



## **SOCIETY FOR FAMILY HEALTH (SFH) RWANDA**

P.O BOX : 3040, Kigali –Rwanda ; Located in Kicukiro District- Gahanga Sector, Nunga Cell, Road Opposite Gahanga market towards Gakinjoro site on KK15RD - KK 52 AVE, Google map address : <https://maps.app.goo.gl/Tf9u45EmcjKsCETG6>

### **REQUEST FOR PROPOSALS (RFP) FOR A CONSULTANCY FIRM TO DEVELOP AN E-LEARNING COURSE ON FINANCIAL AND BUSINESS MANAGEMENT FOR HEALTH POSTS ENTREPRENEURS TO BE HOSTED ON THE MOODLE PLATFORM**

**RFP Ref. N<sup>o</sup>: 006/ DEVELOPMENT OF E-LEARNING COURSE CONSULTANCY /SFH/2025**

#### **PROCUREMENT METHOD: OPEN NATIONAL COMPETITIVE BIDDING**

The **Society for Family Health (SFH Rwanda)** is seeking to contract a qualified consultancy firm with proven experience in developing e-learning courses. Eligible and interested local firms are invited to submit proposals for the development of an **E-learning course on Financial and Business Management for Health Posts Entrepreneurs**, to be hosted on the **Moodle platform**.

A complete set of bidding tender package documents is available to interested Bidders at *SFH Rwanda reception at the above address in Gahanga* or can be requested by email on [procurement@sfhrwanda.org](mailto:procurement@sfhrwanda.org).

Bids must be delivered to the above address before the submission deadline of **30<sup>th</sup> September 2025, at 11:00am local time and public opening** of sealed bids on the same date of **30<sup>th</sup> September 2025, at 11:30am local time in SFH Rwanda Conference Room at Gahanga – Nunga Cell**, Road Opposite Gahanga market towards Gakinjoro site on KK15RD - KK 52 AVE, Google map address: <https://maps.app.goo.gl/Tf9u45EmcjKsCETG6>, approximately 1.5km from the Main Bugesera Road in Gahanga center.

Late Bids will be rejected, and Bids will be opened in a public session in the presence of the Bidders designated representatives.

Tender packages are down loadable from SFH Rwanda official website ; [www.sfhrwanda.org.rw/tendernotices](http://www.sfhrwanda.org.rw/tendernotices)

Done at Kigali, 9<sup>th</sup> September, 2025

  
  
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Janepher TURATSINZE  
Chief Operating Officer



# **TERMS OF REFERENCES FOR A CONSULTANCY FIRM DEVELOPING AN E-LEARNING COURSE ON FINANCIAL AND BUSINESS MANAGEMENT FOR HEALTH POSTS ENTREPRENEURS TO BE HOSTED ON THE MOODLE PLATFORM**

## **1. Background**

Society for Family Health (SFH), in collaboration with the Ministry of Health and partners, is investing in the professional development of Health Post managers and staff to strengthen the sustainability of primary healthcare services.

SFH New Address, Kicukiro District- Gahanga Sector, Nunga Cell Road Opposite Gahanga market towards Gakinjiro site on KK15RD - KK 52 AVE, Google map address: <https://maps.app.goo.gl/Tf9u45EmcjKsCETG6>, approximately 1.5km from the Main Bugesera Road in Gahanga center.

To improve knowledge, skills, and practices, SFH seeks to develop a comprehensive, interactive, and user-friendly e-learning course tailored to health post entrepreneurs. The course will be hosted on the Moodle Learning Management System (LMS), ensuring accessibility, scalability, and effective monitoring of learners' progress.

Health Post staff require practical knowledge in Financial and Business Management to manage resources effectively, ensure accountability, and sustain service delivery. To scale this training, SFH in collaboration with UNFPA Rwanda will leverage Moodle, an e-learning platform that provides interactive and accessible online learning.

This assignment seeks a qualified consultant/firm to develop engaging, interactive, and context-appropriate e-learning content on Health Post Health Financing to be hosted on the Moodle platform.

## **2. Objective**

To design and produce high-quality e-learning modules, an interactive e-learning course on **Financial and Business Management** on Health Post Health Financing, optimized for hosting on Moodle, to strengthen the capacity of Health Post staff in financial management, accountability, and sustainability based on the following objectives:

- Conduct a needs assessment of health post entrepreneurs' financial and business management training gaps.
- Develop a curriculum and course content aligned with adult learning principles and the Rwandan health and business context.



- Translate technical content into simple, practical, and context-specific training modules.
- Design interactive and engaging digital learning materials (text, graphics, animations, audio-visuals, quizzes, case studies, assignments).
- Upload, configure, and test the course on the Moodle platform.
- Build capacity of SFH staff to manage and maintain the course on Moodle.

