**TERMS OF REFERENCE   
AND TECHNICAL SPECIFICATIONS**

1. **General information**

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| Assignment name | Mainstreaming digital teacher training |
| Beneficiary | Education personnel in Sudan |
| Country | Sudan |
| Implementing partner and contracting modality | Contract Service |
| Budget | 500,000€ |

1. **Context and justification of the need**
   1. **Context**

EQUIP 2 is a €20M EU-funded programme implemented by Save the Children International, Expertise France (EF) and SOFRECO. It contributes to the improvement of conducive and inclusive learning environments in formal and non-formal settings, of basic school-teacher qualification through improved training, and enhances education system governance (and coordination amongst stakeholders) whilst supporting the academic research in education. EF is responsible for the teacher training component (component 2 of the programme - €9M, started in June 2021), aiming at improving pre-service and in-service training for Sudanese teachers. Initially, the project was supposed to support certified teachers operating in formal education, but since the conflict erupted in April 2023, and after a 10-month suspension, an addendum was signed with the EUD (March 2024) to expand the activities (for example, inclusion of education in emergencies), the beneficiaries (non-certified teachers, volunteers, etc.), the countries of intervention (Chad, Egypt, Ethiopia, and – potentially – Djibouti) and the duration (December 2025 VS November 2024). The specific objective (expected outcome) of this action is to improve the quality of teaching (content and pedagogical practices), and better consider students’ needs. To achieve this objective, four main complementary outputs were identified:

* Output 1: Education staff are trained on Education in Emergency, and their capacity to deliver quality EiE activities (including on gender-based violence) is improved
* Output 2: In-service teacher training is enhanced, through educational staff (teachers, inspectors, headteachers) capacity building and in-service training institutions strengthening, and better considers students’ specific needs (including vulnerable / girls);
* Output 3: Pre-service teacher training is improved, through faculty deans and professors’ pre-service training, and higher education institutions’ strengthening;
* Output 4: Knowledge products and tools are available to help tackle gender inequities in the teaching profession.

As per the French Ministry of Foreign Affairs’ security procedures, EF is currently unable to operate in Sudan. Therefore, EF will commission partners amongst reputable NGOs, consultancy firms and other potential partners to implement the activities on its behalf. Through indirect implementation, EF will however remain at the core of the action and play a very thorough supervisory role.

* 1. **Justification of the need**

The activity will result in the development and creation of a varied package of intellectual and scholarly assets including training modules and materials, white papers, policy documents, needs analysis studies and surveys, educational frameworks, strategies and reports that are meant to be disseminated and used for and by the education community in Sudan beyond EQUIP 2. In addition to this, a wide range of training modules will be developed targeting teachers and education personnel in both pre-service and in-service teacher training. Given the volatile situation, which may render travels from one state or one locality to another difficult, as well as unavailability of beneficiaries to physically attend training sessions and other activities, the Action will provide the opportunity to mainstream digital teacher training and other online activities. This activity consists of the creation of a digital library which will bring together all the educational resources designed within the project to make them available to the different stakeholders (institutional, teacher community, partners, etc.). This library will include downloadable and editable educational resources shared under a creative common licence. It will also include a bank of e-learning courses, such as Massive Open Online Course, which will be created from the same training manuals used to train staff on site. The present activity seeks to consolidate the results of the project in terms of the production and sharing of educational resources for teacher training and to further expand the scope of the activities through access to digital technologies for teacher training and by the promotion of the adoption of open science practices.

1. **Objectives and desired results**
   1. **General objective**

To undertake the design, piloting, implementation, and monitoring of a digital platform and the hosted digitalized contents created by EF and associated implementing partners in the context of EQUIP2 for a variety of purposes and users. The specific EF platform will be hosted by the broader platform owned by the Sudanese ministry of Education and supported by UNICEF.

* 1. **Specific objectives**
     1. Designing a digital library/repository that will provide manageable and long-term access to digitised EQUIP2 resources.
     2. Leading on the digitalization of the resources and materials to be held in the digital library/repository and ensuring that all content is synchronized and mapped.
     3. Collaborating and engaging with the EF team and associated implementing partners in all the processes of collecting, collating, categorizing, and submitting the target materials and resources.
     4. Ensuring the proper functionality of the digital library/repository that allows smooth and user-friendly submission and retrieval of the digitized resources for different purposes.
     5. Owning/supervising the pilot of the library/repository during the agreed trial period and providing all the necessary admin and technical support.
     6. Training of the 20 “testers” per e-learning module / MOOC to use the platform.
     7. Managing the technical design and administration of MOOC platform.
     8. Leading on the design and development of the MOOC, its interactive content, structure, and learning outcomes.
     9. Leading on the design and management of technical MOOC processes and designated users’ interface.
     10. Collaborating with the EF team and associated implementing partners to collect and convert the target material into e-based/digitized interactive format that enables self-learning.
     11. Owning/supervising the pilot of the e-learning courses during the agreed trial period and providing all the necessary admin and technical support to recircuit X teachers to do X courses.
  2. **Anticipated results**

At the end of the action, an online platform inclusive of self-learning and interactive digital resources is available for personnel from the Sudanese education sector. The said personnel are versed in using the platform so that they can expand their opportunities of professional development, scientific research in education, and quality assurance in training programmes.

