and Initial Briefing Meeting | 30% of the total fee upon signing contract signing and completion of the initial briefing meeting and inception report/work plan |
| 2 | Design Phase (Initial and Revised Design Proposals, Mock-Up) | 40% of the total fee following the submission and approval of the revised design proposal and the completion of the site/platform mock-up |
| 3 | Finalization and Launch (MOOC Platform Finalization, Content Upload, Site Testing, trials, and Launch) | Remaining 30% of the total fee post-launch, subject to satisfactory completion of site testing and successful launch of the MOOC |

**Payment structure**

Payment terms will be structured around the achievement of specific deliverables and milestones, with the total budget detailed in the contractual agreement. The fee will be all-inclusive, covering all costs associated with the execution of the consultancy. In any eventuality, that the Secretariat feels the need to have an in-person working session with the Consultant or any other travel requirements; a DSA (daily substance allowance) and economy class travel ticket will be covered by the former in accordance with the COMESA rules and regulations.

**Consultant Education and Qualifications:**

To conduct this assignment, the consultant/ firm must possess the following qualifications and experience.

**Educational Background**:

* Advanced degree (master’s or higher) in Education Technology, Computer Science, Information Systems, or a related field.
* Additional certification or training in MOOC development, online learning platforms, or instructional design is highly desirable.
* Professional Experience:
* At least 10 years of experience in developing MOOCs or similar online educational programs, preferably with a focus on peace and security topics or any areas of development.
* Proven track record in technical design and content management of online learning platforms.
* Experience working with diverse educational platforms such as EdX, Saba Setrum, or custom-built platforms.
* Demonstrated ability to manage complex projects involving multiple stakeholders.

**Specialized Knowledge:**

* Familiarity with the latest trends and best practices in online education and digital learning.
* Expertise in user interface design, ensuring accessibility and ease of use for a diverse audience.

**Skills and Competencies**:

* Strong project management skills, including planning, scheduling, and execution.
* Excellent communication skills, both written and verbal, for effective coordination with curriculum designers, technical staff, and stakeholders.
* Ability to translate complex technical concepts into user-friendly language for non-technical users.
* Proficiency in relevant software and technology tools required for MOOC development and management.

**Team Composition:**

* The lead consultant must have the qualifications outlined above.
* The team should include members with complementary skills in web development, content management, instructional design, and technical support.

**Language Proficiency:**

Fluency in English is required; knowledge of additional languages spoken in the African continent is a plus.

1. **CONFIDENTIALITY**

The documents produced during the period of this assignment will be treated as strictly confidential and the rights of distribution and/or publication will reside with ECOSOCC Secretariat

1. **LEGAL FOR COMPETITORS**

Must be an African, either from the continent or from the Diaspora.

1. **HOW TO APPLY**

*Applications must be sent by email to*[***asakala@comesa.int***](mailto:asakala@comesa.int)***;*** *copied to* [***S.Mwesigwa@comesa.int***](mailto:S.Mwesigwa@comesa.int)***;*** [***NMunalula@comesa.int***](mailto:NMunalula@comesa.int)***;*** [***procurement@comesa.int***](mailto:procurement@comesa.int)***;****no later than* ***13th May 2023 AT 16:00 hours Zambia Local Time****. Applications should contain:*

1. **Technical proposal** including a letter of motivation, methodology, initial understanding of the payment solutions, work plan, detailed Curriculum Vitae.
2. **The Contract amount for the Expert service/consultants will be all inclusive**. COMESA has a cost benchmark for professional services Abnormally low bids will be rejected; and
3. **Proof of previous related work** - at least two examples of written work of a similar scope and at least two traceable references.

**ANNEX 2: Expression of Interest Forms**

[A. COVER LETTER FOR THE EXPESSION OF INTEREST FOR THE PROJECT…1](#_Toc267927845)1

[B. CURRICULUM VITAE …..12](#_Toc267927846)

[C. FINANCIAL PROPOSAL 1](#_Toc267927847)5

# A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT

REFERENCE NUMBER: CS/GPS/ECOSOCC/3/2024-as

**REQUEST FOR SERVICES TITLE: “DEVELOPMENT OF MASSIVE OPEN ONLINE COURSES (MOOC) TRAINING PLATFORM FOR CIVIL SOCIETY IN PEACE AND SECURITY’’**

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the in accordance with your Request for Expression of Interests number: ***CS/GPS/ECOSOCC/3/2024-as -* Development of Massive Open Online Courses (MOOC) Training Platform for Civil Society in Peace and Security’’***,* dated [*insert date*] for the sum of [*Insert amount(s) in words and figures*]. This amount is inclusive of all expenses deemed necessary for the performance of the contract in accordance with the Terms of Reference requirements.

I hereby declare that all the information and statements made in my CV are true and accept that any misinterpretation contained in it may lead to my disqualification.