### **3. Scope of Work**

The consultant/firm will:

#### **1. Inception Phase**

- Review background documents and existing training materials.
- Conduct rapid needs assessment through consultations with stakeholders.
- Develop an inception report including detailed methodology, work plan, and proposed course outline.

#### **2. Content Development**

Review existing MoH/SFH training materials, policies, and guidelines on Health Post financing. Identify and structure core learning topics such as:

- a) Budgeting and financial planning
- b) Revenue streams and cost recovery
- c) Health insurance mechanisms
- d) Financial record-keeping and reporting
- e) Customer service and business ethics
- f) Inventory and supply chain management
- g) Marketing and growth strategies
- h) Compliance and regulatory requirements
- i) Transparency and accountability practices
- j) Monitoring and evaluation of financial performance
- k) Develop scripts, case studies, quizzes, and scenarios by drafting training modules with clear learning objectives, content, examples, exercises, and assessments.

#### **b) E-learning Design & Production of materials**

- Convert content into interactive e-learning modules compatible with the Moodle platform.
- Use multimedia (animations, videos, voiceovers, infographics) to enhance learning.
- Integrate self-assessment tools, knowledge checks, and downloadable job aids.
- Ensure content is mobile-friendly for offline and online learning.

#### **c) integration, Validation & Testing**



- Conduct validation sessions with SFH/MoH to ensure content accuracy.
- Pilot-test the modules with a group of Health Post staff via Moodle and refine accordingly
- Revise based on feedback from pilot users.

#### **d) Handover & Capacity Building**

- Upload finalized modules onto the Moodle platform.
- Provide training to SFH/MoH focal staff on how to update and manage the modules.
- Deliver all source files and technical documentation.

#### **4. Deliverables**

- Inception Report with methodology, module structure, and detailed workplan.
- Draft learning content (scripts, storyboards, prototypes).
- Full set of interactive e-learning modules hosted on Moodle.
- User/maintenance guide for administrators.
- Training session for SFH/MoH staff.

#### **5. Duration & Timeline**

The assignment will be completed within 8–10 weeks, tentatively:

- Weeks 1–2: Review & inception report
- Weeks 3–5: Draft content & prototypes
- Week 6: Validation workshop
- Weeks 7–8: Finalization & upload to Moodle
- Week 9–10 (**November 14, 2025**): Training & handover

#### **6. Required Qualifications**

- Proven experience in instructional design and e-learning content development.
- Strong knowledge of health financing and health systems strengthening.
- Demonstrated experience in multimedia production (animations, graphics, video editing, voiceovers).
- At least 5 years' experience in developing training programs in financial literacy, business management, or health systems.
- Strong understanding of adult learning methodologies and participatory training approaches.
- Experience working with health projects and/or community-based enterprises is an asset.
- Familiarity with Moodle or other LMS (Moodle, Totara, etc.), including SCORM/xAPI standards.
- Excellent communication and facilitation skills in English



## 7. Reporting & Supervision

The consultant/firm will report directly to the Health Post Manager, in close collaboration with the Ministry of Health (MoH) Health Financing Unit. Regular progress check-ins and technical review meetings will be scheduled to ensure alignment with program objectives and policy guidelines.

## 8. Evaluation Criteria

Proposals will be evaluated based on:

- Methodology and understanding of the assignment (20%)
- Relevant technical experience and portfolio with samples (30%)
- Qualifications of the proposed team and CVs (20%)
- Financial Cost-effectiveness of the proposal (30%)

## 9. Submission Requirements:

Interested consultants/firms should submit:

1. A cover letter expressing your Consultancy's interest in the proposal
2. Technical Proposal (understanding of assignment, methodology, timeline, past experience, proposed course outline (**not more than 10 pages**))
3. Financial Proposal (detailed and itemized budget including related taxes).
4. CVs/Profiles of key team members.
5. Samples/Portfolio of similar e-learning content/ assignments developed with client references.

## HOW TO APPLY: Submission and Contact Information

Interested organizations should submit their expressions of interest in **TWO HARD COPIES** (ONE Original and ONE Copy) in one envelope composed of copies of both technical and financial proposals (in English), submitted at SFH Rwanda reception located at **located at Gahanga – Nunga Cell**; no later than the submission deadline of **30<sup>th</sup> September 2025, at 11:00am local time and Public opening of sealed bids on the same date of 30<sup>th</sup> September 2025, at 11:30am local time in SFH Rwanda Conference Room at Gahanga – Nunga Cell .**

Any Inquiry regarding this tender can be through only the contact email [procurement@sfhrwanda.org](mailto:procurement@sfhrwanda.org)



**Approved by: Janepher TURATSINZE**  
**Chief Operating Officer**