**IV Description of the assignment**

* 1. **Planned activities and suggested outputs**

The activity will be implemented in maximum 15 months, between August 2024 and October 2025, ending with the handover of the final functional platform after the successful completion of the pilot phase:

1. Needs Assessment
   * Phase 1: Desk review and technical meetings
     + Review of the requirements, the needs, the details of the contents and designated users/stakeholders, purposes of the platform and collection of needed data.
     + Needs analysis report, including Distribution and collection of the questionnaires to gather information on institutional gaps and needs, and current challenges in online modalities; reports on the findings of the assessments and the questionnaires and set of recommendations and critical points for further discussions among stakeholders.
     + Organization of induction sessions and meetings with EF to discuss the findings and the tentative work plan.
     + Development of the draft workplan informed by the findings of the desk review and analysis of the needs of the stakeholders.
     + Inclusion of all required amendments obtained from the discussions into the WP.
     + Formulation of the final work plan with main sections:
2. Design of the platform
3. Design of the technical aspects of the digital library and its content
4. Design and production of the MOOC and its content (Design the course structure, combine the information from EF and implementing partners - who provide the contents, build means of assessment)
5. Digitalization of the contents
6. Pilot and remediation of the platform
   * + Organization of validation sessions with EF to endorse the work plan and discuss the way forward.
   * Phase 2: Design of the platform formulation of the final detailed work
     + It will be a “sub”-platform to be embedded into the Ministry of Education’s existing platform supported by UNICEF
   * Phase 3: Digitalization of the content:
     + Conversion of all the target contents into e-format, and management of the content and uploading the contents onto the digital library ensuring that the contents are mapped and categorized into the relevant topics.
     + Development of the blueprint and templates of the modules, activities and learning objectives developed. This includes all the necessary readings, interactive learning activities, multimedia content, users and learning tracking and issuance of certificates.
   * Phase 4: Pilot of the platform
     + Operationalization of the platform with user management system and dashboard and all the digitalized contents uploaded.
     + Recruitment of 120 users into the modules and 20 users to utilize the digital library.
     + Development of the final pilot report.
     + Discussion of the pilot report and the handover report.
   * Phase 5: Presentation and discussion of the pilot and handover reports.
     + Implementation of the recommendations and amendments resulting from the pilot into the digital platform.
     + Submission of the final pilot report and the handover reports.
     + Endorsement of the final pilot and handover report.
     + Submission to the Sudanese authorities
   1. **Targets and anticipated deliverables**

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| **Targets** | **Tentative end date** |
| 120 education personnel successfully completed training courses on the MOOC and 20 designated users satisfactorily used the digital library for research, admin, and learning purposes. | August 2025 |
| **Deliverables** | **Tentative end date** |
| 1. Inception report with outcomes of the needs analysis and review of the contents and detailed work plan for the overall assignment. | August 2025 |
| 1. Blueprint of the structure of the modules, activities and learning objectives developed and uploaded on the MOOC |
| 1. Digitized and customized contents of the MOOC and the library |
| 1. Phase1 report shared with EF detailing the functionality of the platform, the contents and the trial plan |
| 1. Phase2 report with analytics on the pilot of the platform |
| 1. Final pilot report and handover report |

* 1. **Coordination and monitoring and evaluation (M&E)**

EF has assigned a team to coordinate the assignment prior to, during and after the implementation.

* Overall coordination: Frederic Vincent ([frederic.vincent@expertisefrance.fr](mailto:frederic.vincent@expertisefrance.fr))
* Contracting focal point (administrative and financial, EF HQ): Margarita Lopez Mendez (margarita.lopez-mendez@expertisefrance.fr)
* Technical focal point: Yasir El Hag ([yasir.elhag@expertisefrance.fr](mailto:yasir.elhag@expertisefrance.fr))

Close collaboration must take place with EF and the provider’s personnel from assignment preparation to completion. Furthermore, regular exchanges will take place involving the EF teams coordinating the project from field and headquarters, as well as the provider to discuss assignment progress and any difficulties that may be encountered. The supplier is expected to address EF’s comments / questions / suggestions during the implementation as well as the development of the deliverables. The deliverables will be considered as finalised after they are approved by EF.

In addition to self M&E mechanisms, the grantee will comply with EF’s M&E system and shall closely work with the firm that has been identified for this purpose.

1. **Required expertise and profile of the organisation responsible for contract execution**

* Proven experience with a demonstrated track record in developing high quality online adult-learning in developing / humanitarian contexts (particularly in the MENA region)
* Capable of recruiting and building a team of experts with a high level of relevant expertise in e-learning content development, application development, Information Systems Architecture, Software Development, Database and Applications Administration, Data Science, Data Analyst or other relevant areas.
* Proven technical expertise and experience in stakeholders’ analysis, processes modelling and requirements specification.
* Proven experience in the development and implementation of integrated application information systems.
* Ability to comply with French public agency’s financing and contracting rules and regulations
* Full working proficiency of the team in English and Arabic/

1. **Annex: Excerpt from the Description of Action**

***Cross-cutting activities***

*When planning, implementing and monitoring the activities, the Action will consider the following themes as integral cross-cutting dimensions: (…)*

***Mainstreaming digital teacher training***

*Given the volatile situation, which may render travels from one state or one locality to another difficult, as well as unavailability of beneficiaries to physically attend training sessions and other activities, the Action will provide the opportunity to mainstream digital teacher training and other online activities. This activity consists of the creation of a digital library which will bring together all the educational resources designed within the project to make them available to the different stakeholders (FoE, NCTT, STTC, NCCER). This library will include downloadable and editable educational resources shared under a creative common licence. It will also include a bank of e-learning courses, such as Massive Open Online Course, which will be created from the same training manuals used to train staff on site. The present activity seeks to consolidate the results of the project in terms of the production and sharing of educational resources for teacher training and to further expand the scope of the activities thanks to the access to digital technologies for teacher training and by the promotion of the adoption of open science practices.*