

GUIDELINES FOR ACCESSING ICT SUPPORT INTERVENTION 2019/2020 FOR E-LEARNING PLATFORM

1.0 INTRODUCTION

The ICT Support Intervention is designed to expand the role of information and communication technology in Beneficiary Institutions in delivering quality education. In line with the HME directive, the Fund's policy direction for ICT Support Intervention for 2019/2020 will provide an online platform and e-learning grid made up of autonomous e-learning platforms – whether off the shelf or purpose built – all geared towards achieving distance learning and teaching capabilities to the Beneficiary Institutions.

TETFund has identified the need for Beneficiary Institutions to apply the ICT Support intervention line for 2019/2020 to facilitate the following:

1.1 E-Learning Platform:

In continuation of ICT Support Intervention program of 2016, 2017, 2018, beneficiaries should provide an eLearning platform to move classrooms online with availability of all course materials (notes, presentations, videos, assignments, attendance, grade access, announcements, and reference materials) to enable remote/distance education. The eLearning platform should enable student, lecturer, and departmental access to deliver, create and publish courses or match existing courses for online learning. Beneficiaries are free to choose e-learning

platforms that meet the minimum criteria as specified in these guidelines.

1.2 E-learning Support Training:

Capacity development is necessary to leverage the benefits of an eLearning platform and it is necessary for Beneficiary Institutions to provide the department of ICT and other relevant staff with necessary training to adequately support and administer the platform successfully. A detailed training outline is included in this guideline.

1.3 Independent Performance and Security Evaluation (PSE) Gateway

Service Portal:

The e-Learning platform must support Representational State Transfer application programming interfaces (RESTful APIs) to enable direct tracking and reporting of attendance, security oversight (regular penetration testing, personal data and privacy enforcement) resource utilization and other performance statistics and support functions required by TETFUND and representative of best practices. In furtherance of TETFund's drive in enhancing performance and monitoring of its interventions, an automated Independent Performance and Security Evaluation (PSE) Gateway Service Portal is in place to ensure the above.

All e-Learning sites must be integrated with this service. The PSE Service also provides a common identity and access management layer to ensure appropriate and secure access to technology resources. The PSE service will also help e-Learning platforms standardize on and comply with Nigerian Data Privacy Regulations (NDPR) as issued by NITDA.

2.0 ALLOCATION DISTRIBUTION

70% - eLearning Application Platform

15% - eLearning Training

15% - Independent Performance and Security Evaluation (PSE) Gateway Service Portal.

This platform when deployed must meet the following minimum specifications.

3.1 Duly authenticated and Registered Students should be able to login to the platform online and perform the following:

- 3.1.1 Access using a web-based browser client over the internet**
- 3.1.2 Participate in Online Virtual Classroom**
- 3.1.3 Download lecture notes**
- 3.1.4 Access Bulletin Board posts (Lectures Discussions, Assignments, etc.)**
- 3.1.5 Submit Assignments online.**
- 3.1.6 Access Grades**
- 3.1.7 Any additional enhancement**
- 3.2 Super Administrator should be able to:**
 - 3.2.1 Create and manage Departmental Administrator**
- 3.3 Departmental Administrators should be able to:**
 - 3.3.1 Manage Courses Catalog List**
 - 3.3.2 Create and manage lecturer/teacher information**
 - 3.3.3 Create and manage student information**
 - 3.3.4 Create and manage academic semesters and sessions**
 - 3.3.5 Create and manage courses for each semester**
 - 3.3.6 Create and manage course timetable**
 - 3.3.7 Any additional enhancement**
- 3.4 Teacher/Lecturer/Institution Administrator should be able to:**
 - 3.4.1 Provide Lecture Content Outline for each class being taught**
 - 3.4.2 Create and Publish Courses In line with the Institutions Curricula**
 - 3.4.3 Provide Lecture Notes, Assignments, Reference Materials, Presentations, Videos, etc.**
 - 3.4.4 Use the Black board feature to teach a virtual classroom online, with interactive Pen and real-time note making.**
 - 3.4.5 Use discussion board (i.e. Bulletin Board) for online discussion with students.**
 - 3.4.6 Conduct continuous assessment, grade and publish online.**
 - 3.3.7 Any additional enhancement**

4.0 E-LEARNING APPLICATION PLATFORM TRAINING

User training for the eLearning Platform should be provided for each specified role and stakeholder.

Online training or e-books must be provided to all roles, users and stakeholders.

5.0 ACCEPTANCE TESTING

TETFUND shall conduct Acceptance Testing for all e-learning platforms to determine compliance with minimum guidelines, security and ensure integration with the PSE Service. In line with 1.3 above.

6.0 DELIVERABLES AND TIME-FRAME

6.1 All submissions for Approval-In-Principle are online and must be submitted on or before June 30, 2021 at <http://www.tetfund.gov.ng> by navigating via *Interventions/Annual Intervention/ICT Support* and clicking "Submission Portal"

6.2 All previous ICT support intervention must be vacated before accessing this intervention.

6.3 All projects must be completed within a timeframe of 6 months from release of first tranche of funds.

7.0 SELECTION OF VENDORS

Beneficiaries are advised to follow due process in the selection of vendors and meet the basic eligibility requirements as enshrined in the PPA act 2007. In addition, the vendor must possess the requisite NITDA Certification.