

TERMS OF REFERENCE

AVPA Academy _Leadership Development Centre_E-Learning Platform

AVPA Academy _Leadership Development Centre_E Learning Platform

Position Title: AVPA Academy _Leadership Development Centre_E Learning Platform Consultant

Type: Company

Engagement: Contract

Location: Nairobi, Kenya | Remote.

Reports To: Programme Manager

About AVPA

The African Venture Philanthropy Alliance (www.avpa.africa) is a unique Pan-African network of social investors working together to increase the flow of capital into African social investments and ensure its effective use for maximum social impact. Broadly, AVPA aims to address the SDG financing gap on the continent by not only mobilizing more philanthropic capital but also attracting private capital into social investments. We collaborate with various social investors deploying grants, debt, and equity (the full spectrum of capital) into social investments. These include foundations, corporations, family offices, individual philanthropists, angel investors, impact fund managers, PE & VC funds, bilateral and multilateral donors, governments, DFI, and non-financial service providers. Our network strives to enhance and apply innovative finance approaches and models.

AVPA has its headquarters in Nairobi, with regional offices in Johannesburg and Lagos. AVPA is aligned with thriving sister networks in Europe (Impact Europe), Latin America (Latimacto), Asia (AVPN), and the newly launched Arab Impact Network, thus forming a dynamic global force for social impact.

Background

AVPA's mission is to increase the flow of capital into African social investments and support effective deployment for maximum impact. AVPA has been developing individual capacities through various types of training, education, and professional development offered under the various programmes anchored under the AVPA Academy.

The AVPA Academy is an e-learning platform that is a 'one-stop shop' to access learning materials, activities, and services offered by the African Venture Philanthropy Alliance (AVPA) and its partners. The AVPA Academy (Leadership Development Center) is the principal training platform for AVPA, aiming to enhance the effectiveness of AVPA in achieving its main objectives through training and research.

Over the years, AVPA's outreach to learners has increased significantly, due in part to the growth in the delivery of e-Learning courses mainly through webinars, and hope to scale the same to Massive Open Online Courses (MOOCs), self-paced learning options and possibly scale up to joint master, degree or diploma or other non-degree or diploma programmes organized in collaboration with institutions of learning.

The platform will include a searchable library with various entries, a calendar including events with a learning or training component, news articles featuring the latest developments and services on learning, national and global projects, and additional resources, such as videos, links to other platforms, and much more.

The platform will be available in English for the 6-month pilot phase and translated into French, Kiswahili, and Spanish in subsequent phases.

Key Performance Indicators for the AVPA Academy

- Total number of beneficiary outreach
- Number of learners
- Number of learners with objective assessment
- Number of certificates offered
- Number of certificates completed
- Certificate completion rate

Objectives of the consultancy

AVPA is enhancing the AVPA Academy (Leadership Development Centre) for e-learning and blended learning programmes and courses. The Centre would like to set up a Learning Management/e-Learning platform that will be used to strengthen capacity and grow both the current and new educational and professional skills and competencies for the various stakeholders at the African Level. A combination of internal and external developers will be used to carry out the sourcing and implementation of the project, and they will work closely with academic and industry experts for the educational and technical developments required.

Target Audience

As a networking institution, our immediate target audience is our members and partners. AVPA also collaborates with other learning institutions to carry out research and develop blended courses.

Platform Features and Expectations

- a) State-of-the-art platform: The platform should be feature-rich and stay up to date with the ever-changing Learning & Development landscape. Expected functionalities should include user registration, easy and interactive navigation through the course lessons, the ability to set and take up quizzes, set up timers for courses, display course progress, give certifications, and so on. Most features should be automated.
- b) User Access and Mobile App Friendly: Easily accessible on desktop or mobile, 24/7. Users should be able to undertake training/courses on their schedule and pace, independent of device or operating system, and with limited bandwidth. The platform should be web and

mobile-ready on both Android and iOS devices. Should be able to facilitate the learners to log in to the learning system while on the go.

- c) **Ease of Integration:** The platform should be able to integrate with existing systems through features like Single Sign-On (SSO). The integration should facilitate real-time communication between the platform and other enterprise-level systems.
- d) **Content Compatibility:** The platform should be flexible, easily customizable, and able to easily upload existing training materials or build courses from scratch while remaining user-friendly. It should cater to various content formats such as Word, Excel, PDF, videos, animations, PPTs, and allow the users to upload various content formats easily onto the platform.
- e) **The platform's ability to have visual content is paramount.** The content capture and delivery will include: Word documents, PDF, XML, PowerPoint presentations, Video streaming to pure audio transcripts, Quizzes, Surveys, Completion Certificates, etc.
- f) **Reports and Analysis** The platform should provide for the auto-generation and auto-emailing of reports (daily, weekly, or monthly), and a dashboard for the various user levels, including management for review. The comprehensive analysis and reporting solution should:
 - Offer insights on the performance of the learners and, ultimately, the effectiveness of courses on offer.
 - Support background monitoring for specific user levels.
 - Gauging the learning trends of users and tracking the compliance of the learners.

