



International Organization for Migration (IOM)
The UN Migration Agency

Mission in Nigeria

IBMNG E-Learning Portal Enhancements Requirements and ToR

The E-Learning portal (<https://www.ibmnglearning.com>) currently sits on a public domain. Built to contribute to increasing the capacity of the Nigeria Immigration Service (NIS) to better deliver on her constitutional mandate in line with international best practices, the portal would require some enhancements to make it viable and localized within the NIS domain, for ease and controlled access. To achieve this, a 12-month contract to carry out the below listed tasks in collaboration with the NIS is required:

1. Redesign the portal home page to reflect the design, structure, colors, text, image, etc as adorned and required by the Nigeria Immigration Service (NIS)
2. Recalibrate the portal access to be on a provided domain. Administrators and users have managed access rights to facilities on the portal as enforced by the domain policy.
3. Convert all hard copy learning materials approved by the IOM and/ or Nigeria Immigration Service (NIS) to electronic audiovisual contents and upload same onto the portal.
4. Develop and provide required digital tools and services to the Nigeria Immigration Service for capacity improvement to manage the portal including but not limited to trainings, learning materials, software, hardware, consultancy, etc
5. Deployment/ Migration of the learning portal onto a localized system, with all configurations done and accessible within a domain to be provided by the Nigeria Immigration Service.
6. If required, restructuring of the course modules and assessments, including the workflows and organization to reflect the style of the Nigeria Immigration Service.

IOM NIGERIA HEAD OFFICE

No 55 Hassan Musa Katsina Road, Asokoro District, Abuja
Tel: +234-8134673873 • E-mail: iomnigeria@iom.int
Internet: <http://www.iom.int>

7. Reconfigure the notification system on course registrations, endorsements, progress, announcements, assessments, etc to reflect the style and pattern of the Nigeria Immigration Service.
8. Reconstruct the course tracking system to incorporate the Nigeria Immigration Service requirements on administrators, instructors, users, and visitors, specifying tracking privileges and access rights on course e.g. test scores, course completion reports etc, categorization of contents and classes e.g. management, technical, expert, general user, etc
9. Redefine the enrolment scheme, verification flow and approval means for each request considering the class and course categorization including course assessments/ evaluations, as defined by the Nigeria Immigration Service.
10. Perform all technical upgrades, maintenance and repairs (hardware, software and general technology) as will be defined in specific requirements by the IOM and/or Nigeria Immigration Service from time to time.

1	Technical Evaluation: The technical evaluation assesses the capacity of the company based on submitted technical documents.
	Evidence of affiliation with a technical company to provide this service.
a)	Registration from the Corporate Affairs Commission and Federal Inland Revenue Service.
b)	Two (2) recommendations from recognized organizations for ICT services.
c)	Provision of two (2) CVs of technically qualified focal for communication and after-deployment support, with proven evidence of their stake in the company.
d)	Experience: Experience that the bidder has deployed a similar portal/ dashboard for an international organisation
e)	Key Personnel: This category is based on the list of three (3) key personnel for the project with relevant certifications to the activity.
f)	Technical Knowledge: This category is based on the bidder's technical knowledge of the requested service (workplan, technical design, Gantt chart, preferred software with justifications, planned pre & post evaluation tests, etc).
g)	Support Plan: Includes software datasheet, detailed information on user/ administrator training, upgrades and updates, maintenance and handover timeline.