



Terms of Reference

Development and Hosting of Moodle for Post School Education and Training Providers (PSET)

Background

In March 2020, the Government of Samoa enforced the Covid19 National State of Emergency orders where all schools including PSET providers were closed from March 23rd to May 2nd 2020. As the coordinator of PSET in Samoa, it was the responsibility of SQA to assist PSET providers in times of crisis that have or may have negative impacts on the continuation of the delivery of education and training to the learners. As a result, the SQA provided assistance to 20 PSET providers to assist with development of online learning platforms and printing of learning materials that were distributed to the students during schools closure.

With the Covid19 Nationwide Lockdown and continuous Alert Level 2 restrictions since March this year, all schools have been closed until 18th May where re-opening of schools including PSET providers have been staggered. To get an in-depth understanding of the current situation of all PSET providers since schools' closure, a virtual meeting with Principals and representatives of all Providers held on the 6th and 7th April 2022.

The Providers were asked to identify the assistances required to continue the delivery of training programmes during Covid19. The meeting confirmed that out of the 21 PSET providers consulted, three are using online learning platforms such Moodle, Google Classroom and Zoom, however, they do need support, improvement and assistance with the continuation of these learning platforms. The rest of PSET providers do not have online learning resources and some have stopped printing learning materials due to the lack of resources.

The outcome of the virtual meeting with PSET providers confirmed the need for a uniformed online learning platform across all PSET providers and Moodle was identified as the ideal online learning platform given NUS's experience and its wide coverage for all students.

Current Situation

With the continuous Covid19 epidemic and projection of new Covid19 variants and other possible epidemic hitting Samoa's shores anytime in the future, the need for online learning delivery is very visible to make sure PSET learners continues to receive their education during these difficult times.

From the 25 PSET providers registered with SQA to date, 8 providers have confirmed either they have Moodle in place and/or they are able to develop the online learning platform themselves. The three providers that are currently using Moodle developed in the 2020 assistance are Piula Theological College, Samoa Business Hub and Apia Harvest Center Bible College, however they need support with training and proper IT equipment to deliver the programmes online. Therefore, the remaining 14 providers needs to have Moodle developed with training and equipment support.

The Objectives of the Assignment

The Moodle Developer will:

1. Develop Moodle sites for fourteen (14) PSET Providers;
2. Provide technical support and user training for three (3) PSET Providers with existing Moodle sites; and
3. Provide Hosting for seventeen (17) Moodle sites preferably on Dedicated servers.

The Moodle Developer will work collaboratively with SQA IT Unit; ACEO Corporate Services and 17 PSET Providers for the duration of this activity to ensure knowledge required for operation of such online learning platform are relayed to trainers and students from each Provider to equip them with the right skills to independently use Moodle for online learning by the end of this project.

The Developer must also indicate the technical ability and capacity to host and provide technical support for all of the seventeen (17) Moodle sites.

Scope of the Assignment and specific tasks

1. Develop Moodle sites for fourteen (14) PSET Providers:
 - i. Configure and deploy Moodle on all fourteen (14) hosting servers;
 - ii. Work closely with SQA and PSET Providers on setting up courses and upload of all courses materials onto each Moodle site including accounts creation for trainers and students for each PSET Provider;
 - iii. Integration of Zoom with Moodle to enable classroom interactions between trainers and students;
 - iv. Provide advise on areas needing assistance/improvement including IT resources;
 - v. Provide a maximum of six (6) months ongoing Moodle trainings and support for trainers and students for each PSET Provider; and
 - vi. Provide Progress Report for Moodle development and support on a quarterly basis (6 weeks).
2. Provide Moodle training and support for trainers and students of the three (3) PSET Providers with existing Moodle sites:
 - i. Conduct a maximum six (6) months Moodle training and support for three (3) existing Moodle sites;
 - ii. Provide advise on areas needing assistance/improvement including IT resources; and
 - iii. Provide Progress Report for training and support on a quarterly basis (6 weeks)
3. Provide hosting for seventeen (17) Moodle sites:
 - i. Configure and setup each Moodle host (server) accordingly to specification provided by SQA IT Unit; (*Refer attachment*)
 - ii. Register domain (if required) for each PSET Provider;
 - iii. Provisioning of firewall configurations and other security measures (i.e., IPS, IDS, Port filtering, traffic monitoring, DNSSEC, SSL certificates etc.) for each Moodle host; and
 - iv. Collaborate with Internet Services Providers (ISPs) and SQA IT Unit to ensure accessibility to each Moodle site.

Duration and Milestones

It is expected that the work will be conducted within a duration of six (6) months and will commence upon signing of a contract with the successful Bidder. There will be a six (6) months period for Moodle support and training upon completion of the development, follow by another six (6) months which the Developer/Hosting Provider and SQA will use for Monitoring and Reporting. (*See Details in table below*)

Timeframe	Milestone
<i>June – September 2022 (4 months)</i>	<i>Recruitment Process</i>

<i>October 2022 – June 2023 (6 months)</i>	<i>Development & provisioning of support for all seventeen (17) PSET Providers and provisioning internet connection</i>
<i>July 2023 – December 2023 (6 months)</i>	<i>Ongoing support & Training for all seventeen (17) PSET Providers</i>
<i>January 2024 – June 2024 (6 months)</i>	<i>Monitoring and Reporting</i>

Developer Qualifications and Professional Expertise

Specific Professional Requirements of the Developer for the assignment include the following experience, skills and qualifications:

1. Relevant advanced educational qualifications in ICT;
2. Extensive experience in Moodle Development and Support;
3. Extensive experience in Cloud hosting environment; and
4. Extensive experience in ICT and Project Management.

Reporting and Accountability

The Moodle Developer is to report against the whole ToR in the format approved by the SQA. The Moodle Developer is responsible to the Chief Executive Officer of the SQA for the performance of duties. The Moodle Developer’s local counterpart is the IT Specialist and Assistant CEO, Corporate Services and to whom he/she is to report on a day to day basis. The final report of the Moodle Developer will be tabled at the SQA Executive Management Team for approval and Board of Directors for endorsement.