

Terms of Reference (ToR) for Instructional Designers for GADRRRES Online Modules November 2024 – February 2025

Project Title:

Development of Interactive E-learning Self-study Modules on the Comprehensive School Safety Framework (CSSF)

Client Organization:

Global Alliance for Disaster Risk Reduction and Resilience in the Education Sector (GADRRRES)

Background:

The Comprehensive School Safety Framework (CSSF) was updated in 2022 to provide strategic guidance for promoting safe, equitable, and continuous access to quality education for all. To support the CSSF, GADRRRES has developed numerous resources, including an online course, webinars, presentations, infographics, and more. These resources need to be re-purposed for the development of new, interactive, digital self-study modules, that may eventually become part of a fuller Massive Online Open Course.

Purpose of the Consultancy:

GADRRRES seeks to engage an Instructional Designer (or team) to develop a series of self-study, interactive e-learning modules based on the CSSF and its implementation by education authorities and their partners. These modules will aim to help countries understand, endorse, and implement the CSSF, targeting a global audience.

Scope of Work:

The Instructional Designer(s) will be responsible for:

1. Content Development:

- Co-developing with GADRRRES subject-matter experts a total of 60 minutes of interactive learning content across four modules.
- Each module will include approximately 5 minutes of video (combining whiteboard animation and real-person footage) and will incorporate interactive components such as knowledge checks, quizzes, and templates for practical application.
- The four modules will cover the following topics:
 1. WHAT: Introduction to CSSF
 2. WHO: CSS Stakeholder Identification and Engagement
 3. HOW: Strengthening National School Safety Coordination Mechanisms
 4. WHAT NEXT: Making Commitments to CSSF Implementation

2. Learning Design & Methodology:

- Use the ADDIE or similar instructional design model to guide the learning design process.
- Define learning outcomes, create user profiles for six primary audience segments, and ensure that learners leave with actionable knowledge and skills.
- Ensure diversity in content representation to reflect a global audience and promote inclusive learning.

3. Branding & Style Consistency:

- Develop a consistent learning brand identity for GADRRRES, aligning with existing branding and stylesheets.
- 4. **Language & Accessibility:**
 - Design content for simple integration of translations into six languages (English, Spanish, French, Kiswahili, Vietnamese, and Khmer), with readiness for additional future translations.
 - Ensure SCORM-compliance for the final output, which must be deliverable on multiple LMS platforms (e.g., Kaya Direct, Disaster Ready).
- 5. **Interactivity:**
 - Develop interactive, engaging content that encourages users to apply concepts through exercises, case studies, and embedded tools.
 - Create formative and summative assessments for each module, with the ability to track learner progress.
- 6. **Additional Resources:**
 - Provide links to external resources and tools to allow learners to explore topics in more depth.

Target Audience:

The modules will cater to two sets of audience segments:

1. **Module 1 (Introduction to CSSF)** will target six segments:
 - National and Sub-national Education Authorities
 - National Disaster Management Agencies
 - International and Intergovernmental Organizations (IGOs, INGOs), and donors involved in child-rights advocacy and education programming
 - Mid-level managers of education authorities and disaster management agencies
 - Technical support, advocacy, and programming staff of IGOs, INGOs, and national NGOs
 - Practitioners and advocates for school-based risk reduction and response-preparedness
2. **Modules 2-4** will target just the last three segments:
 - Mid-level managers of education authorities and disaster management agencies
 - Technical support and advocacy staff from IGOs, INGOs, and national NGOs
 - Practitioners and advocates guiding end users in school-based risk management.

Deliverables:

1. Four SCORM-compliant e-learning modules, each about 15 minutes long, incorporating videos and interactive content, and W3C accessibility compliant.
2. Knowledge checks, quizzes, and assessments integrated into each module.
3. Final versions of the modules in six languages: English, Spanish, French, Kiswahili, Vietnamese, and Khmer (GADRRRES will provide translations).
4. Integration of templates and tools for practical application (e.g., downloadable forms or guides).
5. Recommend lowest cost accessible platform(s) for deployment and tracking.

Success Criteria:

The success of the project will be measured by:

1. At least 1,000 learners from 25 countries accessing the modules within the first year.
2. Engagement from national and sub-national education authorities in CSSF implementation.
3. Endorsement of CSSF by education authorities, and translation of the framework into additional languages.
4. Contribution to system change via a global learning resource for CSSF actors.

Budget:

The total budget for this project is **25,000 GBP**, with additional budget allocated for translations into Vietnamese, Khmer, and Kiswahili.

Timeline:

The project is expected to be completed over a **3-month period**, divided into two phases:

- **Phase 1 (6 weeks):** Co-development of content, learning outcomes, and audience profiles.
- **Phase 2 (6 weeks):** Production and finalization of interactive modules.

Required Expertise:

The selected Instructional Designer(s) should have:

- Proven experience in developing interactive e-learning modules, particularly in the humanitarian or education sectors.
- Expertise in SCORM-compliant course development.
- Familiarity with instructional design platforms like Articulate Storyline or Adobe Captivate.
- Experience designing multi-language content.
- Ability to work collaboratively with subject-matter experts in a co-development process.
- Ability to conform to [W3C accessibility guidelines](#).

Submission Requirements:

Interested candidates should submit the following:

1. A brief proposal outlining their approach to the project, including timelines, proposed platforms for development, and interactivity examples.
2. A portfolio or examples of relevant previous work and or references from previous clients in similar sector or projects
3. CVs of key team members.
4. An indicative brief budget breakdown.

Reporting:

Consultants will work with Marla Petal, Save the Children and Sophia Robson, UNESCO, co-chairs of the GADRRRES Task Team that will be reviewing the inputs and deliverables and providing feedback.

Submission Deadline:

November 10th, 2024.

Contact Information:

For questions and proposal submissions, please contact:

Marla Petal marla.petal@savethechildren.org.au