



Terms of Reference for Consultant for legal requirements

I. Introduction

The African Virtual University (AVU) www.avu.org is a Pan African Intergovernmental Organization established by charter with the mandate of significantly increasing access to quality higher education and training through the innovative use of information communication technologies. A Charter, establishing the AVU as an Intergovernmental Organization, has been signed so far by nineteen (19) African Governments - Kenya, Senegal, Mauritania, Mali, Cote d'Ivoire, Tanzania, Mozambique, Democratic Republic of Congo, Benin, Ghana, Republic of Guinea, Burkina Faso, Niger, South Sudan, Sudan, The Gambia, Guinea-Bissau, Ethiopia and Cape Verde. The AVU has its headquarters in Nairobi, Kenya and a Regional office in Dakar Senegal with Host-Country Agreements and Diplomatic Status with the two governments.

The AVU Business Plan 2014-2019 has two main thrusts: (a) The educational and support services; and (b) development services. The most important aspect of the plan is the escalation of the educational and support services which focuses on escalating academic programs through the new AVU project also known as full-fledged University project. The AVU plans to focus on increasing access to quality education and throughout the African continent in collaboration with state members and partner institutions.

EPICA (Strategic Partnership for the Co-design of an Innovative and scalable ePortfolio ecosystem to improve the quality and visibility of skills) aims to contribute to address this skills-gap through a process of co-design, adaptation, implementation and validation of an innovative and scalable Competency-Based ePortfolio, with an international partnership that includes industries, leading educational organisations, four universities in three Sub-Saharan countries (Open University of Tanzania, Makerere University from Uganda, Maseno University from Kenya, and the African Virtual University) and one EU University (Open University of Catalonia).

AVU will be in charge of the definition of the legal requirements. The Institutions involved in the Project, Open University of Tanzania, Makerere University and Maseno University will define the legal requirements that could affect the deployments and implementation of the new eportfolio. Therefore AVU is recruiting a legal consultant to gather the information regarding the legal requirements that the EPICA ePortfolio has to fulfill in order to meet the legal needs in each country.

2. Scope of work

The consultant will be expected to :

- Provide a plan for the gathering of legal information regarding the legal requirements for the implementation of the e-portfolio at 3 universities
- Participate in collection, and analyze legal information from those 3 universities
- Submit a report on the legal requirements for the 3 universities

3. Deliverables and expected outcomes

- Legal requirements for each Institution
- Development of a draft report
- Final report

4. Qualifications

- 1) Preferably Advanced degree (Master's or equivalent) in the field of law
- 2) Relevant experience in Intellectual Property Rights, data protection, privacy, etc
- 3) Mastering of Microsoft Office software, or their equivalent (e.g. Word, PowerPoint, Excel, etc.)
- 4) Experience working with Higher Education Institutions
- 5) Strong interpersonal, communication and presentation skills
- 6) Excellent communication skills in English

5. Modalities of Work

The consultant will be working remotely under the supervision of the AVU Rector

6. Duration

The duration of this assignment will be of approximately 7 days

7. Reporting

The consultant will report to AVU Rector.

8. Payment

Payment will be on a daily rate commensurate with the experience and qualifications of the Consultant.