**Title**

IT Consultant

**Scope of Work**

Provide support for Moodle Learning Management System (LMS) for the India HPSR Fellowship.

* Keep training platform systems up to date according to requirement of program team
* Design & upload training material according to specifications detailed below\*
* Troubleshoot system errors
* Maintain activity log to back trace changes /edits etc.
* Backup data/site to ensure Disaster recovery.
* Monitor LMS availability, performance & security features
* Perform required software updates as verified updates become available
* Perform maintenance of the existing LMS application
* Perform system configuration changes & optimization, as required
* Modify LMS configuration, themes and code as needed
* Provide recommendations for improvements, including security enhancements
* Implement new themes, features & perform integration with 3rd party services as needed.
* Any other work assigned by CEO, HSTP and the program team.

**Detailed Program Requirements:**

1. **Application Phase (1 month, November-December 2021) -** Develop application form on a reliable & integrated softwareplatform from which information can be readily extracted for comparative analysis.
2. **Online Phase (4-6 months, January – June 2022)**

* Set up credentials for all users with appropriate levels of access
* Design, edit& upload training material (in all forms) under specified modules
* Record live lectures on Zoom, edit and upload on LMS as required.
* Manage course initiation and closure as specified Manage training content and assignments,
* Embed feedback formsand download responses
* Initiate the thread for discussion forum and other such interactive peer learning sessions on LMS and their maintenance
* Provide analytics for all trainees on specified indicators including Log reports to view cohort progress, timely release and closure of activities

1. **Face to Face Phase (1 Week, Mid-August 2022)**

* Uploading content/material from F2F phase on LMS
* Provide required IT support during the period
* Continue to maintain LMS
* Create Reports & Analytics of the activities

1. **Implementation & Mentoring Phase (12 months, September 2021 to October 2022)**

* Recording, editing & uploading peer activity through Zoom
* Recording, editing & uploading workshops conducted through Zoom
* Set up credentials for all users with appropriate levels of access
* Continue to maintain LMS
* Create Reports & Analytics of the activities

**Compensation**

A monthly compensation of INR 70,000 (Inclusive of all indirect taxes) will be paid to the Consultant. The Consultant will generate an invoice at the end of the month along with log of the work completed.

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement shall continue in full force and is effect from **December 01, 2021** to **November 30, 2022** and is extendable based on the review of Consultant’s performance by the Foundation and mutual concurrence on revised terms of engagement.