

SCOPE OF WORK
COLLECTIVE ACTION TO REDUCE GBV (CARE-GBV)
LEARNING & DEVELOPMENT SPECIALIST

Summary:

A Gender Based Violence project is seeking a part time consultant to organize and develop trainings and support learning. Submit a cover letter with the proposed daily rate and a CV to contact@developmentpi.com. The position is needed immediately and applications will be reviewed as received until the position is filled.

Introduction

Collective Action to REduce Gender-Based Violence (CARE-GBV) is a two-year USAID-funded activity under the Analytical Services IV indefinite delivery, indefinite quantity contract implemented by Development Professionals Inc.- Making Cents International LLC, working with DPI, Making Cents, and FHI 360. The goal of CARE-GBV is strengthening USAID's collective gender-based violence (GBV) prevention and response work, or "collective action," in development programs globally.

CARE-GBV will support USAID to achieve its goals by developing standards that guide effective programming, implementation plans, tools, and training resources, and by supporting vibrant communities of practice. This activity will promote the uptake of actionable knowledge and learning by USAID, partners, and the broader GBV stakeholder community.

Role of Consultant

The consultant will lead the planning and development of learning and training events for USAID and implementing partners and work closely with CARE-GBV Knowledge and Change Management (KCM) specialist and Chief of Party (COP). The consultant will host and lead virtual training sessions using instructional design principles and targeting adult learners in line with the approved project workplan. They will also help to spotlight the role of KCM within the GBV sector, both at USAID and across a wider audience.

Travel is not expected for this engagement.

The consultant will work directly with the CARE-GBV KCM Specialist and her team. The CARE-GBV COP will provide overall management and technical support for the activity.

Tasks –

- Organizes and develops training and learning events, training modules and visual materials for learning needs
- Assesses and scopes learning needs through surveys, interviews, and consultation with USAID and CARE-GBV staff
- Stays up to date on trends and innovations and remains current with all developments, new techniques and technologies in the field of instructional design and adult learning principles
- Provides training and technical support to staff in the design and production of virtual meetings, webinars, asynchronous learning and trainings to support innovative approaches (e.g., Zoom, Teams, Mural, Mentimeter, etc.)
- Enhances procedures for remote virtual training over multiple contexts for CARE-GBV related learning and training events
- Adapts existing materials (e.g. videos, manuals, handbooks, lessons) to create virtual participatory training modules for adults while catering to a range of learning styles

Experience & Skills –

- Extensive experience in designing, facilitating, and evaluating interactive in-person and virtual learning and co-creation events based on experiential, adult-centered learning, using blended learning and innovative technologies
- Comprehensive knowledge of instructional design, learning styles theory, participatory methods, instructional design, appreciative inquiry, and whole systems thinking

- Experience in designing and delivering learning activities for U.S. government and/or NGOs, non-profits, and community-based organizations
- Skilled facilitation of groups, meetings, and events in both virtual and in-person settings
- Monitors, evaluates, tracks and reports on learning activities and their effectiveness
- Knowledge of USAID monitoring and evaluation principles and processes
- Knowledge of USAID collaboration, learning and adapting framework and approach

Minimum Qualifications –

- Masters in a relevant field
- 8 yrs. related experience, such as instructional design, adult learning methods, interactive virtual meeting facilitation
- Experience with virtual training modalities and platforms

Preferred Qualifications –

- Familiarity with USAID funded gender and GBV prevention and response initiatives
- Familiarity with virtual meeting and collaboration platforms (Mural, Zoom, Adobe Connect preferred)
- Experience in designing storyboards for e-learning, LMS platforms, videos, and animations, particularly for Adobe Connect
- Training design, implementation, and evaluation experience
- Detail oriented

The Level of Effort (LOE) for this role will be up to 75 days between April 2021 – June 2022.

Deliverables –

- Learning and development modules that build on CARE-GBV materials, such as a learning session on social norms underpinning GBV, survivor centered programming and minimum standards for GBV prevention and response in development settings
- Planning and implementation of co-creation workshops for USAID staff. For example, on the topics CARE-GBV should developing trainings for and the types of training modalities that will be the most useful and on.
- An online repository for learning and development materials and tools.