

REQUEST FOR PROPOSAL
AFRICAN LEGAL SUPPORT FACILITY (“ALSF”)
INSTRUCTIONAL DESIGN CONSULTANT/FIRM
ALSF ACADEMY UPDATE PROJECT

The African Legal Support Facility (the “ALSF” or the “Facility”) is recruiting an instructional design consultant or small firm (the “Consultant/Firm”) to design and develop fifteen e-learning courses: (i) ten e-learning courses for the [ALSF Academy](#) initiative, an online platform to support African governments and legal professionals with online education courses and knowledge products; and (ii) five e-learning courses for the African Legal Expertise Advancement Programme (“ALEAP”), a capacity building initiative aimed at developing a pipeline of highly skilled African legal professionals capable of supporting governments and public institutions in negotiating and managing complex commercial transactions across strategic sectors (the “Project”). The selected Consultant/Firm must have proven expertise in instructional design, including a demonstrated ability to transform complex concepts and processes into clear, engaging, and accessible learning materials.

1. Background

The ALSF is an international organisation hosted by the African Development Bank in Abidjan, Côte d’Ivoire. The ALSF’s main objectives include: (i) providing legal advisory services to African governments in the structuring and negotiation of complex commercial transactions related to extractives and natural resources, energy, sovereign finance, and infrastructure development under public-private partnerships (“Key Sectors”); (ii) capacity building for lawyers and government professionals related to the above; and (iii) development of knowledge products.

The ALSF hosts a flagship digital learning platform, ALSF Academy. Launched in 2019, this platform provides a range of knowledge products, especially a multi-level curriculum of e-learning courses on the Key Sectors and in cross-sectoral subjects such as personal and professional development, investment dispute resolution and governance, risk management and compliance.

The ALSF Academy establishes a distinct training programme for each Key Sector, which are divided into three stages: Introductory, Intermediate, and Advanced. These include online courses and provide the participants with a certain number of credits upon completion. Each online course is accompanied by a course handbook and other resources. The learning materials and standard documents developed for the courses are produced in English and French and are available via the ALSF Academy platform.

Introductory level (Level 1) - The introductory level introduces the basics of transaction management as well as the specificities related to each Key Sector. Upon

completion, the participant will have attained a basic understanding of the Key Sector presented, will be able to assist in the drafting of project/transaction documentation.

Intermediate level (Level 2) – Upon successful completion of level one, participants will be introduced to specific standard documentation, with greater focus on African case studies. Upon completion, the participant will be expected to have the capacity to lead a transaction in the Key Sector and to manage the input of experts for the various aspects of the transaction.

Advanced level (Level 3) – Level 3 training will focus on the legal and financial aspects of a transaction, as well as on the drafting and deployment of government policies in the Key Sector. Upon completion of the advanced level, the participant will be expected to have the capacity to advise the government as a legal or financial specialist for a transaction or as a policy advisor in drafting and deploying effective policies in the relevant Key Sector.

ALEAP is an advanced learning programme hosted on the ALSF Academy portal. It is designed to equip experienced professionals with advanced legal and practical skills in each of the Key Sectors. The programme prepares participants for high-level international transactional practice and builds a pipeline of highly skilled African legal experts. ALEAP is built on a foundation of hybrid e-learning and in person training, including interactive modules, real-world simulations, expert-led mentorship, immersive applied learning.

The Project will update and modernize ALSF Academy and ALEAP e-learning efforts to enhance the capacity of government officials and build understanding among legal professionals in its Key Sectors. The updated e-learning courses will enable the Facility to further advance its impact by making information and knowledge products accessible to individuals across Africa and globally.

2. Tasks of the Assignment

The ALSF is seeking a qualified instructional design consultant or small firm to support the conversion of technical handbooks and other materials into interactive e-learning courses using the Articulate 360 suite, with a preference for Rise 360. The objective is to transform complex legal and technical content into engaging, accessible, and practice-oriented digital learning experiences that support capacity development and professional training. The Consultant/Firm will be expected to translate dense technical material into modular, learner-centered content, ensuring logical flow and progressive learning.

