

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
Q-IC-011/17 – E-Learning Consultant – UNDP Iraq

Date: 29th of January 2017

Description of assignment: Consultant to provide technical support to strengthen the Public Opinion Poling Units at National and Sub-national levels

Duty Station: Home Base with travel to Baghdad, Erbil, Basra and Karbala/ Iraq and Amman, Jordan and other locations as needed and advised by the project management.

Period of assignment/services: 91.5 Working Days [48 Home Base + 43 Duty Station] over a period of 10 Months.

Estimated Starting Date: 1 March till 31 December 2017

Proposals should be submitted to the following e-mail address no later than **COB 11th of February 2016 (Baghdad Time: +3 GMT):**

IC1.undp.iq@undp.org . Please note the following:

- *It is a MUST to indicate the Procurement Notice Number in the e-mail subject line).*
- *Any request for clarification must be sent to the above e-mail address. The Procurement Unit will respond by e-mail, including an explanation of the query without identifying the source of inquiry, to identified consultants who have notified UNDP of their interest to participate. Kindly be informed that the UN P11 Form (“CV Form,” ref: Annex 2) must be completed. It is not permissible to submit a Curriculum Vitae in lieu of this form.*
- *Emails sent to the previously mentioned address shouldn’t exceed the limits of 8MB.*

1. Background

New Government Program (2014-2018) has identified the Administrative and Financial Reform of the Iraqi Public Sector Institutions as one of six pillars for the government to achieve over the life time of the government program. On that basis, GoI aims at improving both efficiency of its operations and effectiveness of its interventions, while maximizing the intended impact those interventions will have on the welfare of individuals and communities. In addition, the Public Administrative Roadmap (PAR) endorsed by the GoI in 2013 has identified a number of key reform entry points to achieve those strategic objectives, and included among them the human resources development and the advancement of e-governance. To that extent and with the advent of recent computer technology, IPSM-UNDP intends to introduce the e-learning approach to the training and development units across public sector institutions in Iraq. In its first phase, the training and development units at the Council of Ministers Secretariat (CoMSEC), National Centre for Management Development and Information Technology (NCMDIT), Centre Statistics Office (CSO), and Karbala Governorate, will be targeted. A comprehensive capacity development program will be implemented in this regards to build, on the short term, the individual and institutional capacity of the targeted institutions. It is expected at the end of this phase that participating institutions have developed adequate knowledge and acquired professional skills in e-learning technology that enable them to develop and implement e-learning training programs.

2. Scope of Work and main Activities

Taking into account the importance of this initiative, IPSM-UNDP is seeking to hire a senior consultant with strong and reliable experience in the development and execution of institutional capacity development programs in the area of “e-learning” and related discipline. Activities will include for example the design and delivery of capacity development workshops, provision of technical assistance and coaching, development of training toolkits, etc.

The senior consultant is required to work in close consultation with national counterparts in the target public sector institutions at federal and local levels.

The scope of work shall include the following main activities:

1. Develop an Arabic language training toolkit for each of the five training programs outlined in Annex (A). The toolkit includes but will not be limited to: course outlines, workshop agenda, session plans, technical notes, Power Point Presentations, practical exercises, guidelines, additional reading and reference material, case studies, etc.
2. For each of the five capacity development program, develop a pre and post workshop survey to assess the impact the workshop has on the participants' level of knowledge and skills,
3. Develop a check-list of assessment criteria to evaluate the individual performance of the workshop participants,
4. Deliver a series of capacity development workshops as outlined in Annex (A) of the present document. The workshops will range in level from introductory and intermediary to advanced, and will target participants from three public sector institutions in Iraq.
5. Provide technical assistance to three target public sector institutions to develop and implement a series of e-learning training programs; a minimum of four programs for each of the target public sector institutions.
6. Work very closely with Subject Matter Experts on developing training materials for e-learning purposes.
7. Submit within a maximum one week after the completion of each implemented workshop, a brief report on the workshop proceedings, including the results of pre and post workshop surveys with recommendations for improved performance at the individual and institutional levels.

