

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUALS)

GRENADA

Grenada National Training Agency

Assignment Title: Content Development Expert

Background

Grenada's National Sustainable Development Plan 2035 clearly identifies the digital economy as a priority area of public investment to enable the country to compete in the digital era and provide opportunities for its citizens. With youth unemployment on the rise, it is a critical concern for the Government of Grenada (GoG) and this requires the creation of opportunities that can meet the labor market needs of the 21st century. As part of its mandate, the GoG has embarked on a digitization process across the public sector to strengthen service delivery, job creation and economic growth. However, there is the need to enhance the Basic digital literacy of Grenadians to ensure that they can adapt and benefit from this modernization and digitization efforts. The Caribbean Digital Transformation Project (CARDTP) proposes to support the creation of a digitally enabling environment through the implementation of digital skills development programs for Grenadians.

The (CARDTP) is focused on the provision of training and certification for citizens through a Basic Digital Literacy program. The CARDTP recognizes the importance of training citizens to integrate technology and digital skills in their everyday life since it is one of the critical 21st century tools required for the development of the individuals in order to operate and function in the current environment. Training in ICT will also help to improve communication with all relevant stakeholders.

CARDTP has therefore requested the services of the National Training Agency (NTA) to provide this training for a cohort of citizens to be trained in Basic Digital Literacy. The NTA is therefore committed to building capacity to deliver online and blended TVET programs through this engagement.

Objective of the Consultancy

The NTA is seeking to engage a consultant to develop the curriculum and training content for a Basic Digital Literacy program. The program would focus on the participants developing the following competencies related to:

- Operate a personal computer.
- Use mobile IT devices (smartphones/tablets Android)
- Use, communicate, and search via the internet.

Scope of works

The Consultant in conducting the assignment is required to carry out the following tasks:

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- Develop a detailed project work plan to include all project activities, roles and responsibilities of the stakeholders with corresponding milestones and resources.
 - Support the content development process based on the requirements, the progress made, and other relevant queries made by NTA/DTO.
 - Lead in the development of the competency curriculum and the development of digital learning content.
 - Facilitate reflection sessions and meetings as needed with various service providers.
 - Ensure that all training on the content foundations and the approach is planned and conducted for all the service providers.
 - Convene, prepare, attend, and report to NTA and DTO on all working sessions and meetings related to the curriculum development component.
 - Prepare and submit bi-weekly progress report on the agreed deliverables.
 - Other tasks as needed and assigned by NTA/DTO.

Timeframe

- The anticipated time required for completion of the Consultancy is eight consecutive working weeks.

Educational Background

- Bachelor's Degree, post-graduate certificate, or other professional qualification related to curriculum/instructional design and development or education and education management.

Experience

- Minimum of 3-5 years of experience in leading a curriculum development process at a national level and/or to support substantial training or education delivery in multiple educational institutions.
- Minimum of 5 years of experience in developing institutional capacities and providing technical assistance in the field of curriculum or content design, development, preparation and implementation with an emphasis on digital literacy or ICT type training in the job market.
- Demonstrated experience in, knowledge of, and agility with new learning technologies in a fast-paced, ever-changing environment.
- Experience in practicing and implementing developing curriculum/content specific methodology.
- Proven experience in the competency-based approach is a strong asset.

The Government of Grenada, National Training Agency now invites individual consultants (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (attach curriculum vitae with description of experience in similar assignments, similar conditions, etc.). Firms may propose qualified individual consultants for this

assignment – one individual consultant per firm. In all cases, only the experience and qualifications of individuals shall be considered in the selection process.

Further information can be obtained from the National Training Agency Belmont, St. George's telephone 1-473-435-9092/93 or email standards@nta.gov.gd or mande@nta.gov.gd during office hours of 8:00 a.m. and 4:00 p.m. Monday to Friday (Grenada time). Any additional information can also be obtained from the TOR, a copy of the TOR can be requested by sending an email to: axel.joseph@procurement.gov.gd

Expressions of interest along with a resume and a cover letter must be submitted via e-mail no later than September 15, 2023 to executive@nta.gov.gd. Letter should be addressed to

Lincoln Morgan
Chief Executive Officer
National Training Agency
Belmont
St. George

Submissions shall be clearly marked "Expression of Interest – Content Development Expert".