The Consultant/Firm will update the e-learning offerings for Levels 2 and 3 across the five Key Sectors (10 courses) for hosting on ALSF Academy based on the handbooks and available resources. The Consultant/Firm should complete all courses at Level 3

before commencing Level 3. The Consultant/Firm will also develop the e-learning modules for the ALEAP courses (5 courses) in each of the Key Sectors.

Each course will be based on an existing ALSF Academy handbook or ALEAP course material, and syllabi. The Consultant/Firm will be expected to convert each handbook into a single, comprehensive e-learning course. As needed, the ALSF will provide subject matter experts and validated handbook content. The Consultant/Firm will not be responsible for original technical content development. The Consultant/Firm is expected, however, to adapt and restructure content for digital learning.

The Consultant/Firm will:

- Adapt ALSF Academy Levels 2 and 3 and ALEAP course handbooks and other technical content into structured, interactive, and engaging online learning experiences using visual elements, and practical examples.
- Ensure content is aligned with adult learning principles, including problem-centered learning, practical application, and clear linkage to real-world professional contexts.
- Design and integrate formative knowledge checks within modules and a summative assessment at the course level.

The role of the Consultant/Firm includes, but is not limited to:

Phase 1: Project Planning

a) Content Review and Adaptation

- Review ALSF Academy handbook content, ALEAP course materials and syllabi, and current course offerings.
- Develop revised course structure, module, and lesson outlines.

b) Proposed Course Design

- Create a short sample lesson or detailed storyboard demonstrating proposed instructional approach, use of interactivity, and visual and layout design aligned with ALSF branding.
- Develop and apply a standardized course and module template to ensure consistency across all courses and facilitate future updates and localization.

c) Execution Plan

- Develop a detailed execution plan, including:
 - Project phases, key milestones, and delivery dates.
 - A preliminary Project schedule.

Phase 2: Instructional Design and Delivery

a) E-Learning Design and Development

- For each course, design and develop course modules, including visual and interactive elements such as graphics, process diagrams, flashcards, knowledge checks, etc.

b) Quality Assurance, Deployment, and Handover

- The first courses (PPP Level 2 for ALSF Academy, and the mining course for ALEAP) will serve as a pilot. Lessons learned will be applied to subsequent courses.
- Conduct internal testing of modules with ALSF staff and external subject matter experts and revise based on feedback.
- Translation into French and Portuguese with review by ALSF.
- Final delivery in a format ready for upload to ALSF Academy.
- Transfer of original editable files, including ownership of RISE 360 modules to ALSF.

Anticipated Deliverables

The Consultant/Firm will deliver, at minimum:

- Standardized Storyline and/or Rise 360 course design template
- Detailed course outlines and learning objectives for all courses
- Storyboards or structured content scripts for all modules
- Pilot courses and revised production approach based on lessons learned
- Interactive elements (knowledge checks, scenarios, visuals)
- Fully developed courses (SCORM/xAPI compliant) in English and translated into French and Portuguese.
- Final editable source files

Details of the Courses

The Consultant/Firm may propose refinements to optimize learning outcomes, while maintaining the overall structure. Courses at Level 2 and Level 3 are expected to reflect increasing levels of complexity and depth, including application of concepts, case-based learning, and analysis of real-world transactions. ALEAP courses are advanced and should cover material and application above ALSF Academy Level 3. All course components should be designed to enable reuse, adaptation, and future updates across ALSF Academy and ALEAP offerings.

Course Requirements:	Approximate duration 6–8 learning hours; Designed as a comprehensive, standalone course aligned with each ALSF Academy handbook and ALEAP course material and syllabi
Module Requirements:	Each course consists of approximately 8 modules aligned with thematic areas of the handbook; each module 45–60 minutes total duration.
Lesson Requirements:	Each module will consist of approximately 7–9 short lessons (or units), each with an approximate duration of 5–7 minutes.

