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JAMIIFORUMS



TERMS OF REFERENCE

Position Title:	Citizenship and Leadership Academy (CLA) Software Developer
Location:	Dar es salaam (Ubungo and Kinondoni) Mwanza (Misungwi & Kishapu) Iringa (Iringa municipal and Mufindi) Arusha (Arusha Municipal & Arumeru) Unguja Unguja (mjini magharibu, Kaskazini) Pemba Chakechake and Wete)
Reporting to:	Jamii Forums
Languages required	English, Kiswahili
Contract Date(s):	November 10 th – December 10 th , 2024
Duration:	One month

A. PROJECT TITLE

USAID Wanawake Sasa Project.

Strengthening women's and girls' civic and political participation for inclusive governance and sustained democracy in Tanzania.

B. BACKGROUND

JamiiForums in collaboration with Women in Law and Development in Africa (WiLDAF) and Her Initiative and under the support of the US Government through USAID; implements the USAID Wanawake Sasa project. The USAID Wanawake Sasa Project is a robust three-year initiative that reckons women and girls' civic and political participation requires creating an enabling environment from multi-sectorial and multi-disciplinary perspectives. It is implemented in four regions in Tanzania mainland (Dar Es Salaam, Iringa, Arusha, and Mwanza) and Zanzibar (Unguja and Pemba).

The USAID Wanawake Sasa project contributes to changing narratives and transforming the lives of women and girls through:

1. Strengthening women and girls to fully exercise their civic and political rights.
2. Engagement of men and boys as partners and champions of gender equity and equality
3. Strengthening Legal and Institutional frameworks.
4. Strengthening civil society organizations to actively engage in promoting women and youth civic and political engagements.

The goal of the USAID Wanawake Sasa project is to strengthen and increase women and girls' civic and political participation for inclusive governance and sustained democracy. The project goal contributes to the Mission's objective of strengthening democratic principles of citizen-responsive governance, developing a strong cadre of emerging youth leaders who promote and demand a participatory and citizen-centric model of governance. In particular, the program seeks to contribute to CDCS Development Objective 2: Empowerment, Productivity and Engagement of Tanzanians aged 15-35 increased, specifically toward IR 2.3: Civic Participation and Leadership Increased and Development Objective 3: Capacity of State and Non-State Actors strengthened to benefit future generations, and specifically toward IR 3.2: Enabling environment for private sector and CSOs enhanced, and IR 3.3: Capacity of Civil Society Actors strengthened.

C. OBJECTIVE OF THE ASSIGNMENT

JamiiForums is committed to promoting civic engagement, leadership development, and social change, particularly among marginalized groups, including women and girls. As part of this commitment, JamiiForums seeks to establish a **competence-based, interactive online Citizenship and Leadership Academy**. The Academy will serve as a platform to empower women and girls with civic knowledge and leadership skills, enabling them to become active participants in governance and community development. The academy will be designed to provide a user-friendly, engaging, and scalable learning environment. It will include a mix of educational content, practical exercises, assessments, and collaboration opportunities. JamiiForums now seeks a qualified consultant to develop the software platform that will host this Academy.

The objective of the Consultancy:

The primary objective of this consultancy is to design, develop, and deliver a fully functional, scalable, and secure online learning platform that supports competency-based and interactive learning. The platform will cater specifically to the educational needs of women and girls, focusing on civic education and leadership skills development.

D. TASK AND RESPONSIBILITY

The selected consultant will be responsible for the end-to-end development of the online Citizenship and Leadership Academy, including but not limited to:

1. Needs Assessment and Platform Design

- Conducting an in-depth **needs assessment** to understand the specific requirements for the platform, considering the target audience (women and girls) and the learning objectives (civic education and leadership skills).
- Collaborating with JamiiForums and other stakeholders to define the **functional and technical specifications** of the platform.
- Developing a comprehensive **platform design** that incorporates modern user experience (UX) principles, ensuring accessibility, ease of use, and engagement.

2. Platform Development

- Designing and developing the **learning management system (LMS)** that will host the Academy. The LMS must be interactive, competence-based, and mobile-friendly, supporting a variety of devices (smartphones, tablets, and computers).
- **Content management system (CMS)** integration to allow JamiiForums to easily upload, manage, and update learning materials and courses.
- Develop a **dashboard system** for users to track progress, engage in discussions, and receive feedback on assignments and assessments.
- Implement **interactive features** like quizzes, discussion forums, real-time collaboration tools, and peer review systems.
- Ensure the platform includes **multilingual support** (Swahili and English) to accommodate different learners across Tanzania.

3. Integration of Learning Tools

- Integrate **video conferencing tools** for live workshops and webinars.
- Include **gamification features** to increase user engagement, such as badges, leaderboards, and certificates upon completion of courses.
- Develop a system for **assessments** and **self-paced learning**, including quizzes, assignments, and practical exercises.

4. Security and Data Privacy

- Ensuring the platform is **secure**, following industry standards for **data privacy** and **cybersecurity**.
- Implementing strong **user authentication** and **role-based access control** to protect user data and content.
- Comply with Tanzanian and international data privacy regulations (e.g., GDPR).

5. Testing and Quality Assurance

- Conducting **rigorous** platform testing, including functional testing, usability testing, and security testing.
- Ensuring that the platform is **optimized for performance** across different devices and network environments, particularly in areas with low bandwidth.

6. Training and Documentation

- Provide **training** to JamiiForums staff on how to use and manage the platform, including content upload, user management, and troubleshooting.
- Develop detailed **user manuals** and **technical documentation** to guide platform administration and maintenance.

