
TERMS OF REFERENCE – E-learning platform for JUST SA

1 INTRODUCTION

Trade & Industrial Policy Strategies (TIPS) is an implementing partner of the IKI-funded Just Transition to a Decarbonised Economy for South Africa (JUST SA) programme, which seeks to support the implementation of pathways towards an environmentally sustainable, climate change resilient, low-carbon economy and just society. As part of the project, TIPS is implementing several research and capacity building activities, including face-to-face training on the green economy and Just Transition in South Africa in all nine provinces in the country and a Just Transition Community of Practice (CoP).

To complement this work, TIPS is seeking a service provider set up an online e-learning system. Specifically, TIPS is looking for an experienced **Custom Learning Management System (LMS) Development** service provider to assist with setting up an online LMS to deepen learning and expand the TIPS JUST SA training program to 500 practitioners in the English language.

2 SCOPE OF WORK

The successful service provider will be required to undertake the following scope of work:

- **Custom LMS selection & development:** To design and develop a customised LMS platform that aligns with the Just SA's project needs and branding.
- **LMS setup and hosting:** To support the Just SA team with conceptualisation and testing through to launch based on the team's requirements and objectives.
- **Training and support:** To provide support for administrators and ongoing technical support to maximize the platform's potential.

LMS Requirements

The system/platform should:

- Support approximately 500 learners (including alumni from the in-person training sessions in nine provinces).

- Support the upload of supplementary learning material, including video clips, slide decks, factsheets, and links to reading material.
- Support pre-and post-course quizzes to track impact (improved knowledge of the green economy and Just Transition issues).
- Accommodate the inclusion of supplementary learning tools on an ad hoc basis.

In addition to the above, the system/platform should be visually appealing, be compatible with YouTube, and have sufficient storage capacity to save videos and other types of learning materials. In terms of licensing, a white-labelled system is preferred, and TIPS should be provided with one administration license.

3 DELIVERABLES

The following deliverables are required:

- i. A detailed project plan
- ii. A demo and beta testing before going live
- iii. Regular meetings with the TIPS JUST SA CoP lead.
- iv. Monthly technical support (4 hours per month)

4 REQUIREMENTS OF SUCCESSFUL TENDERER

The successful service provider should possess the following skills and experience:

- Demonstrated experience in setting up an LSM as per the above scope of work
- Good understanding of e-learning requirements
- A successful track record of clients

5 PROJECT GOVERNANCE

The Service Provider will report to the TIPS Just SA CoP representative.

6 TIMELINE

The project will be expected to commence in April 2025 following contract award and to take approximately 2 months from inception to completion to set up the LSM. Thereafter, technical support will be required for a period of 25 months (June 2025 to June 2027).

7 BUDGET

The service provider is required to provide a detailed quotation that includes the following:

- Design, setup, and testing (including landing pages, email automations, user journey testing, etc.).
- Technical support (including branding updates, live sessions updates, user enrollment, instructor/admin training and onboarding, etc.).
- Integration of additional learning tools.

8 EVALUATION

The proposals will be evaluated according to a “lowest price technically acceptable source selection process”.

9 INSTRUCTIONS TO TENDERERS

Tenderers are invited to respond to these terms of reference by submitting the following:

- i. A short (maximum 5 page) proposal that includes a description of proposed services and a delivery methodology
- ii. Indicative work plan
- iii. Profile and CV of key personnel
- iv. Cost breakdown

The maximum length of the proposal indicated above does not include the indicative work plan and CV(s) of key personnel.

Proposal must be sent to TIPS for the attention of Natasha Du Plessis natasha@tips.org.za

Closing date for proposals: Friday, 4th April 2025 at 16h00