Source Material:	The courses should be based on and refer to the material from the handbooks and other resources publicly available on ALSF Academy, ALEAP or other public repositories
Technical Formats:	RISE 360; SCORM 1.2/xAPI
Languages:	English, translated into French and Portuguese.
Voiceover:	Courses will primarily use on-screen text and visuals. Multimedia elements and voiceover may be included where appropriate.

3. Technical and Professional Expertise

The Consultant/Firm must have the following minimum qualifications and experience:

- Proven experience in instructional design and the production of engaging online courses and learning experiences.
- Demonstrated expertise in e-learning course production, with a portfolio of at least three (3) similar projects of comparable scope and complexity.
- Strong project coordination skills, with the ability to manage multiple tasks under pressure and meet tight deadlines.
- Excellent track record of collaborative design and experience with diverse stakeholders, including subject matter experts.
- Advanced proficiency in instructional design and adult learning principles.
- Demonstrated knowledge of Articulate 360 design tools, especially Rise 360.
- Knowledge and experience with instructional design and engagement in African markets and proven experience expressing African regional, cultural, and demographic diversity. Preference will be given to Africa-based consultants or firms.

4. Reporting

The Consultant/Firm will report to the Senior Capacity Building Officer – Advanced Learning (the “Task Manager”) and the Head of the Capacity Building Unit and work closely with the ALSF Operations Division and other internal and external stakeholders.

5. Evaluation Criteria

Applicants will be evaluated on their demonstrated ability to carry out the scope of work described herein. The proposals should outline: (i) prior experience in implementing similar projects on time and within budget; (ii) project approach and methodology to developing the Courses, including collaboration with ALSF; and (iii) technical capacity, qualifications and related experience of consultant or team members.

The weighted evaluation criteria are summarised in the table below.

Criteria	Weight
Experience and Portfolio:	30%

At least five years of proven experience	10%
Portfolio (Consultants/Firms shall provide valid links to at least three similar projects)	20%
Understanding of the TOR and the Overall Quality of the Proposal	30%
General technical approach and methodology	20%
Project execution plan indicating main activities of the assignment	10%
Other Qualifications	40%
Experience with working with the ALSF and/or International Organizations in Africa	10%
Qualifications of key personnel relevant to the assignment	15%
Competitiveness of proposed budget	15%
TOTAL	100%

6. How to apply

The ALSF invites Consultants/Firms to submit their proposal for providing the above-described services. Africa-based consultants or firms are especially encouraged to apply.

All submissions must include:

- A cover sheet with vital information, including consultant/firm name, physical address, point of contact, phone number, and email address.
- A cover letter briefly describing the project approach and qualifications.
- A project proposal (7-page maximum) addressing the assignment, including technical and management approach.
- A portfolio with description of previous projects, including valid links to at least 3 courses similar to those of the assignment. For each project briefly share:
 - The project title and client name
 - Production methodology
 - Names and contact details of client for reference check
- For firms, a summary of instructional design firm structure and personnel with relevant qualifications. Include short bio and CVs of two proposed primary Project staff (i.e. project manager and instructional design specialist)
- A proposed execution plan including anticipated delivery dates on a rolling basis.
- A financial proposal and budget.

Submission of proposals, including both technical and financial proposals (the “Proposals”), must be written in English or French and submitted as a single .pdf document no later than **10 July 2026 at 5 pm (GMT)** by electronic mail to Maude Vallee, Division Manager and Head of Operations, ALSF (m.vallee@afdb.org) with

copy to alsf@afdb.org. Proposals must specifically mention in the subject line: **ALSF – Instructional Design Consultant/Firm – ALSF Academy Update Project**.

Any questions and requests for clarifications may be sent via electronic mail to Maude Vallee, Division Manager and Head of Operations, ALSF (m.vallee@afdb.org) with copy to alsf@afdb.org. before **26 June 2026 at 5 pm (GMT)**.