REQUEST FOR PROPOSAL (RFP)

REF.: NAI/CI/RW/KFIT Rwanda 3.2.1_2017

A. ASSIGNMENT

Developing a strategic plan based on the University of Rwanda (UR)’s institutional ODeL policy for the KFIT Project in Rwanda

B. TERMS OF REFERENCE

The “ICT Transforming Education in Africa” is a project developed within the framework of the UNESCO-Korean Funds-in-Trust (KFIT) contribution by the Republic of Korea. The project (2016-2018) intends to support the integration of ICT-based innovative approaches for education in Mozambique, Rwanda and Zimbabwe. The KFIT Rwanda Project has three main expected results:

- The capacity of pre- and in-service primary and secondary teachers to provide quality education is enhanced, through improving their skills to integrate ICT in education, and using electronic assessments;
- The capacity of the University of Rwanda in expanding higher education is strengthened through offering courses via ODeL;
- Policy development and knowledge sharing for knowledge societies are facilitated.

Rwanda has recently finalized a National ODeL Policy with the mission to provide access to educational opportunities by offering high quality, innovative, responsive and affordable educational programmes through ODeL. The existing strengths of promoting the usage of ODeL in Rwanda include: a high demand in all levels of education; and existence of a School of Open and Distance Learning (SODL) in UR’s College of Education. SODL is composed of four departments: Centre of African Virtual University (AVU), Educational studies, Pan-African Tele-Education Project, and Centre of Instructional Technology (CIT). The four departments aim to provide high quality, flexible, part-time education tailored for adults in order to complement the college core mission.

The UR, although is finalizing the UR’s institutional ODeL policy, is currently facing some challenges in promoting ODeL. These include the lack of teaching materials and qualified staff, proper infrastructure, and a persistent inequality between rural and urban citizens in...
accessing the Internet. The ICT in Education Master Plan 2015-2020 aims to address these challenges, especially as participation rate in ODeL in higher education institutions should be doubled by 2018.

It is under this context the KFIT Rwanda project will support UR in developing an action plan based on the Institutional ODeL policy of UR.

Under the authority of the Director of UNESCO Regional Office for Eastern Africa, Nairobi, Kenya and under the direct supervision of the Advisor for Communication and Information, and close collaboration with the UR, the contractor shall produce the following deliverables:

1. Develop a methodology for capacity building for UR staff in this exercise;
2. Develop a strategic plan based on the UR’s institutional ODeL policy, which includes:
   - Context analysis;
   - Strategic approach;
   - Objectives and relevant goals;
   - A work plan (timeframe, responsible parties, target audience, budget, etc.)
   - Etc.
3. Conduct a 1-day consultative meeting with representatives from the UR, to validate and revise the strategic plan.
4. Provide the strategic plan.

C. DURATION AND COMMENCEMENT OF THE ASSIGNMENT:
The expected duration of the assignment is one month from the date of the signing of the contract between UNESCO and the successful organization/company. The assignment is expected to commence on 26 May 2017.

D. APPLICATION PROCESS:
Interested organizations/company’s shall prepare an application comprising the following: (1) Concept Brief, (2) Samples of previous work done, (3) CVs, and, (4) Budget proposal for the cost associated with the above assignment.

E. AWARD CRITERIA, AWARD OF CONTRACT
UNESCO reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected party or any obligation to inform the affected party of the grounds for such action.

Prior to expiration of the period of proposal validity, UNESCO will award the contract to the qualified organization/company whose proposal after being evaluated is
considered to be the most responsive to the needs of the organisation and activity concerned.

F. DEADLINE
Your submissions should reach below contact via email to Mr. Jaco du Toit (j.dutoit@unesco.org) and copy a.cheung@unesco.org, no later than 19 May 2017, 12:00 East Africa Standard Time.

Contact Person
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