



USAID
FROM THE AMERICAN PEOPLE



Instructional Design Capacity

TERMS OF REFERENCE

Hiring Organization: Save the Children

Location: Remote

Background & Context

[IDEAL](#) is an activity funded by USAID's Bureau for Humanitarian Assistance (BHA) that works to support the United States Government's goal of improving food and nutrition security among the world's most vulnerable households and communities. IDEAL addresses knowledge and capacity gaps expressed by the food and nutrition security implementing community to support them in the design and implementation of effective emergency and non-emergency food security activities.

Central to achieving IDEAL's goals are its capacity strengthening activities, such as workshops and formal trainings. The Instructional Design Provider will work closely with IDEAL's Knowledge Management and Communications (KM/Comms) team, as well as subject matter experts (SME) to ensure that IDEAL's capacity strengthening activities are effectively designed and delivered. The Provider will be critical to translating in-person workshops to engaging online learning formats.

Objectives and Scope

The primary activities for this assignment include:

1. Translate **two** existing **Theory of Change (ToC)** workshops to an online course (**January-July 2023**)
 - a. Review [existing materials](#) and lead content translation to a full online course, with support from the KM Advisor.
 - b. Lead storyboarding and course design, working closely with the subject matter expert and KM Advisor.
 - c. Determine and develop necessary course assets, from videos to graphics. IDEAL's KM/Comms team may be able to support in asset development.
 - d. Lay out course content onto IDEAL's learning management system (LMS) *Intrepid*, with support from the KM Advisor.
 - e. Support with alpha- and beta-testing with a select number of users and implement changes to content and materials, as necessary.
2. Strengthen IDEAL's capacity to develop online courses (**January-June 2023**)
 - a. Develop and share best practices on instructional design and e-Learning. This could be through job aids, training, etc.

The Provider may be asked to carry out additional tasks deemed necessary.

Activities, Deliverables, and Estimated Level of Effort

| Timeframe | Activity | Deliverable | Estimated LOE |
|-----------------------------|--|---|---------------|
| January 9-11, 2023 | Onboarding with the IDEAL team: Review of existing materials | n/a | 3 days |
| January 12-February 3, 2023 | ToC Course 1 Design and storyboard learning activities | Storyboard draft 1 which includes the following for each module: objectives, core content, learning activities, /knowledge checks, etc. | 15 days |
| February 6-28, 2023 | ToC Course 1 Support reviews <ul style="list-style-type: none"> • Content review from SME • Quality review from IDEAL's quality point person • Copy-editing from KM/Comms | Storyboard draft 2 | 3 days |
| March 1-24, 2023 | ToC Course 1 Develop assets and lay out course onto the LMS, Intrepid | Course assets such as video/voice recordings, slides, graphics, etc. Draft 1 of course on Intrepid | 20 days |
| March 27-April 12, 2023 | ToC Course 1 Support course testing Apply changes to course based on testers' feedback | Draft 2 of course on Intrepid | 4 days |
| April 20, 2023 | Go-Live Date for ToC Course 1 | | |
| April 26-May 5, 2023 | ToC Course 2 Design and storyboard learning activities | Storyboard draft 1 which includes the following for each module: objectives, core content, learning activities, /knowledge checks, etc. | 10 days |
| May 8-19, 2023 | ToC Course 2 Support reviews <ul style="list-style-type: none"> • Content review from SME • Quality review from IDEAL's quality point person • Copy-editing from KM/Comms | Storyboard draft 2 | 2 days |
| May 22-June 16, 2023 | ToC Course 2 Develop assets and lay out course onto the LMS, Intrepid | Course assets such as video/voice recordings, slides, graphics, etc. Draft 1 of course on Intrepid | 15 days |

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|-------------------|---|-------------------------------|---------|
| June 19-30, 2023 | ToC Course 2 Support course testing Apply changes to course based on testers' feedback | Draft 2 of course on Intrepid | 2 days |
| July 5, 2023 | Go-Live Date for ToC Course 2 | | |
| January-July 2023 | Strengthen IDEAL's capacity to develop online courses | Resource materials, etc. | 6 days |
| TOTAL | | | 80 days |

Competencies

- *Proven experience in developing engaging and effective online learning modules*
- *Proven experience in managing complex projects and obtaining cooperation and consensus across a broad range of stakeholders*
- *Proven experience with IDEAL's LMS, Intrepid*
- *Keen eye for graphic and visual design*
- *Experience with USAID-funded projects a plus*

Proposal Requirements

Please submit complete proposals, including resume, instructional design portfolio, and budget to Camille Tacastacas (ctacastacas@savechildren.org) by October 31, 2022.