TERMS OF REFERENCE FOR CONDUCTING AN ONLINE LEARNING PLATFORM ANALYSIS

Introduction and Background

Tilitonse Foundation is implementing a project titled Strengthening **Food and Nutrition Security Programming in Malawi** in collaboration with Civil Society Agriculture Network (CISANET) and Welthungerhilfe (WHH) with financial support from the German **Federal Ministry for Economic Cooperation and Development (BMZ)** through Welthungerhilfe. The main objective of this project is to promote the capacity of civil society organisations in Malawi to improve food security and strengthen resilience. Specifically, the project aims to improve Civil Society Organization's institutional capacity in;

i. The areas of management, administration, and programming.

ii. Strengthen CSO's capacity in evidence-based Food and Nutrition Security (FNS) programming.

iii. Rejuvenate three civil society networks in Dedza, Ntcheu and Nsanje districts and ensure that they effectively coordinate the activities of their members and carrying out joint actions.

As part of the project activities, Tilitonse Foundation developed an online learning platform for CSOs to have access to food and nutrition security related information. Having developed the online learning platform, Tilitonse noted that the targeted users do not use the platform as desired.

Tilitonse Foundation would therefore like to engage the services of a consultant to do an analysis of the existing system, content and recommend changes where necessary.

Objectives of Work

The main objective of this assignment is to analyze the existing system and propose necessary changes
Specifically, the consultant is to:

1. Analyze the existing system, modules, and quiz questions.
2. Analyze data of users (number of users over a specific period)
3. Interact with targeted users on their ability to access the system and challenges faced.
4. Propose changes to the system or content in the systems.

Scope of Work

The duties and responsibilities of the consultant/s will be:

1. Work hand in hand with the system host to review modules in the online learning platform and quiz questions.
2. Review the already existing system.

3. Interact with targeted beneficiaries on access and challenges.
4. Propose changes to the accessibility of the system.
5. Review and summarize the modules making them more simplifies and interesting to the audience.
6. Write a system analysis report with recommendations.

Deliverables

1. An Inception report detailing understanding of the assignment, methodology to be used and timelines.
2. Final Report on system analysis.
3. Simplified version of the modules and the follow up quiz questions.

Duration and Timing of the Assignment

The assignment is planned to take place in April 2024

Qualifications

Minimum of a Master's Degree in Information Technology, Informatics, Statistics, Food technology, Nutrition, Social science, Development studies, and any other relevant fields

Experience

1. At least 5 years' experience in similar roles and assignments
2. Good presentation and communication skills
3. Experience in conducting online system analysis
4. Demonstrable experience in working with local civil society organizations

Application Process

Interested and qualified Consultants/service providers are invited to apply. The service providers must submit the following documents/information:

1. A technical proposal detailing applicants understanding of ToRs, proposed methodology and applicant's key member's CV.
2. A financial proposal (in Malawi kwacha) should be included in the submission
3. Contacts (email and phone numbers) of 3 former clients or referees
4. A detailed list of similar assignments that the consultant has conducted

Full Technical and Financial Proposals should be submitted to the addresses below by 10th April 2024;

Physical Address	Postal Address	Email Address
Tilitonse Foundation Plot No. 128, Lizulu Street Area 47 Sector 5 LILONGWE Malawi	Tilitonse Foundation P.O. Box 31815 LILONGWE Malawi	submissions@tilitonsefoundation.org with a copy to e.nyirenda@tilitonsefoundation.org