Terms of Reference (ToR)

For engaging a professional trainer Expert to organise PRIMER training content, develop a virtual community platform and automate a pre-course assessment tool

1. Background

The Infectious Diseases Institute (IDI) is a Ugandan not-for-profit organisation whose mission is to strengthen health systems in Africa, with a strong emphasis on infectious diseases, through research and capacity development. IDI has six operational areas through which it works to achieve its mission: Prevention, Care and Treatment; Training, Research, and Laboratory services (including the CAP-certified IDI Core Lab & Translational Lab); Global Health Security; and Health System Strengthening.

The Infectious Diseases Institute Limited implemented a Gates Foundation training program dubbed "Principle of Management Excellence for Research training" PRIMER in francophone countries, namely, Mali, Cameroon and the Democratic Republic of Congo (DRC). This training was delivered by content experts and experienced practitioners, not professionally trained experts. As such, limiting the quality of slide decks, which were largely fragmented with text rather than graphical and infographic elements that suit a mature audience. To effectively deliver a research training program, advanced, engaging, and efficient tools are critical for fostering audience engagement and participation, and for learning and assessment in research management excellence. To achieve this, IDI seeks to hire an expert to:

a) design and deliver a set of integrated advanced slide decks combining text, visual learning materials (graphical and infographics) and case scenarios
b) develop a virtual bilingual community learning platform (VBCLP), i.e. with in-built French and English to engage alumni,
c) develop and a**utomate a pre-course assessment system that potential trainees fill out,** and it automates results that are presented in statistical form for easy interpretation and decision making.

2. Objectives

The expert will:

1. **Organise existing training materials** on *Principles of Management Excellence* for research training, using **graphics, infographics, and visual storytelling**.

2. **Design and implement a virtual community platform** with **French and English language support**, enabling alumni engagement, networking, and knowledge sharing.

3. **Automate a pre-course assessment tool** for potential trainees, with results generated and presented in **statistical form** for trainers and program managers.

3. Scope of Work

WP: 1 Training Materials

i. Conduct a needs assessment of the work to be done including holding meetings with the IDI PRIMER. Training Coordinator to understand the context

ii. Review existing material content and PRIMER Training curriculum so as to create **visual learning resources**:

- Infographics
- Slide decks
- Illustrated case studies
- Flowcharts and storytelling graphics
- Produce trainer's guide and participant handouts.

iii. Suggest modularised training in practice areas across grant management stages and the pricing and sustainability models.

WP 2: Virtual Community Platform

i. Design and deploy a **web-based platform** accessible globally.

ii. Integrate **French and English language options** and include the following features.

- Alumni directory and profiles
- Discussion forums and thematic groups
- Resource library (training materials, publications, recordings)
- Event calendar and announcements
- Secure login and data protection
- Provide training for administrators and users.

WP3: Automated Pre-Course Assessment tool

i. Develop an online assessment tool for trainees.

ii. Automate scoring and generate **statistical reports** (e.g., averages, distributions, strengths/weaknesses).

iii. Ensure compatibility with the training program's database.

iv. Provide dashboards for trainers to visualise results.

v. Pilot-test and refine based on feedback.

4. Deliverables

- **High-level Training Material package** with infographics, slide decks, case studies, and guides.
- **Virtual community platform**: Fully functional, bilingual, with user documentation.
- **Automated assessment tool**: Online system with statistical reporting and trainer dashboards.
- **Final report**: Documenting methodology, design process, and recommendations.

5. Expertise Required

- Advanced knowledge of **management principles** and research training contexts.
- Proven experience in **instructional design** and **graphic/visual communication**.
- Technical expertise in **platform development** (web-based, bilingual, secure).
- Skills in **data automation, analytics, and visualisation**.
- Strong project management and stakeholder engagement skills.

6. Duration

The duration for this engagement is estimated at **12–16 weeks**, covering design, development, testing, and final delivery.

Phase	Duration	Key Milestone
Inception & Needs Assessment	Weeks 1–2	Inception report
Training Materials	Weeks 3–6	Final training package
Community Platform	Weeks 5–10	Platform launch
Pre-course Assessment tool Automation	Weeks 7–12	Tool deployment

Phase	Duration	Key Milestone
Integration & Handover	Weeks 13–14	Final report
Post-Implementation Support	Weeks 15–16	closure

7. Reporting & Supervision

- The expert will report to the PIMER Training Program Coordinator.
- Share progress updates every two weeks.
- Draft deliverables reviewed before finalization.

8. Evaluation Criteria

- Quality and clarity of training materials (graphics and storytelling).
- Functionality, usability, and bilingual support of the platform.
- Accuracy and reliability of automated assessment results.
- Feedback from pilot testing and user satisfaction.

9. Submit to:

Akankwasa Emilly

Procurement Officer

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0781248404

Please convert your well-labelled application documents into PDF and put them in a zipped folder for submission.

10. Submission deadline: Friday, 5th June 2026 at 5:00 PM EAT

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