My proposal is binding upon me for the period indicated in Paragraph 9(iii) of this Request for Expression of Interest.

I undertake, if my Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph 10 of the Request for Expression of Interest, and to be available for the entire duration of the contract as specified in the Terms of Reference.

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature [*In full and initials*]:

Name and Title of Signatory:

B. CURRICULUM VITAE

***[insert full name]***

|  |  |
| --- | --- |
| 1. **Family name:** | *[insert the name]* |
| 1. **First names:** | *[insert the names in full]* |
| 1. **Date of birth:** | *[insert the date]* |
| 1. **Nationality:** | *[insert the country or countries of citizenship]* |
| 1. **Physical address:** 2. **Postal address** 3. **Phone:** 4. **E-mail:** | *[insert the physical address]*  *[Insert Postal Address]*  *[insert the phone and mobile no.]*  *[Insert E-mail address(es)* |
| 1. **Education:** |  |
| **Institution:**  **[Date from – Date to]** | **Degree(s) or Diploma(s) obtained:** |
| *[indicate the month and the year]* | *[insert the name of the diploma and the specialty/major]* |
| *[indicate the month and the year]* | *[insert the name of the diploma and the specialty/major]* |

**10. Language skills:** (Indicate competence on a scale of 1 to 5) (1 – excellent; 5 – basic)

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Speaking** | **Writing** |
| *[insert the language]* | *[insert the no.]* | *[insert the no.]* | *[insert the no.]* |
| *[insert the no.]* | *[insert the no.]* | *[insert the no.]* | *[insert the no.]* |

|  |  |
| --- | --- |
| **11. Membership of professional bodies:** | *[indicate the name of the professional body]* |
| **12. Other skills:** | *[insert the skills]* |
| **13. Present position:** | *[insert the name]* |
| **14. Years of experience:** | *[insert the no]* |
| **15. Key qualifications:** (Relevant to the assignment)  *[insert the key qualifications]* | |

**16. Specific experience in the region:**

|  |  |
| --- | --- |
| **Country** | **Date from - Date to** |
| *[insert the country]* | *[indicate the month and the year]* |
| *................* | *......................* |
| *[insert the country]* | *[indicate the month and the year]* |

**17. Professional experience:**

| **Date from – Date to** | **Location of the assignment** | **Company& reference person (name & contact details)** | **Position** | **Description** |
| --- | --- | --- | --- | --- |
| *[indicate the month and the year]* | *[indicate the country and the city]* | ***Name of the Company:***  ***Address of the company:***  ***Phone:***  ***Fax:***  ***Email:***  ***Name and title of the reference person from the company:*** | *[indicate the exact name and title and if it was a short term or a long term position]* | ***Name of the Assignment:***  ***Beneficiary of the Assignment:***  ***Brief description of the Assignment:***  ***Responsibilities:*** |
| .............. | …… | …………… | ……… | ………………………………………………………………………….. |
| *[indicate the month and the year]* | *[indicate the country and the city]* | ***Name of the Company:***  ***Address of the company:***  ***Phone:***  ***Fax:***  ***Email:***  ***Name and title of the reference person from the company:*** | *[indicate the exact name and title and if it was a short term or a long term position]* | ***Name of the Assignment:***  ***Beneficiary of the Assignment:***  ***Brief description of the Assignment:***  ***Responsibilities:*** |

1. **Other relevant information:** (e.g. Publications)

***[insert the details]***

***19. Statement:***

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I hereby declare that at any point in time, at the COMESA Secretariat’s request, I will provide certified copies of all documents to prove that I have the qualifications and the professional experience as indicated in points 8 and 14 above**[[1]](#footnote-1),** documents which are attached to this CV as photocopies.

By signing this statement, I also authorize the COMESA Secretariat to contact my previous or current employers indicated at point 14 above, to obtain directly reference about my professional conduct and achievements.

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

**ATTACHMENTS:** ***1) Proof of qualifications indicated at point ………..11***  
 ***2) Proof of working experience indicated at point…12***

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# C. FINANCIAL PROPOSAL

**REFERENCE NUMBER: CS/GPS/ECOSOCC/3/2024-AS - DEVELOPMENT OF MASSIVE OPEN ONLINE COURSES (MOOC) TRAINING PLATFORM FOR CIVIL SOCIETY IN PEACE AND SECURITY.**

|  |  |
| --- | --- |
| **TOTAL FINANCIAL OFFER** |  |

*[Please insert the Total Financial Offer in words]*.

Signature [*In full and initials*]:

Name and Title of Signatory:

1. ***The proof of stated qualifications shall be in the form of the copies of the degrees and diploma obtained, while for the professional experience the proof shall be either acknowledgement letters from the previous employers or copies of the Purchase Order/ Contract signed with them.***  [↑](#footnote-ref-1)