3. Methodology

The assignment shall be implemented by the selected consultant with support provided by IPSM-UNDP team in different locations inside and outside Iraq, as specified in section 5 "Travel" of the present document. All deliverables of the present assignment shall be produced in Arabic language with technical terms highlighted in English language as appropriate, including the training toolkits. Toolkits will be developed by the consultant while considering the comments of IPSM-UNDP team. In addition, a series of capacity development workshops will be delivered to targets training and development units, ranging in level from introductory and intermediary to advanced. The design and delivery of the workshops should be based on the fundamentals of adult learning, where peer and experiential learning combined with high degree of participants' involvement take place. The workshop activities shall be divided between methodological presentations and practical exercises and reflection. The later shall include for example practical exercises on the concepts that need to be understood, individual exercises to demonstrate individual understanding of the presented topics, small group exercises on the use of concepts presented, and case studies with as much open discussion and reflection as possible. By the end of the workshops, participants should have acquired advanced knowledge and developed upgraded skills on the development and implementation of e-learning training courses and related disciplines. Moreover, post-workshops follow-up missions will be conducted by the Consultant to monitor the implementation of post-workshop recommendations and assignments. Site visits inside Iraq will include Baghdad, Erbil, Karbala, unless otherwise specified by the IPSM-UNDP project team. Participating units will have the chance to demonstrate their understanding of the fundamentals of e-learning and develop and implement a number of e-learning training courses as specified in the upcoming sections.

4. Deliverables and outputs:

The Consultant will be responsible for producing the below deliverables. These deliverables are changeable subject to UNDP approval, in case unexpected incidents take place in the project, such as delay of the project or change of project scope, due to reasons uncontrollable by the Consultant.

Deliverables	Output	Duration and location	Target Date	Payment %(US\$)
1. Develop an Arabic language training toolkit for each of the five training programs outlined in Annex (A). The toolkit includes but will not be limited to: course outlines, workshop agenda, session plans, technical notes, Power Point Presentations, practical exercises, guidelines, additional reading and reference material, case studies, etc. In addition, develop a check-list of assessment criteria to evaluate the individual performance of the workshop participants,	<ul style="list-style-type: none">▪ Five training toolkits for the courses outlined in Annex (A) of the present document, developed; four days each• A check-list on the assessment of the individual performance of the workshop participants, developed	HB= 20 WD DS = 0 WD TD = 20 WD Total = 40WD	Within the contract duration and upon coordination and approval of project management	22%
2. Develop a pre and post workshop survey for each of the five capacity development programs to assess the impact the workshop will have on the participants'' level of knowledge and skills,	<ul style="list-style-type: none">• Five pre and post workshop surveys, drafted; half day for each training course	HB= 2.5 WD DS = 0 WD TD = 2.5 WD Total = 5 WD		3%
3. Deliver a series of capacity development workshops as outlined in Annex (A) of the present document. The workshops will range in level from introductory and intermediary to advanced, and will target participants from three public sector institutions in Iraq.	<ul style="list-style-type: none">• Five five-day capacity development workshops, implemented as outlined in Annex (A) of the present document (5 days for delivery and 1 day for reporting)	HB= 5 WD DS = 25 WD TD = 30 WD Total = 60 WD		33%
4. Provide technical assistance to three target public sector institutions to develop and implement a series of e-learning training programs; a minimum of four programs for each of the three target institutions.	<ul style="list-style-type: none">• At least twelve e-learning training workshops are developed and implemented by the respective public sector institutions ; four for each of the three institutions (2 days for each training course developed)	HB= 12 WD DS = 12 WD TD = 24 WD Total = 48 WD		26%
5. Provide guidance to Subject Matter Experts on developing training materials for e-learning purposes.	<ul style="list-style-type: none">• Guidance provided to Subject Matter Experts on developing training materials for e-learning purposes; one day for each training program.	HB= 6 WD DS = 6 WD TD = 12 WD Total = 24WD		13%
6. Submit within a maximum one week after the completion of each implemented workshop, a brief report on the workshop proceedings, including the results of pre and post workshop surveys with recommendations for improved performance at the individual and institutional levels.	<ul style="list-style-type: none">• End-of-mission report including lessons learned, challenges, and recommendation for future work	HB= 3 WD DS = 0 WD TD = 3 WD Total = 6 WD		3%
TOTAL:				100%

Note: Please note that working days in each duty station are different from the actual residency days in the same location. Please refer to travel plan section for further information.

