



ORGANISATION OF EASTERN CARIBBEAN STATES

INVITATION FOR EXPRESSIONS OF INTEREST

**CONSULTANCY FOR IMPLEMENTATION OF VIRTUAL
LEARNING AND LIVESTREAM CLASSROOMS IN SELECTED
SCHOOLS AND MINISTRIES OF EDUCATION IN THE OECS**

The Organisation of Eastern Caribbean States (OECS) Commission invites interested eligible Individual Consultants to submit Expressions of Interest for the provision of consultancy services **for Implementation of Virtual Learning and Livestream Classrooms in Selected Schools and Ministries of Education in the OECS.**

The Terms of Reference and Guidelines for the Submission of Expressions of Interest for this consultancy are provided below.



ORGANISATION OF EASTERN CARIBBEAN STATES

The Commission

Terms of Reference

**CONSULTANCY FOR IMPLEMENTATION OF VIRTUAL
LEARNING AND LIVESTREAM CLASSROOMS IN SELECTED
SCHOOLS AND MINISTRIES OF EDUCATION IN THE OECS**

1. INTRODUCTION:

OECS countries have made significant strides in increasing access to primary education and secondary education. The Net Primary Enrollment Rate (6-11-year old children) is close to 100%. Enrollment at the secondary level (11-16 years) is close to universal. Gross enrollment at the secondary level is over 100 percent in all six OECS countries. However, low-learning outcomes remain the major challenge faced by the education sector in all OECS countries. The 2010 Grade 4 Literacy and Mathematics tests showed that about 50 percent of Grade Four students had not achieved mastery at their grade level. The situation is even worse at the secondary level.

In order to address the underlying causes of low learning outcomes, the OECS countries developed a Regional Education Strategy (OESS) with the vision "Every Learner Succeeds". It aims to ensure that all children learn and succeed in school. The strategy was developed in a consultative manner and has been endorsed by the OECS Ministerial Forum for implementation. With the aim of enhancing the quality of education, the Education Sector Strategy sets out the education priorities for the period 2012-2021. An implementation plan for this Education Strategy has been drafted and countries are working to align this Education Strategy to their respective education sector plans.

In order to implement this Regional Education Strategy, selected schools and Ministries of Education in the OECS have received approval for video equipment to implement virtual learning and livestream classrooms. Alongside the video equipment, there is a need for supporting elements to secure the equipment, utilize it effectively and to generally manage the resource.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1 Overall Objective

The overall objective of this consultancy is to support the implementation of virtual learning and livestream classrooms in selected schools and Ministries of Education in the OECS. Additionally, the Consultant will provide a built-in mechanism for sustainable use of the equipment provided and maximize intended gains of the video equipment to increase the likelihood of the equipment being adequately used. This will be done through appropriate documentation to be shared with the Ministry of Education.

2.2 Purpose

The goal of the assignment is to provide technical and training support for virtual learning spaces and meeting rooms *in selected schools and Ministries of Education in the OECS*.

The specific objectives are:

1. Develop workflow and manual for installation and use.
2. Supervise installation of hardware and software for capture and streaming, through virtual linkages and correspondence with Ministry of Education staff.
3. Provide technical and pedagogical training to stakeholders, through a package of materials such as videos, webinars, manuals etc. to ensure adequate use of the equipment procured for virtual and livestreaming classrooms in the OECS.

2.3 Expected Results

The main output will be the establishment of virtual classrooms and meeting rooms in participating Member States of the OECS: Dominica, Grenada, St. Lucia and St. Vincent and the Grenadines. The second output will be increased sustainable use of the video equipment procured for support for implementation of the core learning standards through a professional support mechanism for teachers and education officials who are expected to use the equipment.

Specific Activities

1. Design and develop manual and workflow for virtual classrooms and meeting rooms in participating Member States of the OESP based on equipment to be supplied to the Member State. The Member States will complete the installation, while the Consultant will develop the manual and workflow. The manual will include:
 - a. Installation of Trunking for:
 - Ceiling (Video and sound cables)
 - Wall (Electrical, Audio, Video, (hdmi))
 - Control Panel
 - b. Installation of Wall Mounts for:
 - Tv Screen
 - Camera
 - Control panel
 - i. Installation of cabling and wiring.
 - ii. Installation of Ceiling Camera and Mic
 - iii. Installation of Network Hub (wifi)
 - iv. Installation of TV Screen
 - v. Installation of Computer System
 - vi. Installation of Control panel
 - vii. Installation of Wireless Mic System
 - viii. Installation and Configuration of Software for Operation
 - c. Adequate security protocols for equipment location and installation
2. Work with installation teams to ensure timely, efficient and proper installation of audio visual, capture equipment and control panel.
3. Develop training package containing:

- i. Manual for Technical operations
- ii. Manual for Virtual teaching and learning
- iii. Instructional professional development materials package for teachers using the equipment such as demonstration videos, webinars, how-to flyers etc.

