



FORUM FOR AFRICAN WOMEN EDUCATIONALISTS KENYA (FAWEK)

Kenya Chapter

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TERMS OF REFERENCE

27th March 2022

DIGITAL SKILLS AND ONLINE SAFETY TRAINING FOR SCHOOLS

1. Background

Forum for African Women Educationalists – Kenya Chapter (FAWEK) is a legendary membership organization whose mission is to support women and girls in acquisition of quality education and training for sustainable development. FAWEK aims to ensure that Kenyan girls receive quality education and equal chances in life.

FAWE Kenya in partnership with the Mastercard Foundation and FAWE RS under their flagship project “Imarisha Msichana”, that seeks to significantly reduce the incidences of teenage pregnancy in Kenya during and beyond the COVID 19 crisis, is looking to equip 160 schools in 20 counties in Kenya namely; **Nakuru, Nairobi, Machakos, Elgeyo Marakwet, Kiambu, Garissa, Bungoma, Kakamega, Nyeri, Migori, Murang’a, Kajiado, Narok, Homa-Bay, Trans-Nzoia, Nyandarua, Busia, Meru, Siaya, and Turkana** with at least three (3) computers per school as part of their pilot project.

2. Objective of the Assignment

The objectives of this assignment are:

1. Providing teachers and students within the selected schools with the necessary digital skills to effectively make use of technology in the classroom and beyond.
2. Educate both teachers and students on internet safety and provide practical tips and strategies for staying safe online.
3. Develop digital skills training tools such as manuals, handbooks etc., that can be used by the teachers and students to administer training of trainers (TOT’s).

3. Scope of Work

1. Develop a digital skills and online safety training programs that meet the needs of the learners and their environment.

2. Deliver digital skills and online safety training sessions to students and teachers. This is to be conducted for a maximum of three (3) days in each of the sixty (160) select schools.
3. Provide ongoing support to the school community as they develop their digital skills and online safety practices.
4. Develop and share a well detailed implementation plan that covers the key activities required to successfully roll out the training as well as a monitoring the results.
5. Evaluate the effectiveness of the training program and making recommendations for improvement and/or scale up.

4. Working relationship and contractual arrangements.

- The contracted firm will be working under the overall supervision of the Chief Executive Officer FAWE Kenya.
- FAWE Kenya shall be responsible for all contractual arrangements.
- The contractor/firm is under the obligation of confidentiality.
- All documents developed to facilitate this training i.e. manuals, handbooks etc., shall be submitted to the Chief Executive Officer, FAWE Kenya.
- Any issues and/or anticipated delays that may impact the timelines or budget of the project MUST be communicated well in advance to Chief Executive Officer, FAWE Kenya.

5. FAWE Kenya's responsibilities

To ensure timely delivery of the training, FAWE Kenya will.

- Make prior arrangements with the various line ministries and schools to ensure both students and teachers are available to attend the training sessions.
- Make all payment(s) to the firm in a timely manner and/or as per the agreed schedule.
- Assign a designated focal person who will be available to respond to any queries and/or provide the requisite support.

6. The contracted firm's responsibilities shall entail.

- As prescribed under the scope of work above

7. Training Methodology

The training shall be conducted through in-person training sessions. It is anticipated that the training will be interactive and participatory to ensure active engagement and learning.

8. Deliverables

- i. An inception report detailing the proposed training process.
- ii. A detailed workplan highlighting the key milestones and deliverables, including the review plan and processes to be undertaken.

- iii. Guidelines for establishing computer clubs within the schools.
- iv. Develop an online safety guide for the schools.
- v. Develop and share a basic digital skills training manual that shall include but not limited to:
 - Basic computer use.
 - Online safety for children (Child protection).

NB: Material developed should be in a printable format for packaging and sharing.

9. Evaluation Criteria

	What will be evaluated	Description	Points Awarded
1.	CVs of the lead consultant(s) and team leads	<ul style="list-style-type: none"> ● Lead consultant's relevant and recent experience in similar assignments with over 5 years' experience ● Skill sets of the team leads 	30
2.	List of similar assignments	<ul style="list-style-type: none"> ● Firm's/consultants relevant and recent experience in similar assignments 	10
3.	Detail Technical Proposal	<ul style="list-style-type: none"> ● Proposal that convincingly addresses the objectives under the ToR's 	30
4.	Detail Financial Proposal	<ul style="list-style-type: none"> ● Proposal provides good value for the investment 	30
	Total		100

Note: Only those applications which are fully responsive and compliant will be evaluated.

10. Timelines

The entire process as stipulated in the objectives and scope of work above is expected to take a total of **sixty (60) days** this includes feedback and inputs from FAWE Kenya.

11. Qualification and experience of the consultant(s)

The consultant(s) should meet the minimum requirements as set out below:

- a) A degree in Education, Information Technology, computer science other field relevant to this assignment

- b) At least 5 years of working experience in developing and delivering digital skills and online safety training.
- c) Strong knowledge of computer hardware and software, internet safety and online security.
- d) Strong written and verbal communication skills; organized and able to present ideas in a concise and logical format including proven ability to summarize lengthy and complex information into short and simple language.
- e) Ability to work collaboratively with school administrators, teachers, staff, and students.
- f) Previous experience in developing and delivering similar trainings, a list of 2 or 3 projects to be evidenced.

12. Expression of interest:

Prospective consultants or consulting firms may send their expression of interest by submitting an application to FAWE Kenya, with the following information and documents:

- A detailed outline of the proposed consultancy, outlining the key scope of the work, budget, methodology, report structure and intended work plan.
- CVs showing the qualifications and experience of the individual(s) who will undertake the consultancy (no more than five pages).
- A history of relevant assignments conducted in the past two years with names and contact details of referees for each assignment referenced.
- A statement of availability and commitment to undertake and complete the consultancy.

Expressions of interest, in English, must be received not later than **10th April 2023**.

Please send proposals as PDF or MS Word attachments to: procurement@fawe.or.ke

For any questions or queries kindly submit the same to info@fawe.or.ke