

TERMS OF REFERENCE

Assignment/Project Title: Development of two online course for the Ministry of Port Shipping Waterways and Ministry of Textiles

Assignment Duration: ___04_ months

Assignment Type: Firm (National)

A. BACKGROUND

Government of India has launched Mission Karmayogi to help Indian bureaucracy become more responsive to the needs, realities, and aspirations of 21st century India. The Capacity Building Commission (CBC) is the nodal organization responsible for developing annual capacity building plans for individual ministries and departments, taking into account the different roles of officers and staff deployed. ADB is providing support to CBC develop Capacity Building Plans for 10 Ministries and Departments under TA-6921 IND: Support to Capacity Building Commission for Strengthening Institutional Capacities and Training Infrastructure

A critical common recommendation emerging in these plans is related to the development of induction module for Ministries and Departments concerned. The induction module will be a compulsory for all new officers and staff joining the ministry or department and will provide holistic orientation to the new staff/officer about the priorities, organization structures, and domain specific information related to the workings of the ministry.

This project envisages the development of the Induction Modules for Ministry of Ports Shipping and Waterways (MoPSW) and Ministry of Textiles (MoTex). MoPSW and MoTex would nominate a subject matter expert to work with consultants on course development and implementation. Expert would be responsible to develop the course content. Consultant would be required to actively work with the expert to develop clearer understanding on the course content and accordingly translate that into interactive digitized courses. As and when required, ADB would facilitate discussion or access to information with Ministry of Ports, Shipping and Waterways and the Ministry of Textiles and other stakeholders.

B. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to curate two interactive online induction learning module for the Ministries of Port Shipping and Waterways and Ministry of Textiles, with an initial target audience of staff in these ministries.

C. SCOPE OF WORK

As specified under objective (B) above, design online course / learning material for target audience based on pedagogy needs of Ministry of Ports, Shipping and Waterways and the Ministry of Textiles; and technical specifications compatible to the requirements of iGOT2 platform.

Specifically, the scope of work under this assignment will include:

- Under guidance of Asian Development Bank (ADB) SPOC, consultant would engage with Subject Matter Expert (staff/ consultant of Ministry of Ports, Shipping and Waterways and the Ministry of Textiles) to develop a clear understanding on content for an accurate translation into the online course/content.
- The Online Induction modules for the two Ministries would be of maximum duration of 8 learning hours.
- Courses should have a high degree of interactivity to develop deeper understanding on the topic, animation to better depict the complex topics, voice-guided learning, a series of short quizzes placed at the end of each learning sub-module/module and a final Assessment.
- Courses should have a user interface which is compatible for easy access through web-browser on laptop/computers and also on handheld devices.
- Courses should be compliant to the pedagogy requirement of Ministry of Ports, Shipping and Waterways and the Ministry of Textiles and compatible with technical specifications of iGOT2 platform.
- As and when required, consultant would participate in meetings and discussions with ADB and other stakeholders.
- Course content would be developed keeping in view future possibility of scaling up the content for wider audience of other relevant ministries/departments.

Scope of work does not include any maintenance (hosting, course update, learner support etc.) services.

Courses would be developed with following as requirement.

1) ONLINE INDUCTION MODULE

- **Target Audience:** All officers of the Ministry of Port Shipping and Waterways and Ministry of Textiles.
- **Course Duration:** 08 Learning Hours (Maximum)
- **Subject Matter Expertise:** Ministry of Ports, Shipping and Waterways and the Ministry of Textiles
- **Modules to be covered**
 - a. Ministry of Ports, Shipping and Waterways
 - i. Overall Introduction to the Ministry and Maritime Domain (80 minutes)
 - ii. Ports (40 minutes)
 - iii. IWT (40 minutes)
 - iv. Shipping and Ship Building (40 minutes)
 - v. Sagarmala_ (40 minutes)
 - b. Ministry of Textiles
 - i. Indian Textiles Ministry Overview: (30 Minutes)
 - ii. Overview of the Ministry of Textiles (35 Minutes)
 - iii. Overview of the Divisions of Ministry of Textiles (35 Minutes)
 - iv. Schemes, Policies, and Acts of the Ministry of Textiles (50 Minutes)
 - v. Ministry of Textiles: ICT Portals and Initiatives (30 Minutes)
 - vi. Emerging Trends in the Indian Textile Industry (30 Minutes)

D. TECHNICAL SPECIFICATION

- The multimedia content should run on iGOT platform. Content must be able to run using standard internet browser software specifically on Windows and Linux systems.
- Formats: Videos are to be in the MP4 format and unloadable to 'YouTube'. Audios are to be in the MP3 format. Simulations and other interactive programming objects need to be in HTML 5 and associated scripting languages. Graphics should support standard image formats like PNG, GIF and/or JPG.
- All multimedia media should be SCORM compliant and unloadable to LMS that support this standard.

E. OUTPUTS

The agency will produce the following outputs:

1. Inception report and work plan schedule to complete assignment within agreed timeline
2. Interim Output1: Prototype of the courses for approval by ADB
3. Interim Output2: Storyboard of each module of each course for approval by ADB.
4. Interim Output3: Beta version of each module of each course for approval by ADB.
5. Final Output: Gold Version (Ready to roll-out) of each module of each course for approval by ADB.
6. Assist in course roll-out on iGOT platform.
7. Detailed Development Process Report: A detailed report on the development processes and steps involved in online course development which would be used by ADB for building capacities of other institutions.
8. Delivery of course content and all source files in a portable hard drive.