3. PROFILE OF TECHNICAL ASSISTANT REQUIRED

This assignment will require an individual consultant with qualifications and broad-based experience in Audio-visual installation and livestreaming, with qualifications and experience in technology-enabled learning. It is preferred that the individual has experience completing at least one similar assignment. The consultant must also have full knowledge and understanding of the education system of the OECS, be familiar with the set-up and realities of schools in the OECS and have good leadership skills to be able to guide Ministry of Education personnel to install and use the equipment for establishing virtual and livestreaming classrooms in the OECS.

4. LOCATION AND DURATION

4.1 Location

The experts will be required to work from their home base, and use virtual tools to work with installation crews, and train participants.

4.2 Expected duration of the assignment

The overall duration of the assignment will be 30 working days between July and August 2019.

5. REPORTING

All reports are to be submitted, in English, to the Head of the Education Development Management Unit (EDMU) of the OECS Commission. The Consultant will submit the following deliverables to the OECS Commission.

Activity	Output/Deliverable	Timeframe
Concept paper outlining plan for engagement and giving details about how the consultant intends to undertake the assignment and what will be produced.	Concept Paper	One week from start date
Design and develop manual and workflow and the	Workflow and Installation Manual for use of Equipment	Three weeks

installation and use for virtual classrooms and meeting rooms		
Provide technical and pedagogical training to stakeholders, through a package of materials such as videos, webinars, manuals etc.	<p>Training Package which should include the following</p> <ol style="list-style-type: none"> i. Manual for Technical operations ii. Manual for Virtual teaching and learning iii. Instructional professional development material for teachers using the equipment such as demonstration videos, webinars, how-to flyers etc. 	Four Weeks

6. ADMINISTRATION

Office accommodation for the delivery of installation manuals and training will be provided by the Experts. The experts should be equipped with their own laptop/notebook computer and mobile phone plus airtime.

7. QUALIFICATIONS

At least Bachelor's degree in Computer Science or related field. Formal training in androgogy and pedagogy.

8. EXPERIENCE

- Demonstrated experience in Audio-visual installation and livestreaming and experience in supervising the installation of hardware and software for capture and streaming, through virtual linkages.
- Demonstrated ability in providing technical and pedagogical training to stakeholders, through a package of materials such as videos, webinars, manuals etc.
- Demonstrated relevant experience in completing one similar assignment.
- Experience in designing and developing of workflows and manuals for installation and use of virtual equipment in classrooms and meeting rooms
- Experience in supervising the installation of hardware and software for capture and streaming, through virtual linkages.
- Experience working in the OECS undertaking similar assignments.

GUIDELINES FOR SUBMISSION OF EXPRESSIONS OF INTEREST

Consultancy Services for Implementation of Virtual Learning and Livestream Classrooms in Selected Schools and Ministries of Education in the OECS.

The Organization of Eastern Caribbean States (OECS) Commission through its Education Development Management Unit (EDMU) is seeking Expressions of Interest from Consultants for the Implementation of Virtual Learning and Livestream Classrooms in Selected Schools and Ministries of Education in the OECS.

It is expected that the services will commence in July 2019 and be completed no later than August, 2019.

Consultants wishing to signify their interest in undertaking the prescribed services are to submit an Expression of Interest providing information demonstrating that they have the required qualifications and relevant experience to perform the services. The information submitted should follow the layout indicated below

1. Information on the Consultant's qualifications and technical competence relevant to the assignment, experience in undertaking similar assignments, including Curriculum Vitae of the Consultant proposed for the assignment;
2. A concept note on the planned framework for undertaking the assignment and a sample of work done.

Consultants shall bear all costs associated with the preparation and submission of their Expressions of Interest.

The OECS is not bound to accept any Expression of Interest, and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Consultants.

For more information or to submit Expressions of Interest, please contact:

At the following email address:
procurement@oeecs.int

Attention:
Yasmine Anatole
Procurement Officer, PMU
Organisation of Eastern Caribbean States
Morne Fortune
P.O. Box 1383
Castries
ST LUCIA
Phone: 758 455 6328

Expressions of Interest can be submitted via email.

An Individual Consultant will be selected in accordance with the *World Bank's Guidelines: Selection and Employment of Consultants Under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011 and revised July 2014* ("Consultant Guidelines").

Expressions of Interest will be evaluated and the Consultant with the most relevant experience, qualifications and technical competence will be selected and requested to submit a proposal which will be the basis for negotiations leading to a contract.

The criteria to evaluate the Expressions of Interests submitted will include:

1. Qualifications of the Consultant
2. Technical competence in undertaking the assignment
3. Related Experience of the Consultant and experience in undertaking similar assignments
4. Planned framework submitted for undertaking the assignment

Expressions of Interest are to reach the OECS Commission no later than 12 midnight (local time, Saint Lucia) on Friday August 2, 2019, addressed to:

Yasmine Anatole, Procurement Officer
At the following email address:
procurement@oecs.int

The email submissions should include the name and address of the Individual Consultant and shall be clearly marked in the subject line as "**Expression of Interest – Consultancy Services for Implementation of Virtual Learning and Livestream Classrooms in Selected Schools and Ministries of Education in the OECS**"