

## TERMS OF REFERENCE

Mission to support the AADFI Secretariat in managing its new LMS platform autonomously

### Context

As a follow-up to an MOU signed between the *Agence française de développement (AFD)* and the Association of African Development Finance Institutions (AADFI), a first COPAR partnership worth €20,000 was signed (remotely) on September 6, 2021, by Mr. Rémy Rioux, Chief Executive Officer of AFD, and Mr. Thabo Thamane, Chairman of AADFI.

This first partnership covered setting up an LMS platform for AADFI. The service provider Ingénium was selected for this mission. The platform was finalized and delivered to the AADFI Secretariat on November 29, 2022.

Ingénium provided the AADFI Secretariat staff responsible for managing the platform with initial training on using the LMS. However, the initial training should be supplemented by another training on content uploading and development to enable the AADFI Secretariat to be fully operational regarding providing content, managing the platform, and deploying new e-learning courses.

Besides, as the first partnership was successfully implemented by AADFI, a second partnership worth €40,000 was signed between AFD and AADFI.

### Purpose of the mission

The AFD seeks a service provider to support the AADFI in implementing its new LMS platform.

The support to be provided by the service provider includes the following:

1. **Training the Secretariat staff on managing the LMS platform.** The aim is to equip the AADFI Secretariat staff with the skills and knowledge required to populate the LMS platform with content. The training will focus on the
  - uploading of existing and identified courses to the platform;
  - creation of course structures and categories;
  - organization of content;
  - methods of learner enrolment;
  - course presentation; and
  - creation of activities.

The request for consultancy service in training on managing the AADFI LMS platform, including the terms of reference of the service provider, is included in this document for more details on the training, including the training modules and duration, as well as the number of years of experience of the service provider.

2. **Developing training content.** The aim is to develop content on the following topics with the appropriate AADFI Secretariat staff (within the limits of available funds and in order of priority, after the training on managing the LMS platform):
  - Introduction to ESG
  - Advanced course on ESG
  - Development Banking (Essentials of Public Development Banks)

### **Non-exhaustive list of content that can be uploaded to the AADFI LMS platform**

- The following training contents developed by Campus AFD could be integrated directly into the platform:
  1. A MOOC on the integration of gender in projects, produced in cooperation with Expertise France and the Ministry of Europe and Foreign Affairs;
  2. A MOOC on the Ecological and Energy Transition in Southern Countries (produced in collaboration with *École Normale Supérieure*);
  3. Training contents on Climate Change, developed both for AFD's staff members and AFD's partners on the following topics: "The essential on Climate Finance" – "Climate risks for financial institutions" – "Long Term Strategies for zero-net emissions".
  
- The following content developed by the Making Finance Work for Africa (MFW4A) could also be harnessed and integrated into the AADFI LMS platform:
  1. [Overview of Africa's Financial Sector: Long-term finance and capital markets](#)
  2. [Finance in Africa: for green, smart and inclusive private sector development](#)
  3. [Study on the impact of financial development on income inequality in Africa: the importance of interest and economic growth rates gap](#)

The AADFI Secretariat will further explore relevant content from other development partners that could be shared on the LMS platform.

### **Terms and conditions**

The service provider will be asked to work closely with the AADFI Secretariat to deliver the service. The activities to be carried out as part of the support to be provided by the service provider for the implementation of the platform are planned mainly in person with the selected staff of the AADFI Secretariat. The aim is to leverage the initial training provided by Ingénium and help the AADFI Secretariat become autonomous in managing its new LMS platform.

# **REQUEST FOR CONSULTANCY SERVICE IN TRAINING ON MANAGING THE AADFI LEARNING MANAGEMENT SYSTEM (LMS)**

## **I. ABOUT THE AADFI**

The Association of African Development Finance Institutions (AADFI) is the umbrella organization for development finance institutions in Africa. The association was formed in 1975 under the auspices of the African Development Bank (AfDB) in 1975, with the objective being to stimulate cooperation to promote and finance sustainable development in Africa and encourage economic integration in the African region.

AADFI currently has a membership of over 80 institutions comprising National, Regional, and Multilateral development finance institutions in Africa and from other continents engaged in development finance activities in Africa. The Headquarters of the Association is located in Abidjan, Republic of Côte d'Ivoire.

## **II. ABOUT THE PROJECT**

The AADFI has a Learning Management System (LMS) developed through the Agence Française de Développement (AFD) support in 2022. The LMS is aimed to scale up online learning delivery by the AADFI.

The LMS was not operationalized because the AADFI Secretariat needed more skills to operationalize the system. Therefore, the project seeks to enlist the service of a consultant to train the AADFI-designated staff to fully operationalize the LMS platform in terms of content supply, management, and new distance learning course deployment. Therefore, the AADFI is seeking a suitable IT consultant or service provider to build the skills of its Secretariat staff.

## **III. OBJECTIVE OF THE AADFI LMS**

The development of the LMS platform responds to a pressing need expressed by AADFI to step up its role as a training facilitator for its members and other stakeholders. Beyond its primary function of hosting the AADFI's unique training system, the platform aims to provide a space for learning information/knowledge sharing between the members of the AADFI's network, thus fostering new exchange dynamics between peers.

## **IV. TERMS OF REFERENCE**

The Terms of Reference for the Consultant are as follows:

### **Key Deliverables**

The IT consultant or service provider will be responsible for producing and submitting the following key deliverables:

- Design a training program including, but not limited to
  - Introduction to Moodle and its key benefits.
  - Navigating the Moodle user interface.
  - Managing users and roles.
  - Uploading training content
  - Creating courses and course categories.

- Adding resources and learning activities.
  - Managing assignments, quizzes, and assessments.
  - Tracking learner progress.
  - Customizing site appearance and settings.
  - Optimizing security and enhancing confidentiality
  - Setting up initial configurations
  - Sharing best practices for running online courses.
- Describe the training methodology using a digital learning system, including
    - teaching methods (face-to-face, online, or blended),
    - training aids (presentations, manuals, videos, etc.), and
    - assessments to measure participants' understanding and mastery.
  - Provide ongoing support to learners after training, for example, through
    - online assistance,
    - telephone hotline, or
    - a contact e-mail address.
  - Produce a final report describing
    - the course,
    - the results obtained, and
    - recommendations for improving the use of the LMS platform.
  - Help promote the AADFI LMS within the DFI Community, particularly the AADFI members, partners, and stakeholders.
  - Add effective and easy payment methods to the AADFI LMS for the AADFI Secretariat to easily collect the fees paid by the participants attending the courses on the LMS platform.

### **Duration of Assignment**

The expected duration of the assignment is two weeks.

### **Required Competencies**

IT consultants or service providers with at least five years of experience and expertise in Learning Management Systems, particularly Moodle, are encouraged to apply.

### **How to Apply**

Interested IT consultants or service providers are requested to email their profiles by Wednesday, January 3, 2024 (before 05:00 pm GMT) to [training@adfi-ci.org](mailto:training@adfi-ci.org).