



CENTRE FOR THE ADVANCEMENT OF SCIENCE AND MATHEMATICS EDUCATION

*casme*

## Request for Proposals

### eLearning Consultant

Introduction	<p>The Centre for the Advancement of Science and Mathematics Education (CASME) is a non-profit, public benefit organisation working in the field of teacher development and support. The centre was established in 1985 and continues to serve as a key resource in this critical field. CASME is a leading centre for advancing the teaching and learning of mathematics and science in South Africa.</p>
ICTs for Education	<p>A key strategic area (KSA) that CASME has identified is to <b><i>drive effectiveness, impact and innovation through ICTs for Education</i></b>. The migration of its teacher support functions to an online and blended learning mode is considered a key activity that will assist CASME in achieving this strategic goal.</p> <p>The introduction of online and blended learning programmes at CASME will serve three critical needs:</p> <ul style="list-style-type: none"> <li>• <b>Making content and support accessible to teachers located in remote areas</b></li> <li>• <b>Enabling teachers to be involved in self-assessment (reflective practice) via the eLearning platform</b></li> <li>• <b>Expand CASME's reach and impact</b></li> </ul> <p>The migration to eLearning requires the implementation of a Learning Management System (LMS), conversion of existing programme content into formats appropriate for this new modality and capacity building of subject specialists with respect to instructional design for blended learning.</p>
Project Plan	<p>CASME has developed a high level project plan, the starting point of which is to:</p> <ol style="list-style-type: none"> <li>1) <b><i>Evaluate and selecting an appropriate eLearning platform considering:</i></b> <ul style="list-style-type: none"> <li>• Expectation of an eLearning System/Programme</li> <li>• Requirements of an eLearning System/Programme</li> <li>• Training and support needs</li> <li>• Policy and procedural changes needed to support eLearning</li> <li>• Acceptance of a conceptual eLearning model</li> <li>• Identify and evaluate existing Learning Management Systems / Online Platforms based on stakeholder feedback and accepted eLearning Conceptual Model</li> </ul> </li> <li>2) <b><i>Converting existing programmes to eLearning format</i></b> <ul style="list-style-type: none"> <li>• Converting selected existing programmes into eLearning/Digital Format</li> <li>• Create digital content based on existing paper-based material</li> <li>• Curate relevant open educational resources (OER)</li> </ul> </li> </ol>

Brief	<p>CASME wishes to appoint an eLearning consultant to support this development phase.</p> <p>The consultant will manage and implement the above key stages, namely 1) Evaluating and Selecting an appropriate eLearning Platform and 2) Converting existing programmes to eLearning format.</p> <p>The eLearning consultant should submit a proposal, which:</p> <ul style="list-style-type: none"><li>• Clearly sets out the work including outputs, outcomes</li><li>• Demonstrates experience and qualifications in this field, including CVs and evidence of work done previously</li><li>• Sets out a timeline for delivery of the work between April and October 2018</li><li>• Includes a fully inclusive budget</li></ul> <p>The work should be conducted on site at CASME's offices at 23 Caversham Road in Pinetown.</p>
Submission of Proposals	<p>Comprehensive submissions responding to this brief should be emailed to:</p> <p>Henre Benson <a href="mailto:benson@casme.org.za">benson@casme.org.za</a></p> <p>By Friday 13 April 2018</p>