

Terms of Reference for Ultra-Poor Graduation Initiative

Instructional Design Consultancy

Position:	Instructional Design Consultant
Location:	Remote
Dates of Assignment:	December - February 2020, with the possibility of extension.

About BRAC Ultra Poor Graduation Initiative (UPGI)

Beginning in 2002, BRAC pioneered the Ultra-Poor Graduation approach in Bangladesh, a comprehensive, time-bound, and sequenced set of interventions designed to enable the most vulnerable and destitute households to progress along a pathway out of extreme poverty. BRAC established the Ultra-Poor Graduation Initiative (UPGI) to deliver technical assistance to agents of scale on how to adapt and implement the Graduation approach and other holistic economic inclusion and social protection strategies. For more than a decade, BRAC has served as a leading provider of global technical assistance and advisory services for the Graduation approach to governments, multilateral institutions, and NGOs worldwide.

Background

At this time, BRAC UPGI is experiencing rapid growth across its US-based and global teams. As part of training for incoming staff, BRAC UPGI will deliver a virtual Technical Assistance Bootcamp, which will include approximately 6-10 hours of video content as well as live virtual meetings.

It's especially timely now as the Technical Assistance team has needed to adapt its services for a virtual setting without international travel. Therefore, BRAC UPGI is also developing a micro-course for trainers and field staff globally.

Objective of Consultant

BRAC UPGI is seeking an Instructional Design Consultant to 1) support the UPGI team to develop internal training plans and enhance the learning experience for new staff and 2) develop a micro-course to train field staff, government officials, and other relevant stakeholders.

Scope of Work

- Technical Assistance Bootcamp
 - Analyze and review the existing Technical Assistance Bootcamp training modules' content and provide suggestions for translating content into highly engaging video modules.
 - Update Technical Assistance Bootcamp materials to incorporate instructional design methodologies that promote learner engagement, while meeting both time deadlines and budget requirements.

- Ensure that the learning methodologies of the Technical Assistance Bootcamp reflect an understanding of the diversity of learners across the team.
- Work closely and provide guidance to our videographer in designing each module to include multimedia tools such as audio/visual clips, animation, etc. to enhance learning.
- **Micro-course Development**
 - Create learning objectives and develop corresponding test items for micro-course.
 - Work with the Technical Assistance team to determine the e-learning platform most suitable for the learning objectives.
 - Provide inputs for improved content, visualization, structure, and other aspects to improve learning objectives.
 - Utilize creative skills to develop instructor-led training, self-directed, and alternative approaches to designing curriculums and programs that facilitate effective learning for diverse learners.
 - A final draft of e-learning modules based on consultation with the Technical Assistance team.
 - Ensure micro-course is uploaded to the digital platform.
 - Develop guidelines/manual on how to access and utilize the e-learning tools.

Qualifications

- Minimum of 7 years of dedicated experience in the design, development of e-learning services.
- Experience integrating microlearning, personalization, gamification, and social elements of e-learning.
- Demonstrated capacity to develop multimedia, interactive, and user-friendly online training modules, including assessment materials.
- Previous experience in designing online learning platforms.
- Demonstrated ability to work independently and remotely and be adept at managing multiple and frequently changing priorities.
- Fluency in English is required (verbal and written).
- Flexible schedule including evenings and some early mornings depending on location.
- Experience working in diverse global contexts is a plus.
- Knowledge of, and experience working with, the international development sector and social protection programs, is a plus.

How to Apply

Candidates are encouraged to apply by submitting the following:

- Resume
- Cover letter
- Two references

Please submit all documentation electronically to Miriam Keep (applications@brac-upgi.org) no later than November 30, 2020, with the subject "Application for Instructional Design Consultant, BRAC UPGI - Candidate Name." Applications are reviewed on a rolling basis, early applications are preferred.

Only soft copy applications will be considered, and only shortlisted candidates will be contacted.

BRAC USA values a diverse workforce and is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, in accordance with federal and state law.