F. INPUTS TO BE PROVIDED BY THE CLIENT

Ministry of Ports, Shipping and Waterways and the Ministry of Textiles would each engage a subject matter expert to work with consultant on course development. Expert would be responsible to develop the course content. Consultant would be required to actively work with the expert to develop clearer understanding on the course content and accordingly translate that into interactive digitized courses. As and when required, ADB would facilitate discussion or access to information with Ministry of Ports, Shipping and Waterways and the Ministry of Textiles and other stakeholders.

No travel is envisaged as part of this assignment for consultant team.

G. TERMS AND CONDITIONS

1. **Duration:** ____04____ months from date of contract signing.
2. **Contract type:** The contract type is lump sum inclusive of reimbursable expenditure.
3. **Payment Schedule**

S. No.	Deliverable	Due Date	Payment Percentage of Lumpsum price
1.	Deliverable 1: Inception report and work plan schedule to complete assignment within agreed timeline	02 weeks from contract signing	20%
2.	Deliverable 2: Approved of Storyboards of Course 1	04 weeks from contract signing	10%
3.	Deliverable 3: Approved of Storyboards of Course 2	06 weeks from contract signing	20%
4.	Deliverable 4: Approved BETA version of Course 1	12 weeks from contract signing	20%
5.	Deliverable 5: Approved BETA version of Course 2	14 weeks from contract signing	15%
6.	Deliverable 6: Approved GOLD version of two Courses	16 weeks from contract signing	15%

H. INTELLECTUAL PROPERTY RIGHTS

The final product will be the property of the ADB. The firm shall not use the product for their own publicity purposes, nor license the product to be used by others, without the written consent of the ADB.

While sharing the final source codes with the Bank in a portable drive, the Consultant shall submit an undertaking stating that the ADB will have all the user rights (Copyrights) for all the materials, solutions, software, video and audio or any such materials which are developed as part of this project. This may include development files as well.

I. REPORTING:

Consultant will report to the ADB SPOC(s). Coordination with other members of the team will be undertaken as required. Consultant will also attend weekly meeting with ADB team to discuss progress and get issues resolved.

J. TEAM COMPOSITION:

i. Firm Experience:

The consulting firm is expected to:

- a) Be an independent Private Legal Entity/ Partnership Firm/ Private Limited Company/ Limited Liability Partnership firm registered in India, and operational for at least 15 years, as on the date of submission of the response.

- b) Have experience of providing project/ program management services for at-least 3 programs with Central Government/ State Government/ Central or State Government Agencies & Departments financed by Central/ State Government or by Multilateral/Bilateral Institutions in mission mode in last 5 years (completed or ongoing projects)
- I. The services provided by the consulting firm under aforementioned programs should have a minimum contract value of INR 50 lakh.
 - II. The programs must include at-least 1 program related to multi-media and e-learning.
- c) Experience of working on pan-India programs with Central Government/ Central Government departments/agencies is preferred.

ii. **Team Requirements:**

SI No.	Position	No. of Experts	Qualification and Experience	Individual Person Months	Total Person Months
1	Project Lead	1	<ul style="list-style-type: none"> ▪ Graduation in Science/Social Science/ Humanities along with MBA/ PGDM or equivalent, and/ or Executive/ Professional Diploma in Multimedia techniques. ▪ Min 15 years' experience in developing e-learning content and minimum 5 years' experience in project management for e-learning and multimedia-based training content for government, development agencies or multilateral development banks. ▪ Experience of leading programmes of Government of India along with programme implementation. 	4	4
<p><u>DETAILED ACTIVITIES</u></p> <p>The Team Lead shall be responsible for the following detailed activities</p> <ul style="list-style-type: none"> ▪ Use their experience and expertise on multi-media content-based learning modules to guide Ministry's team on the interactive element of these modules. ▪ Develop a comprehensive menu of options for visual and digital presentation of course material. ▪ Liaison with ADB team and Ministry's team to finalize the which of this digital/visual/multi-media material would be most appropriate for the different modules. ▪ As and when required, s/he would participate in meetings and discussions with ADB and other stakeholders. ▪ Develop and deliver a comprehensive multi-media digital e-learning Induction Module for Ministry. 					

SI No.	Position	No. of Experts	Qualification and Experience	Individual Person Months	Total Person Months
2	Multi-media and E-Learning Expert (One for MoPSW and one for MoTex)	2	<ul style="list-style-type: none"> ▪ Post Graduate degree in science/humanities/social science or business and Executive/ Professional Diploma in Multimedia techniques. ▪ Minimum 5 years' experience in content development for e-learning and multimedia training for government, development agencies or multilateral development banks. 	4	8
<p>SCOPE OF WORK</p> <p>The expert is expected to use her/ his expertise of e-learning methodologies and multi-media content development to help develop an interactive online learning module using the course content and pedagogy finalized in discussed with Ministry.</p> <p>Specifically, the scope of work for the Multi-media and E-learning expert under this assignment will include:</p> <ul style="list-style-type: none"> ▪ Would use her/ his expertise in curriculum development using multimedia application to develop a detailed course content outline that supports learning through audio-visual aids and experiential learning through virtual means ▪ Develop appropriate interactive digital tools that can explain technical topics to a non-specialist audience. <p>OUTPUTS</p> <p>The team will produce the following outputs:</p> <ul style="list-style-type: none"> ▪ Multi-media course material for each sub-module for approval by ADB and Ministry. ▪ Beta version of each module of each course for approval by ADB and Ministry. ▪ Final Output: Ready to roll-out of each module of each course for approval by ADB and Ministry. ▪ Assist in course roll-out on iGOT platform. ▪ Delivery of course content and all source files in a portable hard drive. 					
				TOTAL	12