

Terms of Reference



iDICE

Investment in Digital and Creative
Enterprises Programme

Consultancy Services for Conducting Gap Assessment on Existing NITDA Learning Management System (LMS)

Technology and Creative Sector

Financing Agreement reference: 2000200005160

Project ID No.: P-NG-K00-009

1. Background

The Federal Government of Nigeria has received financing from the African Development Bank (AfDB), Agence Française de Développement (AFD) and the Islamic Development Bank (IsDB) towards the implementation of the Investment in Digital and Creative Enterprises (iDICE) Programme and intends to apply part of the agreed amount for this finance to payments under the contract for a consultancy service for **conducting gap assessment on existing Learning Management System (LMS)** in National Information Technology Development Agency (NITDA).

2. Objectives

- I. Evaluate the current LMS functionalities against the desired features and capabilities;
- II. Identify gaps and areas of improvement; and
- III. Provide actionable recommendations to bridge the identified gaps.

3. Scope of Work

The consultancy will involve the following key activities:

3.1 Assessment of Current LMS

- i. System Review: Conduct a comprehensive review of the current LMS, including its architecture, functionalities, user interface, and performance;
- ii. Feature Inventory: Document the existing features and capabilities of the LMS;
- iii. User Feedback: Collect and analyse feedback from various user groups, including students, instructors, administrators, and support staff.

3.2 Identification of Desired Features and Capabilities

- i. Requirement Gathering: Conduct workshops and interviews with key stakeholders to gather requirements and expectations for the LMS.
- ii. Best Practices: Research and identify best practices and benchmarks in the LMS domain.
- iii. Future Needs: Consider future trends and technological advancements to identify long-term needs.

3.3 Gap Analysis

- i. Comparison: Compare the current LMS functionalities with the desired features and capabilities.
- ii. Gap Identification: Identify and categorise gaps based on their impact and urgency.
- iii. Root Cause Analysis: Determine the underlying causes of the identified gaps.

3.4 Recommendations

- i. Action Plan: Develop a detailed action plan to address the identified gaps, including short-term and long-term recommendations.

- ii. Prioritization: Prioritize the recommendations based on their feasibility, cost, and impact.
- iii. Resource Allocation and Effort: Identify the necessary resources, including budget, personnel, and technology, to implement the recommendations.

3.5 Reporting

- i. Draft Report: Prepare a draft gap analysis report, including findings, recommendations, and an action plan.
- ii. Stakeholder Review: Present the draft report to key stakeholders for feedback and revisions.
- iii. Final Report: Finalize the gap analysis report based on stakeholder feedback.

4. Evaluation Criteria

Proposals for conducting the gap analysis will be evaluated based on the following criteria:

- i. Technical competence and experience in LMS evaluation and analysis.
- ii. Understanding of the project requirements and objectives.
- iii. Proposed methodology and timeline.
- iv. Cost-effectiveness of the proposal.

5. Deliverables

The deliverables for the gap analysis project include:

- i. Comprehensive review documentation of the current LMS;
- ii. A detailed inventory of existing LMS features and capabilities;
- iii. User feedback, challenges and root cause analysis;
- iv. Requirements and expectations document;
- v. Best practices and benchmark report;
- vi. Gap analysis report with identified gaps;
- vii. Actionable recommendations and prioritized action plan; and
- viii. Final gap analysis report, incorporating stakeholder feedback.

6. Timeline

The project is expected to be completed within eight weeks from the commencement date. Key milestones include:

- i. Requirements Gathering and System Review: 2 Weeks
- ii. Gap Analysis: 1 Week
- iii. Development of Recommendations: 2 Weeks
- iv. Draft Report Preparation: 1 Week
- v. Stakeholder Review and Final Report: 2 Weeks