5. Institutional Arrangements (UNDP Support)

UNDP can support the consultant in the following aspects to perform his/her works:

- Provide office facilities such as internet and access to office printers and scanners in UNDP offices, as deemed necessary and based on availability.
- Provide invitation/ supporting letters to facilitate VISA issuance to the consultant to Iraq and other countries as required
- Provide Airport transport in Baghdad and outside, based on availability
- Provide logistic arrangements for training workshops that include venue booking, sound systems, data show and screen, refreshment breaks and so on.

6. Responsibilities of the Consultant:

Under the leadership and direct guidance of IPSM-UNDP Program Manager, the consultant will be required to assume the following responsibilities to achieve the mentioned deliverables in section 4 “Anticipated Deliverables” of the present document:

- Prepare for his/ her travel arrangements including air tickets, accommodation, airport transport and road transport. IPSM-UNDP has no responsibility whatsoever in any arrangements related to that, as this shall be the full responsibility of the consultant. IPSM-UNDP may support airport transport and road transport in Iraq, but this is subject to availability and needs to be approved on a case by case basis well in advance before the travel,
- Arrange for and take required actions to obtain multi entry VISA to Iraq and to other countries, as required and advised by IPSM-UNDP team, to conduct field visits in Iraq as well as the training workshops outside Iraq. IPSM-UNDP has no responsibility whatsoever in any arrangements related to that, as this shall be full responsibility of the consultant. However; IPSM-UNDP shall provide supporting letters, as needed,
- Ensure during the implementation of the training workshops that a daily attendance sheet of the participants is duly signed by them on a daily basis and submit this sheet along with the mission report at the end of the workshop and related invoice for payment. IPSM-UNDP team may support the consultant in providing the list of names of the participants for each workshop
- Liaise, interact, collaborate and meet with the counterparts of target departments and guided by IPSM-UNDP team, and
- Coordinate with governmental officials (counterparts) and focal points of concerned departments under the guidance of IPSM-UNDP team, to perform deliverables outlined above.

7. Constrains

The following constrains have to be considered by the consultant, while implementing this assignment:

- ACA-UNDP team is not expected to attend each training workshop or round table discussion, in which case, the consultant is expected to lead such event from A to Z. The team shall attend the opening/closing sessions in some cases.

8. Time and Method of payment:

- Payment shall be provided upon satisfactory completion of the deliverables outlined in the table above. Payment requests submitted by the Consultant must be certified by the supervisor(s) specified below
- Payments are to be made within 30 days from receipt of invoice.
- For each payment a certification of payment needs to be signed and approved by the direct supervisor attached to it explaining the accomplishment of the tasks.
- Payment will be in one lump sum at the end of the consultancy contract.

9. Key Performance Indicators during implementation of Services:

Overall, the Consultant’s performance will be evaluated based on the following key criteria:

- Planning and Organizing skill: Identifies priority activities and assignments; allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

- **Communication skill:** Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.
- **Client Orientation skill:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Meets time line for delivery of product or services to client.
- **Quality of deliveries:** Professional skill required for delivering outputs will be assessed.
- **Satisfactory and timely completion of tasks and submission of the deliverables within the provision of above explained deliverables and outputs.**
Upon signing of the contract, a detailed work plan will be prepared by the experts with activities, outputs and performance indicators and to be agreed with the supervisor as implementation follow ups and performance yardsticks.

