

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES– INDIVIDUAL CONSULTANT)

ASSIGNMENT TITLE: CONSULTANCY SERVICES –

SUPPORT AFRICA CDC INSTRUCTIONAL DESIGNERS (VIRTUAL LEARNING MANAGEMENT SYSTEM (LMS) AND E-LEARNING).

Date: August 01 2023

PROCUREMENT REFERENCE No.: ACDC/PHR/C/29

1. BACKGROUND

The Africa Centres for Disease Control and Prevention (Africa CDC) is a specialized technical institution of the African Union that supports Member States in their efforts to strengthen their health systems. Africa CDC was officially launched in January 2017, and is guided by the principles of leadership, credibility, and ownership, and delegated authority, timely dissemination of information, transparency, accountability, and value addition. The institution works with all African countries to strengthen the capabilities of their public health institutions for disease surveillance, emergency response, prevention and control, including the capacity to detect and respond quickly and effectively to disease threats.

It also serves as a platform for Member States to share and exchange knowledge and lessons from public health interventions. Effective public health interventions/actions require an adequately staffed, highly skilled, diverse and interdisciplinary workforce. Given the diminishing ratio of the African Public health workforce to the dual burden of disease on the continent, there is a need to strengthen and build the capacity of the public health workforce in the continent to meet the current responsibilities.

The Africa CDC in its effort to increase the quantity, quality and relevance of African Public Health professionals established the Institute for Workforce Development (IWD) within the Public Health Workforce Development Program. The aim of the IWD is to create accessible learning platforms both in person and through a virtual university to provide opportunities for continuous learning among public health professionals. In order to operationalize online training for the Africa CDC IWD (Institute of Workforce Development), Africa CDC is seeking to hire two

consultants (Instructional Designers) to develop online course content (tutored and self-paced) with internal and external Subject matter experts (SMEs).

2. OBJECTIVE OF THE CONSULTANCY

The consultant independently analyzes, recommends, develops, and supports innovative instructional solutions to meet training needs with appropriate state-of-the-art technology, grounded in sound educational theory and instructional design.

The consultants are responsible for creating relevant, effective, active, and inclusive online eLearning and blended learning content. The eLearning Developer must have experience with instructional design/development methodologies, adult learning methodology/techniques, and is able to contribute to a team in a goal-directed manner.

The consultants must be very detail-oriented.

3. DELIVERABLES

The consultants will perform the following under the direction of the Head of the Public Health Institutes and Research Division of the Africa CDC and in collaboration with the Institute of Health Workforce:

- Design and develop learning solutions utilizing modern learning (student-centered) methods to ensure learning initiatives are constructed to produce the desired changes in behavior, attitude, knowledge, and skills needed,
- Utilize sound instructional design methodologies to create complex (e.g., guided discovery, case method, problem-based, game-based, competency-based approaches), high-quality and innovative instructional materials and learning solutions,
- Select and use appropriate techniques to define and sequence instructional content
- Develop courses and/or learning modules using eLearning authoring tools, and eLearning technologies to meet strict timelines.
- Build and maintain assessment and evaluation instruments.
- Design and implement course paths on a Moodle-based Learning Management System (LMS);
- Guide the development of learning goals and objectives for eLearning courses in collaboration with Subject Matter Experts (SMEs).
- Analyze target audience, learner preferences and environment, and existing content to identify appropriate instructional strategies,

- Design eLearning course instructional design maps/storyboards, choreograph modules and lesson flows using a variety of instructional strategies designed to create engaging and inspiring eLearning experiences that enhance retention.
- Conduct media analysis to efficiently and effectively match instructional media to the content, the audience, and desired outcomes
- Create and maintain job/task analysis, training needs analysis, design documents, storyboards, video scripts, project plans, and other artifacts for various training projects

4. DURATION OF CONSULTANCY:

This contract shall be for six (6) months with twenty working days per month are expected to be spent on this consultancy.

5. DUTY STATION:

The consultants shall work from the Head Quarters of Africa CDC in Addis Ababa, Ethiopia.

6. QUALIFICATION AND EXPERIENCE OF CONSULTANT:

- Five to seven years of demonstrated experience in instructional design or eLearning course development and graphic/layout design
- Extensive experience in at least one of the following eLearning development/authoring tools: Articulate 360; Adobe Captivate; or Adapt
- Expertise in Microsoft Office Products
- Exceptional written, verbal, critical thinking, problem-solving, and interpersonal communication skills
- Strong project management experience, must be able to self-manage and prioritize projects with little supervision
- Experience with audio/video editing and animation software, specifically Adobe Premiere Pro, Adobe Sound booth Pro and Adobe After Effects is an added benefit

7. PERFORMANCE CRITERIA:

The performance of the consultants will be evaluated on a monthly basis. The criteria used to measure performance will be:

- Timely implementation of activities.
- Ability to meet deadlines in terms of reporting.
- Quality with which assigned tasks were completed.

8. EVALUATION AND QUALIFICATION CRITERIA:

1. General Education Qualification and Relevant Training (40 points)
2. Experience Related to the Assignment (40 points)
3. Work plan to develop one hour of eLearning content (10 points)
4. Language (10 Points)

9. CONSULTANCY FEE:

Remuneration is payable on a monthly basis. It is negotiable but based on qualifications, experience, and the applicable AU rates for the level of the consultancy. Fees payable do not include costs associated with project related travels, coordination/organization of project related activities and events, stakeholder dialogues, consultations and workshops. These costs will be met by Africa CDC and its Partners.

10. APPLICATION SPECIFICATIONS:

Interested consultants should include in their application the following:

- Relevant experience related to the assignment (include samples of two most recent similar works and/or references for the same)
 - Contacts of at least 3 organizations previously worked for
 - Curriculum Vitae
 - Cover letter (not more than two pages long)
- a) Technical Proposal not exceeding 3 pages on:
- Understanding and interpretation of the TOR
 - Methodology to be used in undertaking the assignment
 - Time and activity schedule
- b) Personal Capacity Statement
- Relevant experience related to the assignment (include samples of two most recent similar works and/or references for the same)
 - Contacts of at least 3 organizations previously worked for/in
 - Curriculum Vitae



The Africa CDC now invites eligible **Individual Consultants** to indicate their interest in providing the Services. Interested candidate must provide information demonstrating that he/she has the required qualifications and relevant experience to perform the Services.

The Consultant will be selected in accordance with the Individual Selection method set out in the AU Procurement Manual V.2.0.

Further information can be obtained at the address below during office hours 8:00-13:00hrs and 14:00-17:00 hours, Addis Ababa Time.

Interested consultants must respond to the call by sending their comprehensive CVs in a written form following **the above criteria** to the emails below before 15:00 Hours Addis Ababa Time on 15 August 2023.

Africa Centres for Diseases Control and Prevention,

Attn: Head of Management and Administration

Africa CDC Office Complex, Haile Garment Area

Addis Ababa, Ethiopia

E-mails: africacdctender@africa-union.org and Abuj@africa-union.org