

To

Whom It May Concern

From

German Kenyan Cooperative Development
DGRV Kenya
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March 27, 2026

- Call for Proposals-

Freelance Consultancy Services for Customization and Software Updates of the DGRV ELearning- Application

DGRV Kenya/GKCD hereby invites proposals for consultancy services to undertake customization and software updates of the existing DGRV E-Learning Application ("Basics of a Cooperative") which is currently a web-based learning environment. This assignment is intended to align the platform with the operational and branding requirements of the Kenya Society of Professional Cooperators (KSPC) in preparation for its formal handover to KSPC. The work will be carried out virtually and/or physically during a fixed term consultancy period (May – July 2026) followed by an on-demand training and capacity development phase.

Context of the Assignment

DGRV Kenya/GKCD supported the development of a digital and non-academic learning environment for the cooperative sector aimed at advancing broadband access to co-operative knowhow for co-operative practitioners such as members. DGRV Kenya/GKCD and KSPC uphold a partnership agreement under which the ownership and responsibility for the E Learning App will be fully transferred to KSPC. After the transfer is completed, KSPC shall be capacitated to generate income with the app, customize, and administer it as per the needs of the organization.

The consultant will work under GKCD's guidance and collaborate with KSPC, as coordinated by the client.

Terms of Reference (Subject for Bidding)

The consultant (individual or firm) shall provide the following services:

1. Downloadable Application

- Based on the current web-based learning environment (6 learning modules) create a downloadable application from open accessible services such as Google play store which allows for seamless online and offline learning
- Ensure the presentation of the application content is sized to mobile phone usage
- Maintain the web-based learning environment

2. Branding & Layout Customization

- Integrate the official KSPC logo across the platform interface.
- Align and harmonize the application's layout colors with KSPC's corporate palette (green, royal blue, orange, and white) to ensure consistency with the organization's identity.

3. Payment Module Integration

- Develop, program and include a secure mobile money payment module that requires users to pay a user fee before being allowed to access learning materials.
- The payment module shall ensure full compatibility with both mobile money and bank systems in Kenya and in Kenya Shilling, providing real-time transaction prompts and confirmations directly to the user's device.
- The payment shall unlock the learning experience in the web-based learning environment as well should the user decide to switch.

4. Hosting Service

- Provide secure external hosting, with clear pricing structure communicated
- Hosting capacity shall support up to 50 simultaneous learners/ users.
- Implement and demonstrate robust data protection and privacy measures in full compliance with Kenyan laws.

5. User Support & Training

- Train a designated KSPC staff member to effectively provide user support, manage inquiries and conduct minor changes and administration of the application.
- Equip the staff member with the necessary skills to carry out routine adjustments and minor updates independently, without requiring developer intervention, thereby ensuring day-to-day responsiveness and operational sustainability.
- Technical support provided for KSPC staff within a period of six months but limited to 50 hours in total.

6. Content and Safety Updates

- Implement targeted improvements and minor adjustments to the existing learning materials, around 50 minor edits
- Ensure content is updated for relevance, clarity, and usability, while maintaining alignment with modules.
- Conduct general safety and IT maintenance updates to modernize the application and get it ready for increased user traffic

7. Certification

- Maintain the existing automated certificate generation process, which issues certificates upon completion of all modules, and update the design to prominently feature the official KSPC logo and branding elements to ensure authenticity and organizational identity.

8. Mobile Access

- Ensuring that cooperative learners can engage with the platform seamlessly across different devices and environments, including when internet connectivity is limited or unavailable.

Expected Deliverables

- A customized and updated E-Learning platform fully aligned with KSPC specifications.
- Web-based learning environment, maintained in parallel to downloadable app
- Clear Documentation and User Guide; Provide easy-to-understand documentation that explains how the system works, along with a straightforward user guide to help KSPC staff operate and manage the platform confidently.
- Tailored training sessions plan for IT onboarding of KSPC staff on back-end management and user support.
- Technical support provided to KSPC staff within a period of six months (max 50 hours).
- Certificates generated upon full module completion, branded with KSPC identity.
- Downloadable offline content developed to improve accessibility and convenience for users.
- A detailed consultancy activity report and timesheet covering all tasks conducted up to the point of invoicing.

Consultant Profile

- Proven experience in app development and customization.
- Expertise in payment integration (Mpesa and banking systems).
- Demonstrated ability to deliver within agreed timelines.
- Strong references from similar projects.
- Experience in cooperative development, governance, and capacity building is a plus.
- Skilled in operationalizing innovative cooperative models.

Application Requirements

Each application must include:

- 1. Cover Letter and Documentation**
 - Application letter, company profile or CVs of key consultants.
 - Copies of relevant qualification certificates.
- 2. Consultancy Schedule**
 - May 2026 – Change requests are implemented and application prepared for testing period
 - June 2026 – IT Testing by KSPC and error fixing
 - July 2026 – Hand over of application to KSPC and begin of training period (50 hours on need basis)
- 3. Technical Proposal**
 - Detailed methodology and work plan.
 - Evidence of experience in app development, payment integration, and cooperative sector projects.
- 4. Compliance and Identification**
 - Tax Identification Number.
 - Copy of ID/passport.
 - Copy of registration certificate.
- 5. Financial Proposal in Kenya Shillings**
 - Comprehensive cost breakdown to include:
 1. Hourly rate (60 minutes) differentiated for physical (rate 1) and virtual collaboration (rate 2)
 2. Full-day rate (8 hours) differentiated for physical (rate 3) and virtual collaboration (rate 4)
 3. Full Project cost
 - Inclusive of all costs (communication, travel, etc.), exclusive of VAT/WHT.

Submission Date

Please submit your written quotations (tariffs and terms) and summarized technical proposal latest by **17th April 2026 COB**, via email to: **procurement_kenya@dgrv.coop**.