10. Reporting:

- The Consultant will report directly to Iraq-Public Sector Modernization (I-PSM) Project Manager.
- Progress reports shall be submitted to UNDP within a maximum of one week after the completion of the task. The incumbent will immediately report to UNDP Iraq Office any fault or difficulty encounter in the accomplishment of duties.
- Reports to submit the following reports that have to be made all in in Arabic language in Simplified Arabic, 11 font size:

Report/document	Language	#. of pages	More details
Training toolkits	Arabic	As designed by the consultant	The Training toolkits shall include but will not be limited to: course outlines, workshop agenda, session plans, technical notes, Power Point Presentations, practical exercises, guidelines, additional reading and reference material, case studies, etc.
Brief report on each training workshop	Arabic	Less than 3 pages	Must be submitted one week after the completion of the task to briefly shed light on the workshop proceedings, key observations, recommendations and future actions whenever applicable. Report should be supported by at least five photos from group works and discussion sessions during the workshop
Field mission report	Arabic	Less than 4 pages	Must be submitted one week after the completion of the task and has to present the following sections: <ul style="list-style-type: none"> - Mission title and duration - Background and mission’s objective - Mission details (activities, outputs and findings) - Key counterparts met - Conclusion and recommendations
Payment Invoice	English		Must be submitted at the successful completion of the outputs outlined above. UNDP forms will be communicated with the consultant.
End-of-mission report	Arabic/ English	less than 20 pages	End-of-mission report has to be submitted to document the whole assignment including lessons learned, challenges, and recommendation for future work and present a two-hour seminar.

11. Travel Plan:

The selected consultant will carry out the necessary site visits to the target public sector institutions to accomplish the operational and developmental results outlined above. Following table presents expected travel during the course of ToRs implementation, upon approval of IPSM-UNDP Program Manager on a case-by-case basis. Consultant will be reimbursed for travel costs based on actual trips conducted in agreements with IPSM-UNDP program team. However, less travel than what is listed below might be required, as deemed necessary. In addition, unforeseen travel inside and outside Iraq might be also required, but will not be part of financial proposal submitted by consultant.

No	Country / City	No of Travels	Working Days	Calendar Days/ Travel Days
1	Amman, Jordan	2	10 Working Days	12 Calendar Days/ Nights
2	Baghdad	4	16 Working Days	20 Calendar Days/ Nights
3	Erbil	3	18 Working Days	21 Calendar Days/ Nights
4	Karbala	1	4 Working Days	5 Calendar Days/ Nights
Total Assignment		10 Trips	48 Working Days	58 Calendar Days/ Nights

12. Time Line:

- Consultancy is a Home Base with travel to Baghdad, Erbil, Karbala and Basra/ Iraq and Amman, Jordan for a total consultancy period of 91.5 Working days over a period of 10 Months to start by 1 March 2017 till 31 Dec 2017.
- Consultancy May include travel to other locations or to other countries as needed/ requested by the Program Manager and upon approval of UNDP Iraq office.
- A detailed implementation schedule with clear timelines will be developed by the selected Consultant and submitted for IPSM - UNDP Program Manager for approval.
- Payments is made upon satisfactory completion of deliverables outlined above and calculated and made against actual delivery of the indicated outputs either in part or in full. For each payment a certification of payment needs to be signed and approved by the IPSM-UNDP Program Manager, attached to it services provided and/ or outputs produced, in addition to the performance evaluation form completed by IPSM Program Manager in recognition of the delivered outputs/ services

13. Competencies:

Corporate Competencies:

- Demonstrates commitment to the UN's values and ethical standards;
- Promotes the mission, vision and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly and with impartiality.

Functional Competencies:

- Consistently approaches work with energy and a positive, constructive attitude;
- Ability to work under pressure and to meet deadlines;
- Demonstrates excellent oral and written communication skills;
- Demonstrates openness to change and ability to manage complexities;
- Self-reliant and able to work as a part of a multi-cultural team in a stressful.

Professionalism:

- Shows pride in work and in achievements; is conscientious and efficient in meeting commitments; observing deadlines and achieving results; is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

Communication:

- Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.

Planning and Organizing:

- Identifies priority activities and assignments; allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

Client Orientation:

- Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Meets time line for delivery of product or services to client.

Teamwork:

- Works collaboratively with colleagues to achieve organisational goals; Builds consensus for task purpose and direction with team members; Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position.

