



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date 14 September 2020

Number of consultancies	: 1
Contract Type	: Individual Contract/Reimbursement Loan Agreement
Country	: South Africa
Description of the assignment	: Consultant to provide training to teachers in Google's G-Suite for Education

Estimated Period of assignment/services (if applicable): 6 months

Estimated Contract Commencement Date : 12th October 2020

Proposal should be submitted by email to bid.pretoria@undp.org no later than 25th September 2020 11:59 Midnight, South Africa time zone (GMT +02:00).

Any request for clarification must be sent by standard electronic communication to procurement.enquiries.za@undp.org. UNDP will respond by standard electronic mail and will send responses, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

E-Learning represents a potentially equalizing strategy for disadvantaged South African youth, as new technologies promise to reduce the socio-economic barriers that limit their access to the educational opportunities necessary to create sustainable livelihoods. For many public schools, already marginalised in terms of education opportunities and infrastructure, access to internet-based learning can provide them with access to high-quality educational resources at a cost significantly more affordable.

E-Learning is especially relevant in the current environment, where the COVID-19 pandemic has resulted in school closures for extended periods of time. However, COVID-19 has also exposed the wide digital literacy gap that prevents schools, teachers, and students from easily adopting a digital education system. Barriers include Internet connectivity, underprepared teachers and institutions, lack of finance, inconsistent power supply, and suitable online learning platforms. In addition to magnifying the digital gap, consequent stay-at-home orders due to COVID-19 have had far-reaching economic and societal implications including food insecurity, access to childcare, health care, and systemically corrosive outcomes like an increase in domestic violence.

However, as a positive, COVID-19 has also accelerated the need and appetite for adopting digital technology in schools, providing a unique opportunity to bridge the connectivity and educational content gap for students in South Africa. In response to this opportunity, UNDP in partnership with Google's Next Billion Users (NBU) and select organizations intend to run a pilot programme in 1-2 disadvantaged secondary schools to reduce as many of the barriers discussed above as possible and to ensure the best possibility for impactful integration of E-Learning.

Potential schools will be selected from the areas of Kraaifontein and Mitchell's Plain the Western Cape as one barrier, connectivity, can be overcome by providing free connectivity and data through partnership with a local Internet service provider. A suitable platform will be provided by Google through its G-Suite for Education platform at a subsidized cost. G-Suite provides a suite of cloud-based educational offerings and tools that can be utilized to integrate E-Learning into any curriculum. To ensure G-Suite is utilized by teachers to its fullest potential, a consultant is required to provide training in the platform.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The consultant, in close collaboration and supervision of UNDP and Google NBU will be responsible for:

- The training of teachers in the relevant tools in Google's G-Suite for Education;
- Offer advice on how to integrate teacher's current curriculum into a digital format;
- Provide technical assistance to schools.

1. Deliverables

The consultant is expected to undertake the following activities:

- 1) The training of selected teachers in Google's G-Suite for Education;
- 2) Offer advice on how to integrate teacher's current curriculum into a digital format;
- 3) Identify "champions" among teachers and students to promote digital learning amongst their peers;
- 4) Provide technical assistance to schools;
- 5) Keep any documentation well filed and provide updates on the process.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Qualification:

- Minimum of 5 Years' experience within the field of E-Learning
- Authorized Google for Education Partner;
- Google Cloud Premier Partner;
- Google Cloud partner with a Specialization in education will be advantageous.

Knowledge and Skills:

- Fluency in English;
- Fluency in Afrikaans will be advantageous

Experience:

- A proven track record in successfully implementing G-Suite in disadvantaged schools;
- Having worked with national or provincial education authorities will be beneficial.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Applicants are required to submit the following:

- i. A Technical Proposal: (i) Letter of Interest, stating why you consider your service suitable for the assignment; and (ii) a brief methodology on the approach and implementation of the assignment, including broad time-frame (phases), and well-defined deliverables in relation to the scope of work, the costs per deliverable(s);
- ii. Evidence and examples of similar work done;
- iii. Personal CVs highlighting qualifications and experience in similar projects;
- iv. Work references - contact details (e-mail addresses) of referees (organization for whom you've produced similar assignments);
- v. All-inclusive financial proposal indicating consultancy fee (South African Rand) and a breakdown of expenses (unit price together with any other expenses) related to the assignment. The proposal must incorporate all travel costs for the service provider to achieve the required deliverables.

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel;

The consultancy will be homebased.

All envisaged travel costs must be included in the financial proposal.

6. EVALUATION

Applications will be evaluated based on a lowest priced technically qualified proposal, **taking into consideration the combination of the applicants' qualifications and financial proposal.**

Those candidates who obtained at least 70% of points in each of the steps of the process will be considered for financial proposal evaluation.

Technical Criteria - 70% of total evaluation – max. 70 points

Financial Criteria - 30% of total evaluation – max. 30 points

Criteria for Selection		Points Allocated
1	Technical Competencies	50
	Expertise of consultant submitting quote demonstrating relevance of: <ul style="list-style-type: none"> • Specialized Knowledge and experience in capacity to assist with rolling out G Suite for Education account setup and Google Classroom Training; • Deep understanding of E-Learning and the requirements for its successful integration in disadvantaged schools. 	30
	Proposed Work Plan and Approach: <ul style="list-style-type: none"> • Is the scope of task well defined and does it respond to the TORs? • Are the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? 	20
2	Knowledge, experience and Qualification	50
	Qualification: <ul style="list-style-type: none"> • Minimum of 5 Years' experience within the field of E-Learning • Authorized Google for Education Partner; • Google Cloud Premier Partner; • Google Cloud partner with a Specialization in education will be advantageous. 	30
	Knowledge and Skills: <ul style="list-style-type: none"> • Fluency in English; • Fluency in Afrikaans will be advantageous. 	5
	Experience: <ul style="list-style-type: none"> • A proven track record in successfully implementing G-Suite in disadvantaged schools; • Having worked with national or provincial education authorities will be beneficial. • A minimum of 3 references that you have performed similar work with/for. 	15
TOTAL TECHNICAL SCORE (Passing Rate = 70%)		100 pts

ATTACHEMENTS TO THIS NOTICE:

- **TERMS OF REFERENCES (TOR)**
- **GENERAL TERMS AND CONDITIONS**
- **CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL**
- **PERSONAL HISTORY FORM P11)**