7. Support and Maintenance

- Providing post-launch **technical support** for at least six months.
- Offer **ongoing maintenance services** to fix bugs, update the system, and ensure continued smooth operation.

E. EXPECTED OUTPUTS/ KEY DELIVERABLES

The consultant is expected to deliver the following:

1. **Needs Assessment Report:** A comprehensive report outlining the needs and requirements of the platform.
2. **Platform Design and Architecture:** A detailed design document, including wireframes, technical architecture, and UX/UI design.
3. **Fully Functional Online Platform:** A competence-based, interactive learning platform fully developed, tested, and deployed.
4. **Integration of Interactive Learning Tools:** Incorporation of real-time collaboration, gamification, video conferencing, assessments, and other interactive tools.
5. **Training and Documentation:** Training sessions for JamiiForums staff and a complete set of user manuals and technical documentation.
6. **Testing and Quality Assurance Report:** A report detailing the results of all tests (functional, usability, security) conducted during the development.
7. **Technical Support Plan:** A post-launch technical support plan detailing how issues will be managed.

F. ETHICAL CONSIDERATIONS, CONFIDENTIALITY, AND PROPRIETARY INTERESTS

1. **Ethical principles:** The software developer for the CLA must adhere to high standards of ethical responsibility throughout the project. This includes creating a platform that promotes inclusivity, accessibility, and fairness, especially as it targets marginalized groups such as women and girls. The developer should ensure that the platform does not perpetuate biases or discrimination and supports an environment of equal learning opportunities for all users. Additionally, the developer must ensure transparency in data handling, respect for human rights, and align their work with gender equality principles to bring empowerment.
2. **Confidentiality:** Given the nature of this project, the developer will have access to sensitive data, such as user information, learning behaviors, and potentially personal stories of participants. It is essential that the developer implements strict data protection measures, ensuring that all personal information is encrypted, stored securely, and only accessible to authorized individuals. Furthermore, the developer must comply with local and international data privacy laws where applicable. Any breaches of confidentiality must be reported immediately, with clear protocols in place to manage such incidents.
3. **Proprietary Interests:** All intellectual property rights and proprietary interests in the developed platform will be owned by JamiiForums. The developer must agree to assign all rights, title, and interest in the software, including any improvements, updates, or additional features, to JamiiForums. This ensures that the platform can be modified, updated, and used for future projects without limitations. The developer is prohibited from using any part of the platform, source code, or related materials for personal or commercial purposes without the express written permission of JamiiForums.
4. **Conflict of Interest:** The developer must avoid any conflict of interest during the development and post-launch phases. This includes situations where the developer could have competing

interests, such as working with other organizations on similar projects, particularly those with conflicting objectives. Any potential conflicts of interest must be disclosed before the commencement of the contract. The developer is also expected to maintain a level of independence and integrity throughout the project, ensuring that their actions and decisions are aligned with the Academy's mission to empower women and girls through civic and leadership education.

G. TIME FRAME AND DURATION OF THE ASSIGNMENT

The consultancy is planned to be done in one month from November 10th – December 10th 2024 with the following key milestones:

Timeline for implementation:

No.	Deliverable/Outputs	Estimated Duration to Complete	Review and Approvals Required
1.	Conducting needs assessment and providing a report	5 days	Consultant
2.	Platform Designing and Architecture	3 days	Consultant
	Review of the platform design and approval to proceed	3 days	JF/WiLDAF/USAID
3.	Developing the online platform	10 days	Consultant
4.	Integration of interactive learning tools and content to the platform	5 days	Consultant
5.	Testing the platform and providing a quality assurance report	3 days	Consultant & JF/WiLDAF/USAID
6.	Training sessions for JF staff and provision of a set of manuals	3 days	JF
7.	Technical support plan detailing how issuing will be resolved	5 days	Consultant

H. RATES AND MODE OF PAYMENT

The consultant will be paid at reasonable market rates. The Consultant will be paid 40% of the total consultancy fee upon signing the contract and the remaining 60% upon delivery and acceptance of deliverables within the specified period. The consultancy fee is subject to withholding tax at a rate as per the Income Tax Act.

I. QUALIFICATION AND EXPERIENCE

The consultant or firm must demonstrate the following qualifications and experience:

1. Proven experience in **software development** for e-learning platforms, with a focus on **competence-based and interactive learning**.
2. Strong expertise in developing **user-friendly and accessible platforms** for diverse and marginalized groups, particularly women and girls.
3. Experience with **Learning Management Systems (LMS)** and **Content Management Systems (CMS)**.
4. Expertise in **UI/UX design** with a focus on interactive, mobile-friendly platforms.
5. Strong understanding of **security and data privacy** standards, particularly in online learning environments.
6. Excellent communication skills and ability to work with diverse stakeholders, including non-technical teams.
7. Experience working on **gender-related projects** or with **civil society organizations** is an added advantage.

J. PROPOSAL SUBMISSION

Interested consultants are requested to submit the following:

1. **Technical Proposal:**
 - Detailed approach and methodology for developing the platform.
 - Timeline and work plan outlining key milestones.
 - Description of the team's expertise and relevant past projects.
2. **Financial Proposal:** Breakdown of the consultancy fees and costs, including any post-launch support fees.
3. **Portfolio:** Examples of similar work previously completed, particularly e-learning platforms or systems that cater to women and girls.
4. **CVs of Key Team Members:** Detailed profiles of all team members who will be working on the project.

These should be sent to vacancies@jamiiforums.com by 5th November, 2024.

K. PROPOSAL SUBMISSION

For inquiries or clarification, please contact:

Jamii Forums

Email: vacancies@jamiiforums.com

Mobile: +255743440000

Jamii Forums reserves the right to reject any proposals not meeting the specified terms.