Technological awareness:

- Keeps abreast of available technology; actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

14. Facilities:**a) Office Facility:**

- UNDP will provide an appropriate office only when the consultant is in the UNDP offices in International Zone/ Baghdad - Iraq.
- UNDP will provide logistic arrangements for consultant within the International Zone, Baghdad, Iraq and between the Baghdad International Airport (BIAP) and UN Compound during official missions only.
- The consultant is expected to bring his/her laptop with him/her.
- Consultant is expected to come well-equipped with his/her own technological solutions (i.e. roaming mobile, personal email address).

b) Office Supplies and Printing Facilities: UNDP will provide office supplies and printer facilities only when the consultant is in the UNDP offices in International Zone, Baghdad - Iraq.**c) Communication Facilities:** UNDP will provide access to internet during consultant presence in Baghdad [ONLY INSIDE UN Compound] through this assignment.**15. Qualifications and Requirements:****A. Education:**

- Academic degree: Master degree or Equivalent in IT, Expert Systems, Capacity Development or related disciplines

B. Work Experience:

- Minimum of 5 years of proven experience in the design and delivery of regional e-learning training courses.
- Experience in design, delivery and facilitation of capacity building programs in developing countries and countries in transition.
- Specific experience in Training and curricula development.
- Experience in working for the UN or other international development organisations on a similar assignment would be an asset.
- Excellent reporting and writing skills.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc).

C. Language:

- Fluency in English language is a Must.
- Fluency in Arabic language is a Must.

The Consultant should provide documented examples from previous assignments of proposed personnel related to deliverables in this Terms of Reference;

16. Documents to be included when submitting the Proposal:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications and interest.

A. Technical Proposal: (which will include the following):

- Signed **Template Confirmation of Interest and Submission of Financial Proposal –Annex 1 attached.**
- A **letter** explaining why he/she considers him/herself the most suitable candidate for the work.
- **Personal CV** including past experience in similar projects and **at least 3 references**.
- **UN P11 Form** (“CV Form”) – ***Annex 2 attached***. UNDP-Iraq reserves the right to disqualify any submissions that have omitted this form.
- A language assessment will be conducted [if needed] for the purpose of verifying influence in English;
- **Sample reports** of previous work in English.
- A brief **Methodology** on how the candidate will approach and conduct the work.

(The expert is asked in his/her offer submission in the methodologies section to bring the description of the above mentioned points in **3. Scope of Work and Expected Outputs**.)

B. Financial proposal:

The financial proposal will specify a total lump sum amount and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

Financial Proposal Form, providing a breakdown of this lump sum amount (including travel, per diems) is to be provided by the offeror – ***Annex 3 attached***

Important note: the consultant is required to specify the daily fee in his proposal.

C. Travel:

All envisaged travel must be included in the financial proposal. This includes all travel to join duty station/ repatriation travel. In general, UNDP does not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class, he/she should do so using his or her own resources.

Furthermore, Individual Consultant who is at the duty station at the time of hire is ineligible for travel to join, and who remain at the duty station after contract completion is ineligible for repatriation travel

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

17. Selection Criteria:

The award of contract will be made to one individual consultant whose offer has been evaluated and determined as being:

- a) Responsive/compliant/acceptable, and
- b) Achieving the highest combined score (financial and technical).

Minimum requirements: ***(Please see Annex 4). This will be part of the technical proposal.***

1. Master degree or Equivalent in IT, Expert Systems, Capacity Development or related disciplines
2. Minimum of 5 years of proven experience in the design and delivery of regional e-learning training courses
3. Experience in working for the UN or other international development organisations on a similar assignment would be an asset.
4. Willingness to obtain the required security courses as applicable through the website;
5. Subject to security requirement, consultant must pass the Safe and Secure Approaches in Field Environments (SSAFE); in case if any travel is required to Iraq.
6. The Basic Security in the Field II and Advanced Security training (Online Training) should be completed before any travel take place.
7. Failing the (SSAFE) training, it will be a cause to terminate the contract.

8. Willingness to undergo a medical exam. This applies only for consultant of 62 years of age and above where a full medical exam will be required from a UN certified doctor if selected for award of contract.
9. Ability and desire to work inside Iraq.
10. Acceptance of IC General Terms and Conditions

Only candidates obtaining a minimum of 70 points will be considered for the Financial Evaluation.

