



## **DETAILED TERMS OF REFERENCE FOR THE CONSULTANCY TO CONVERT PROGRAM TRAINING MATERIALS INTO NATIONAL E-LEARNING CONTENTS.**

The Clinton Health Access Initiative, Inc. (CHAI) is a global health organization committed to saving lives and reducing the burden of disease in low-and middle-income countries while strengthening the capabilities of governments and the private sector in those countries to create and sustain high-quality health systems that can succeed without our assistance. For more information, please visit: <http://www.clintonhealthaccess.org>

The COVID-19 pandemic has affected human life at different levels and is still a tremendous challenge for all sectors. To respond and continue coping with the pandemic effects on health education, online teaching and learning have been crucial and continue to be promoted, which is also in alignment with the country's digitalization plan implemented across different sectors.

E-learning has numerous benefits including but not limited to being cost-effective, the capacity to reach many people in a short time and limited resources. and the capacity to be accessed through a range of different devices (computers, telephones, tablets). Additionally, it ensures consistency of training materials across trainings, it promotes collaboration, and can contribute to bridge the current gap in continuous learning.

CHAI, through the Ministry of Health/ Rwanda Biomedical Center is supporting the Government of Rwanda in strengthening digital health initiatives including digitalization of training materials for both pre-and-on service training of healthcare workers.

In this framework, CHAI is looking to hire a consultant to support ongoing e-learning projects.

### **1. Responsibilities:**

- Revise developed teaching materials (slide decks, assessment tools)
- Adopt the populated e-learning template eg: storyboard
- Convert teaching materials into online content and upload the content in the national e-learning platform
- Arrange and facilitate the validation meeting/ workshops and present the process/ status for each course
- Provide expertise in the design of online content to ensure user-friendliness and easy access for learners.
- Pilot the courses and incorporate feedback from end users/ trainees.
- Train subject matter experts on navigating the platform for each course



- Train subject matter experts on navigating the platform for each course for future reviews.

## 2. Course to be developed, status, and timeline

This section provides information about courses to be designed, the status of each course, work to be done, and expected accomplishment time. Refer to the below table for more details.

Course name	Status	Work to be done	Expected time to accomplish the work
Viral Hepatitis Management	Teaching materials are ready-PPT, assessment tools, e-learning templates completed (storyboard)	<ul style="list-style-type: none"> <li>- Customization (integrate animation, prepare content for voice-over, quizzes)</li> <li>- Validation workshops</li> <li>- Course evaluation</li> <li>- Incorporating the feedback into e-learning documents</li> <li>- Design the certificate</li> <li>- Piloting the course</li> <li>- Uploading the course to the e-learning national platform</li> </ul>	One month and one week
Hypoxemia Management and Oxygen therapy module	Teaching materials are ready-PPT, assessment tools, e-learning templates completed (storyboard)	<ul style="list-style-type: none"> <li>- Customization (integrate animation, prepare content for voice-over, quizzes)</li> <li>- Validation workshops</li> <li>- Course evaluation</li> <li>- Incorporating the feedback into e-learning documents</li> <li>- Design the certificate</li> <li>- Piloting the course</li> <li>- Uploading the course to the e-learning national platform</li> </ul>	One month and one week
Family Planning methods module	Teaching materials are ready-PPT, assessment tools, e-learning templates completed	<ul style="list-style-type: none"> <li>- Customization (integrate animation, prepare content for voice-over, quizzes)</li> <li>- Validation workshops</li> <li>- Course evaluation</li> </ul>	One month and one week



Course name	Status	Work to be done	Expected time to accomplish the work
	(storyboard)	<ul style="list-style-type: none"> <li>- Incorporating the feedback into e-learning documents</li> <li>- Design the certificate</li> <li>- Piloting the course</li> <li>- Uploading the course to the e-learning national platform.</li> </ul>	
Cervical cancer screening and treatment	Teaching materials are ready-PPT, assessment tools, e-learning templates completed (storyboard)	<ul style="list-style-type: none"> <li>- Customization (integrate animation, prepare content for voice-over, quizzes)</li> <li>- Validation workshops</li> <li>- Course evaluation</li> <li>- Incorporating the feedback into e-learning documents</li> <li>- Design the certificate</li> <li>- Piloting the course</li> <li>- Uploading the course to the e-learning national platform.</li> </ul>	One month and one week
Total time			<b>Five months</b>

**\*\* note** that the materials are available at CHAI Office located in Kacyiru or send a request to [rwandaprourement@clintonhealthaccess.org](mailto:rwandaprourement@clintonhealthaccess.org), from **08:00am to 05:00pm** (local time) during working days and before the bids submission deadline.

Required qualifications for prospective consultant

- Proven experience in teaching and developing teaching materials for both pre-and in-service training
- Proven experience in e-learning course design, and facilitation
- Proven experience working with the Ministry of Health on similar projects
- Ability to ensure inclusive education (using different teaching methodologies)
- Fluent in English, and Kinyarwanda



### **3. Deliverables:**

- An inception report detailing the review adjustment process and methodological approach and timeline for converting the materials into online content.
- Validation workshops and incorporate the feedbacks team
- Second version of the materials with feedback incorporated
- Conducting training for subject matter experts
- Piloting each course and adjusting.
- Submit the final report with the link for each course

### **4. Expected starting date**

This assignment is expected to start immediately after notification of the selected consultant with a maximum of five working days.

### **5. Request for clarifications**

All requests for clarifications must be sent to [rwandaprocurement@clintonhealthaccess.org](mailto:rwandaprocurement@clintonhealthaccess.org) at least three (3) days before the submission deadline.

### **6. Submission of proposal**

Interested consultants should submit their technical, financial proposals, and CVs prepared in English, to [rwandaprocurement@clintonhealthaccess.org](mailto:rwandaprocurement@clintonhealthaccess.org) with the subject: “**e-learning consultancy**” not later than **October 06, 2022**, at **05:00pm** local time (Rwanda time). Candidates are requested to adhere to the deadline, proposals submitted after the deadline will not be considered. Only shortlisted consultants will be contacted.