The reports can be categorized (but not limited to):

- **Course Reports:** Scheduled (upcoming courses), Enrolment, Assessment
 - **User Reports:** Active Users, Login activities, User's progress, Performance Comparisons using various parameters, Organization Training, Complete course report by unit/theme/location or gender, Certification, Curriculum, Policy, etc.
 - **Custom Reports:** Tailored to meet specific requirements/requests such as quick and easy access to quiz analysis for Learner tracking, to check the amount of time spent on a particular lesson or the number of attempts made to pass a quiz or challenges faced on courses of knowledge retention tool to conduct impromptu checks/pop-up quizzes
- g) **Security and Reliability:** The platform security should be top-notch, assuring content confidentiality as well as protecting the users' data. It should also take into consideration encryption and adherence to ISO security standards, and cater for integration into the existing Centre firewall. It should be a high-level, reliable platform with minimal downtime while taking into consideration disaster management and contingency planning. The system should be able to allow both the administrators and the vendor to carry out frequent security measures, including denial-of-service attack testing.
 - h) **Future Scope:** A state-of-the-art system that offers both synchronous and asynchronous learning, is compatible with Google Suite or Microsoft Office 365, and can accommodate additional/further process changes, with minimal upgrade time. A platform that can host virtual training sessions and/or integrate with other collaboration platforms like Microsoft Teams and Zoom.

- i) **Affordable Pricing / Licensing:** Structure A platform from a renowned vendor able to provide a dedicated learning consultant, unlimited support, on-site training, customizable learner journeys, free upgrades, and affordable subscription fees/licenses (if any).

Project Duration

The envisioned duration of this consultancy is for a duration of 30 days within 3 months between July and September 2025.

Project Management

To ensure the smooth implementation of the project, the vendor/consultant will perform the following tasks:

- Participate in an initial kick-off meeting to meet with the AVPA project team, to discuss the project, validate critical objectives, agree on learning objectives, and develop a project plan to guide the project through to completion.
- Continuous consultation and updates to the project team on the progress of the assignment
- Collaborate with the AVPA project team to manage content reviews.

Qualifications & Expertise

- Previous working experience developing and implementing e-learning programs and curriculum, including web-based and computer-based training;
- Minimum of 5 years of experience in Web Development and Application Management
- Team members should possess a Bachelor's or Master's Degree in Information Technology Management or any other relevant field.
- Previous working experience with standard e-learning development tools like Articulate, Captivate, Dreamweaver, Flash, and Photoshop, and some knowledge of HTML and JavaScript.
- Strong knowledge of emerging e-learning theories, concepts, and standards
- Experience with Plateau/Success Factors or similar Learning Management Systems as well as with multi-user virtual environments and collaborative learning;
- Knowledge and experience using media for engagement of online audiences;
- Experience working with external clients and managing partnerships;
- Excellent computer skills: MS Word, PowerPoint, Excel, Publisher, etc
- Strong attention to detail in all tasks, creativity, and result-orientation;
- Excellent organizational skills: the ability to manage, track, and follow up on various efforts and projects;
- Excellent written and verbal communication skills, interpersonal skills, and cultural sensitivity;
- Flexible work attitude: the ability to work under pressure within short timelines without compromising quality.

Interested bidders should provide:

- a. Detailed cover letter expressing interest in this assignment, including full contact details (name, telephone, and e-mail), and physical address, signed by an authorized representative.

- b. Copies of the consulting firm's statutory registration documents
- c. Firm profile
- d. Evidence of the Firm and Technical team's experience in delivering similar assignments.
- e. CVs of the Lead Consultant and key technical staff who will deliver the project, clearly indicating technical skills, academic qualifications, and years of experience.
- f. Provide a competitive and detailed cost breakdown (To compare prices, bid prices shall be converted to USD) to perform the assignment, including all the chargeable taxes.

How to apply

- Interested and qualifying candidates to complete the online application form here: [AVPA Consultancies](#)
- Please submit one soft copy (by email) of your Expression of Interest detailing (technical and a tentative financial offer with a detailed cost breakdown -To compare prices, bid prices shall be converted to USD) proposal to jobs@avpa.africa with a copy to learning@avpa.africa with the subject line: **AVPA Academy-Leadership Development Centre** by the **18th of July 2025**.

Language skills

The program of work requires that the consultant have a strong working knowledge of English.

Misrepresentation.

The process of AVPA making its decision is largely reliant upon the information supplied by the bidder. Should it be found that aspects of such information are incomplete, untrue, or misleading, AVPA reserves the right to terminate /disqualify the bidder.