Criteria		Max. Point 100	Weight
Technical	Criteria A: relevance and responsiveness of candidate's past experience, Qualification based on submitted documents: <ul style="list-style-type: none">• Master degree or Equivalent in IT, Expert Systems, Capacity Development or related disciplines. (10 points)• Minimum of 5 years of proven experience in the design and delivery of regional e-learning training courses. (35 points)• Experience in design, delivery and facilitation of capacity building programs in developing countries and countries in transition. (20 points)• Previous work experience with UN agencies is an asset. (5 points)• Management & technical support in implementing projects. (5 points)• Previous experience with relevant agencies and institutions in Iraq. (5 points)	80 Points	70%
	Criteria B: relevance and responsiveness of candidate's approach, technical proposal and submitted work plan and Methodologies: <ul style="list-style-type: none">• Time plan, methodology on how the consultant will conduct the required tasks. To be submitted in English. (5 points)• Fluency in English-Written/ Spoken. Supported by sample of reports. (5 points)• Fluency in Arabic-Written/ Spoken. Supported by sample of reports. (5 points)• Extensive experience in writing analytical research reports/ project reports/consultancy reports, Supported by samples of reports; (5 points)	20 Points	
Financial	<u>Lowest Offer / Offer*100</u>		30%
Total Score = (Technical Score * 0.7 + Financial Score * 0.3)			

Weight Per Technical Competence	
5 (outstanding): 96% - 100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.
4 (Very good): 86% - 95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence.
3 (Good): 76% - 85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence.
2 (Satisfactory): 70% - 75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence.
1 (Weak): Below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence.

Annexes:

Annex 1 – Template Confirmation of Interest and Submission of Financial Proposal.

Annex 2 – CV Form.

Annex 3 – Price Schedule Sheet.

Annex 4 – Minimum Requirements Checklist.

Annex 5 – Individual Consultant General Terms and Conditions.

Annex A – Terms of Reference for E – Learning.

Annex (A)

1. Introduction to E-learning

The course aims to provide learners with an overview of e-Learning fundamentals, in addition to explaining Instructional design and e-Content development and implementation concepts to make them better able to apply the e-content development principles.

Expected Outcomes

- When participants complete the course they should be able to:
- Define e-Learning
- Differentiate between e-Learning, online learning and distance learning
- Realize the needs for e-learning
- Understand e-Learning delivery modes
- Understand Instructional design
- Be aware of e- learning principles
- Understand and analyze learning theories
- Define content and differentiate between different types of content
- Fully understand and apply the different content development tools

Audience

- Trainers, educators, instructors and facilitators
- Instructional designers
- Content developers
- Graphics and multimedia developers

Delivery Mode

- Blended Learning (e-learning + facilitator-based)

Language

English/Arabic

Instruction Hours

A total of 40 hours including facilitated discussions, group exercises, case studies and online course materials.

Course Outline

Day 1: e-Learning Overview
Day 2: e-Learning and Instructional Design
Day 3: e-Learning Content Development and Implementation
Day 4: Trends in E-learning
Day 5: E-learning Ethics & Legalities

Perquisites

- Experience in Teaching, training or working in an Educational Institute
- Good command of English
- Good usage of Computer and Web

2. Instructional Design & Strategies

The course provides online educators and course designers with the knowledge of instructional strategies that determine the approach for achieving the learning objectives. The course aims to help participants to design activities that address different learning modes in order to provide significant learning experience. The course acquires learners with the necessary knowledge and skills of the instructional design process.

Expected Outcomes

- Understand the instructional strategies
- Differentiate between direct and indirect strategies
- Define independent strategy and be aware of Experimental strategy
- Identify interactive strategy
- Understand concept of Instructional Design, basic instructional design models and theories
- Be familiar with the ADDIE model
- Identify the e-Learning Principle
- Design storyboards
- Understand and apply the content performance matrix

Audience

- Trainers, educators, instructors and facilitators
- Instructional designers
- Content developers
- Graphics and multimedia developers

Delivery Mode

- Blended Learning (e-learning + facilitator-based)

Language

English/Arabic

Instruction Hours

A total of 40 hours including facilitated discussions, group exercises, case studies and online course materials.

