

## **TERMS OF REFERENCE FOR UPGRADING THE IMED DIGITAL LEARNING PLATFORM**

### **1.0 BACKGROUND INFORMATION**

The Entrepreneurship, Management and Development Foundation (IMED Foundation) is a non-profit organization registered with the Registrar of Societies in 2010. The motivation was to contribute to bridging the glaring gap between the substantial natural resource endowment of the country and high levels of poverty using a two-pronged approach - innovative economic empowerment models that simultaneously address the challenge of climate change, and change agency towards a conducive environment for innovation and entrepreneurship

The IMED Foundation is implementing Graduate Entrepreneurship and Employment Readiness (GEER) project, which will exploit the power of digital tools to develop cost-effective, scalable, and impactful services to support young graduates in building awareness, knowledge, skills, attitudes, networks, and experience that prepares them better for their careers, while at the same time being aware of and sensitive to gender, environment, and health. IMED Foundation has extensive experience working with various partners to deliver training, coaching, mentorship, and business incubation. A significant part of the project is expected to be implemented through online interactions between young graduates, a network of coaches and mentors, and other actors to maximize efficiency by reaching out to as many graduates as possible and providing them with flexibility in learning. It is IMED Foundation's intention to start offering online training, coaching and mentorship services for youth in a sustainable way.

IMED Foundation developed a digital incubation platform that has many features designed to monitor the growth incubated enterprises and their owners. However, the current platform is that it provides limited avenue for interaction among different actors of the project. It also lacks a dedicated module for capturing and analyzing job seekers related data. Therefore, it is against this background that, the Foundation would like to engage a consultant to upgrade platform to address the above mentioned shortcomings.

### **2.0 Scope of the work**

The consultant is expected to upgrade the IMED Digital learning platform by

- a) Studying the delivery model of GEER Project, including components, actors and translate them into information requirements and advise how they can be captured
- b) Enhancing capability of the platform to:
  - (i) provide and store interactive audio, video training optimized through video conferencing platforms such as zoom, google meet etc.
  - (ii) Include capabilities to develop real time reports such as attendance, coaching logs, surveys etc.
  - (iii) Facilitate one -on -one and group-based interactions and exchanges between coaches and beneficiaries
  - (iv) Administer quizzes ad tests based on pre-loaded questions and answers
  - (v) Enhance the current set up of the discussion forum into a more interactive platform for example between trainers and trainees and trainees and coaches and mentors

- (vi) Upgrade the accessibility of the current platform into mobile based platforms that can be accessed through android and iOS platforms
- (vii) Be able to collect and process data for program application and issue electronic certification of completion of training, coaching and mentorship programs
- (viii) Have a specific section for listing profiles of mentors and coaches that the clients can access and link directly to them
- (ix) Be able to process challenges and competitions such as business plan competitions etc.
- (x) Be linked to other online resources
- c) Provide guidance on the system security and maintenance
- d) Provide training on the use of the platform to super users and other actors

NB: IMED Foundation shall organize a virtual meeting for qualified bidders where a detailed working model of GEER shall be presented.

### **3.0 Key deliverables from the Assignment**

Expected deliverables from the assignment shall include

- a) Inception report with refined proposed approach, methodology and action plan
- b) Functioning GEER management information system
- c) Training to super user of the management information system
- d) A comprehensive user manual of the platform
- e) A framework agreement on continuous maintenance and update of the platform

### **4.0 Qualification of the Consultant**

Both individual consultants and firms are invited to submit their Expressions of Interest. Bidders must fulfill the following minimum qualifications

- a) Have proven experience in the development of similar platforms in Tanzania
- b) Must provide at least 3 references of the related assignments, which should include a description of the assignment, the value of the contract email, and telephone contacts of the clients

### **5.0 Submission of expression of Interest**

The deadline for submitting expression of interest for the assignment shall be on 15 Nov 2023 before COB. All expressions of interest should be submitted online via [info@imedfoundation.or.tz](mailto:info@imedfoundation.or.tz). For more enquiries, please get in touch with our project coordinator Idd Mhina by email to [iddi@imedfoundation.or.tz](mailto:iddi@imedfoundation.or.tz)