

Leadership Expert to facilitate online tutoring for the African Leadership in ICT (ALICT) Programme

Type: Consultancy for Online Tutoring

Start date: 22nd October 2012

Finish date: 7th December 2012

Actual working duration: 75 hours from home

GESCI, the *Global E-Schools and Communities Initiative*, is an international non-profit organisation founded by the United Nations ICT Taskforce. GESCI, with its headquarters in Nairobi, Kenya, provides strategic advice to relevant Ministries in developing countries on the effective use of Information and Communication Technologies (ICTs) within the context of inclusive Knowledge Societies. See www.gesci.org.

GESCI is seeking an experienced Leadership Expert with a Master's degree or higher in some form of Leadership for/in Development area and a comprehensive knowledge of Knowledge Society issues in development. The person is expected to facilitate online tutoring for the ALICT capacity building programme.

The Leadership Expert will be responsible for:

- a) Act as an online co-tutor for the module "Leadership in the Knowledge Age" as per the timeline indicated
- b) Provide feedback and material that will improve module content for future courses
- c) Moderate two chats of approximately one hour per week and manage the forum discussion threads as needed and produce chat and forum reports
- d) Answer participants questions via email
- e) In coordination with the course coordinator, track the participant progress for chat, forum, reflection journals and assignments
- f) Write the module summary report
- g) Review and grade the assignment (50 participants)

Key requirements for the expert are:

- Master's degree or higher in Leadership (Educational Leadership or Management & Leadership/ or Technology Leadership etc.,). Knowledge and/or experience of Leadership and Knowledge Society issues would be an asset.
- Minimum of 5 years of directly relevant professional experience related to Leadership for /in Development **in developed or developing countries**. Knowledge of Leadership in the African context would be an asset.

- Knowledge of the pedagogical issues related to Leadership skills development and capacity building programmes would be an asset
- Experience in working in online learning environments, preparing online learning materials, managing online communities, forum moderation and conducting online courses would be an asset
- Strong analytical and communication skills.
- Good time management and organizational skills to prioritize workload and meet tight deadlines

Duration for online Tutoring and report writing:

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Consultancy Fee:

The consultancy fee will be Euro 1,750/- (Euro – One thousand seven hundred and fifty only). This amount is inclusive of 20 % withholding tax under Kenyan legislation for external consultants. The consultant will be working from home and cost associated with connectivity is to be covered by the consultant.

Expected Outputs:

- Online tutoring during the implementation stage of the module
- Participants progress review and feedback
- Module summary report
- Review and grading of assignments

Schedule for deliverables:

- Preparatory work (familiarizing with content and platform) – 22nd to 26th October'2012
- Online tutoring of the course – 29th October 2012 to 23rd November 2012
- Assignment evaluation, grading, final wrap up and documentation; 3rd December to 7th December 2012

Payment schedule:

100% upon completion of all the deliverables.

The consultant will be required to sign a confidentiality clause whereby information accessed through the ALICT tutoring process can only be disclosed and shared with authorized members of the

programme. GESCI will have ownership over any Intellectual Property developed for or derived from the tutoring engagement.

To participate: Please submit your complete CV with a cover letter on or before **25th September 2012** specifying why you qualify for this task. Please include links or attachments of previous online tutoring experience.

Further information related the position can be obtained from: Senthil Kumar, Deputy Programme Manager – ALICT at senthil.kumar@gesci.org

Annex 1: The content coverage for online tutoring of Module 1 – Leadership in the Knowledge Age

Module Overview

The twin forces of globalization and rapid technological change have made the world a more competitive and complex place. These forces, together with a critical need to innovate have had an enormous impact on organizations and people, their roles and the effectiveness of their work. As such, the emerging concepts of new leadership emphasize the need for aspiring and current leaders to be forward-looking, creative problem solvers and to be prepared to respond to external as well as internal or organizational dynamic environments in new ways. The African Leadership in ICT (ALICT) leadership development course is thus designed to develop leaders who are better equipped to forecast the changing organizational environment, create and share a compelling vision, motivate staff and stakeholders to deliver on the vision and manage change in the knowledge age.

In orientation Module, you were introduced to the theories and concepts of leadership as well as the key competencies required of leaders. Leadership competencies were defined as the skills, knowledge and attitudes required of leaders.

In this module your will be introduced to some of the key leadership competencies in more detail. It is a practical module where participants are required to apply what they learn on an on-going basis and through the rest of the course.

This module is the second of seven modules for the ALICT course which specifically aims to address some of the major challenges with leadership identified during the ALICT needs assessment exercise in the five countries which recommended that there is a strong need to:

1. Develop the ability of organizational leaders to transform policy frameworks into operational models
2. Support individual leaders and facilitate capacity building for decision making that does not necessarily reflect the past ways of doing things

Module Objectives:

The general aim of the module is to develop the leadership capabilities of the participants by equipping them with the knowledge and skills to lead in a complex and dynamic environment. The goal is for each participant to become aware of different kinds of expectations related to new leadership in terms of strategy creation, change management, communication and strategy implementation. The specific objectives of the module are:

1. to provide participants with approaches and tools for visioning and setting direction
2. to provide participants with approaches and tools for strategic decision making
3. to provide participants with approaches and tools for change management in their organizations
4. to enhance participant awareness of personal leadership strengths and areas for improvement

Module Outcomes:

By the end of the module participants should be able to:

- a) Apply leadership techniques and tools
- b) Set directions and motivate others to achieve a common goal
- c) Develop strategies to implement their vision and goals
- d) Make complex decisions in dynamic and risky environments
- e) Facilitate change in their organizations
- f) Work effectively with peers and managers
- g) Analyze critically their own leadership skills, attitudes and abilities and create strategies for overcoming their individual weaknesses.
- h) utilize 360-degree assessment as a holistic approach for leadership and organizational development

Module structure

The module is divided into four learning units which aim to equip the participants with key knowledge, skills and tools on leadership. The leadership module content is described in more detail below.

Unit 1 – Visioning and Setting Direction: Great leaders are those who are able to articulate their vision and provide clear direction for their followers. The first unit will introduce approaches to visioning and how to communicate your vision, motivate and inspire your followers and working with your team to buy into your vision. Visioning techniques will also be used throughout the rest of the course.

Unit 2 – Strategic planning and decision making: A vision is like a dream or a castle in the air. Successful leaders are those who are able to turn their dream into reality or to build a foundation under that castle in the air. In this unit, you will learn all about developing strategies to implement your vision in a complex, dynamic environment while understanding and minimizing risks.

Unit 3 – Change Management: Visions, strategies and decision inevitably involve change at the individual or organizational levels. Unfortunately, human beings and organizations hate change. The path to success therefore lies with understanding change and how to facilitate and harness change. This unit will therefore introduce participants to change management strategies and tools.

Unit 4 - Individual leadership 360 review report back & assignment: At the end of the module, you will be expected to create leadership development plans and develop a leadership assignment based on 360 degree-review methodology and tools which was introduced to participants in the orientation Module.