



Terms of Reference (TORs) for Developing Learning Management System (LMS)

Consultancy: Development of a Learning Management System (LMS) for Journalists

1 About Group Development Pakistan (GDP)

Group Development Pakistan (GDP) is a Civil Society Organization registered under the Societies Registration Act, 1860 working on protecting and promoting child rights and strengthening child protection and justice with children across Pakistan. GDP believes in a democratic and humanistic society in which the most important stakeholders -children- are acknowledged, respected, and protected from all forms of violence and discrimination. GDP follows a holistic, creative, participatory, inclusive, eco-friendly, child-focused, and human rights-based approach.

2 About the Project

Group Development Pakistan (GDP) is implementing a project titled 'Protecting and Promoting the Welfare of Women and Children in Pakistan'.

The project aims to strengthen the prevention of and response to Child Sexual Exploitation & Abuse (PSEA). Two interrelated objectives will help achieve this goal:

- a) Increase awareness of CSEA and state obligations for children's welfare;
- b) Expand access to support services for victims and their families and improve quality of legal services available to victims.
- c) Strengthen the enforcement and implementation of laws and policies that outlaw CDL and protect child domestic laborers.

To this effect, the project will focus on realizing the following outcomes;

Outcome 1.1: Increased awareness of the community members including children/pupils, teachers, parents, religious leaders and local authorities on prevention and response to CSEA and CDL.

Outcome 1.3: Improved access to support services for victims and their families and improved quality of legal services available to victims.

Outcome 1.4: progress towards improved legal framework and improved quality of legal services available to victims

3 Scope of Work for Development of LMS for Journalists

The selected IT company will be briefed on the scope of work after signing the contract in the preliminary inception meeting. The consultant will thoroughly review the rationale behind developing a LMS for the journalists to improve their skills for reporting child domestic labour (CDL) cases in a quality-oriented and ethical manner.

The LMS to be developed must ensure the journalists attending this training will improve their skills to report cases of child labour. The LMS should be a complete web-based solution which must have the features to manage the users, upload & manage new courses, assess the learning curve of the participants, provide certificates, and the data of all the users/participants who register for the courses.

The features required in the LMS are elaborated below:

a) Course Management: The system must have a module to upload new courses that are articulated through an asynchronous learning process. The module must allow GDP to delete old or existing courses with rights for the administrator only. The format of the course must be multi-dimensional offering the administrator the possibility to upload videos, quizzes, assignments, reading material, video transcripts etc, for the users to enhance their skills and learning.

The system must also have the functionality to upload quizzes for various courses and take pre/post-tests from the users, to assess the learning curve. This feature should guide the trainer/administrator to track the progress of the training and enable them to assess their performance.

The front end of the system should also be editable, and the administrator must be able to upload the details of the new course, its duration, training topics, methodology etc.

Moreover, the system should also allow the trainer to ask descriptive questions from the participants and seek their response and comments regarding a specific topic.

b) User Management: The LMS must also have a user management module which allows the assignment of rights to the administrator. The user profiles database is mandatory and must include education, gender, experience, and basic contact details of the participants. The LMS must be designed to allow users to register in the LMS as this is an open source for journalists to enhance their skills; the users should register with their email and login to the system for taking the courses.

c) Analytics & Reporting: The system should report all the analytics related to who took the course, what was the learning curve, login and course taking duration of the participants. Similarly, standard reporting requirements will be shared and discussed, which must also be part of this module. The analysis must also comprise the attendance of the participants, when they log in, when they log out, when and where they leave the course.

- d) Issuance of Certificate:** After successful completion of the training course, a certificate must be automatically issued to participants who fulfil certain criteria. The criteria for issuing the certificates are: the course completion, with a certain threshold. The development team will identify these in inception meeting with the project team.
- e) Interactive Layout:** The layout and theme of the LMS must be very interactive and engaging. Participants must be able to easily navigate through and take the course. The proposed layout and design requirements must be gathered in the inception meeting.

Please note that all the issues and questions that arise during the installation and implementation of the LMS must be reviewed and resolved by the IT company and after the completion a 90-days maintenance, it will be the responsibility of the service provider.

4 Key Deliverables

The consultant is responsible to produce and submit the following key deliverables:

- a)** Access to the fully operational LMS;
- b)** Access to all system documentation and manuals;
- c)** Template policies and procedures for using the system;
- d)** Source code of the LMS; and
- e)** Training of the personnel who will be managing the LMS.

5 Duration of the Assignment

60 days approximately including weekends. The service provider will have to produce, finalize, and share all the deliverables by mid-January 2023.

6 Expected Start Date of Assignment

Immediately

7 Required Competencies

IT companies with relevant experience and expertise are encouraged to apply.

8 Format of Technical & Financial Proposal

The technical proposal must include the following:

- a)** Technical Proposal
- b)** Financial Proposal
- c)** Work plan (tentative)
- d)** Legal documents (registration certificate, tax certificate/status, bank account details) either individual or company.

The financial proposal must include all direct and in-direct costs. The bidder must quote all the costs inclusive of taxes. GDP holds the right to deduct taxes upon invoices according to the tax laws of Pakistan.

9 How to Apply

Interested IT companies are requested to submit a detailed technical and financial proposal inclusive of CVs, profile, previous experience and work plan with timelines along with their sealed bids latest by **Monday, November 28th, 2022 (before 1700 hours)** to the address mentioned below. Incomplete bids/received after due date will not be entertained.

Address: Office # 11-18, Lower basement, Magnum Arcade, Northern strip, Sector E-11/2, Islamabad. (Phone No. 051-2305547)

For queries write to procurement@gdpakistan.org