

# TERMS OF REFERENCE

## Request for quotation of a consultant to provide training to teachers in Google's G-Suite for Education

Project: UNDP-Google Partnership to drive E-Learning integration in Secondary schools in South Africa during the COVID-19 pandemic.

Application Deadline: 25 September 2020.

Category: Local

Languages Required: English

Estimated Starting Date: 12 October 2020

Duration of Initial Contract: 6 months

### 1. General 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.

## **2. Overall Objectives**

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.

*Objective of Assignment:*

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.

## **3. 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.

## **4. Scale of Work Assignment**

The scale of assignment is dependent on the number of teachers each school has for Grades 8 and 9 and their willingness to participate. Teachers should not exceed 20 in number.

## 5. Activities and Timelines and Payment Terms

S/N	Activities	Timelines	%
1	Register schools with Google for Education G Suite Account	12 October 2020	20
2	Introduction of Training Courses to teachers and principal	12- 13 October 2020	30
3	Teacher Training	14 October 2020 – 4 November 2020	30
4	Identify “champions” among teachers and students	14 - 15 October 2020	10
5	Provide technical assistance to schools where necessary	4 November 2020 – 4 April 2021	10

## 6. LOCATION OF ASSIGNMENT

Cape Town, South Africa

## 7. DURATION OF ASSIGNMENT

This teaching component will be completed within three (3) weeks must be completed by 4 November 2020. The consultant must be on standby to provide technical assistance where necessary for a maximum of six (6) months – 4 April 2021 - or until schools demonstrate the satisfactory level of skill to maintain their own digital platform.

## 8. CRITERIA FOR SELECTION

Aside from fee, selection criteria will be based on a qualification, knowledge and experience. The proposal will be weighted at a maximum of 100 points with 70% pass rate. The selection of the successful candidate will be aimed at maximising the overall qualities in required areas of competence and qualifications. The contract will be awarded to the least costly technically qualified proposal.

**Evaluation Criteria:**

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

## 10. REPORTING ARRANGEMENTS

The work of the contractor, as well as the overall project, will be supervised, and quality assured by the Project manager, Head of Solutions Mapping, who is responsible for convening the processes of innovative solutions intake, assessment, designing prototypes for diffusion, and the outputs thereof. A workplan will be developed with key milestones and indicators for monitoring.