Course Outline

Day 1: Instructional Design strategies
Day 2: Instructional Design Concept
Day 3: e-Learning Model
Day 4: e-learning Principles
Day 5: Storyboard Design

Perquisites

- Successful completion of Course (101-Introduction to E-learning)
- Experience in Course Development
- Experience in Teaching, training or working in an Educational Institute
- Good command of English
- Good usage of Computer and Web

3. Moodle Course Creation

This Course provides teachers, trainers and online instructors with the tools needed to design an e-course using Moodle LMS.

Expected Outcomes

- Understand Moodle LMS basics
- Differentiate between different user roles
- Understand the Activities and implement them
- Determine the different types of resources and how to use them
- Define basic assessment tools
- Develop e-content
- Create first Moodle Course

Audience

- Trainers, educators, instructors and facilitators
- Instructional designers
- Content developers
- Graphics and multimedia developers

Delivery Mode

- Blended Learning (e-learning + facilitator-based)

Language

English/Arabic

Instruction Hours

A total of 40 hours including facilitated discussions, group exercises, case studies and online course materials.

Course Outline

Day 1: Setting Up Moodle course
Day 2: Adding Resources and using blocks
Day 3: Using Moodle Activities
Day 4: Student and Course Management
Day 5: Using Multimedia

Perquisites

- Successful completion of Courses (101 & 102)
- Experience in Course Development
- Experience in Teaching, training or working in an Educational Institute
- Good command of English
- Good usage of Computer and Web

4. Advanced Moodle Course Creation

This Course provides teachers, trainers and online instructors with the advanced tools needed to develop courseware and training program using Moodle LMS. This course explores how Moodle courses can be designed with regard to best-practices and accessibility considered. This course explores the possibilities offered by the powerful activities in Moodle that are often avoided by teachers who find them too difficult or time-consuming to learn.

Expected Outcomes

- Understand Advanced Moodle tools
- Be familiar with web 2.0 tools
- Understand and use different nonstandard plugin
- Understand the assessment concept
- Design and develop e-learning assessment

Audience

- Trainers, educators, instructors and facilitators
- Instructional designers
- Content developers
- Graphics and multimedia developers

Delivery Mode

- Blended Learning (e-learning + facilitator-based)

Language

English/Arabic

Instruction Hours

A total of 40 hours including facilitated discussions, group exercises, case studies and online course materials.

Course Outline

Day 1: Advanced Course Management
Day 2: Advanced Lessons, Database & HTML
Day 3: Web 2.0 Social Learning & Collaboration
Day 4: Using Non Standard Plugin
Day 5: Assessment Design

Perquisites

- Successful completion of Courses (101,102 & 103)
- Experience in Course Development
- Experience in Teaching, training or working in an Educational Institute
- Good command of English
- Good usage of Computer and Web

5. Advanced Moodle Course Creation

This course is designed for people who are currently administering a Moodle site and want to ensure they are 'administering Moodle effectively and efficiently', or new Moodle Administrators.

Expected Outcomes

- Understand how to setup the server environment for Moodle
- Differentiate among different Moodle Versions and be able to implement latest stable Moodle Environment
- Classify users and different methods of registration
- Able to implement Courses Backup and re-usage
- Classify online support tiers for different type of users

Audience

- Site Administrator
- IT management Team

Delivery Mode

- Blended Learning (e-learning + facilitator-based)

Language

English/Arabic

Instruction Hours

A total of 40 hours including facilitated discussions, group exercises, case studies and online course materials.

Course Outline

Day 1: Introduction to Apache, Mysql and PHP
Day 2: Configuring Moodle
Day 3: Moodle Site Setup and Structure
Day 4: Managing Users
Day 5: Using Plugins

Perquisites

- Successful completion of Courses (101)
- Experience in web servers and system administration
- Good command of English
- Good usage of Computer and Web