REQUEST FOR SERVICES to
HELEN KELLER INTERNATIONAL

CURRICULUM AND TRAINING SPECIALIST FOR THE USAID FUNDED MMDP PROJECT

Founded in 1915, Helen Keller International (HKI) is dedicated to saving the sight and lives of the most vulnerable and disadvantaged. It is among the oldest international nonprofit organizations devoted to preventing blindness and reducing malnutrition, including those related to neglected tropical diseases (NTDs), which infect one in six people worldwide, including half a billion children.

We work in 22 countries: 13 in Africa, 8 in Asia-Pacific, and the United States. We currently have more than 180 programs that reach more than 300 million people.

MMDP PROJECT OVERVIEW
HKI is the recipient of a grant from the United States Agency for International Development (USAID) to build and implement a series of programs that address the disability and disfigurement caused by NTDs in Africa. Specifically, the programs target those suffering from trichiasis due to blinding trachoma; and hydrocele and lymphedema due to lymphatic filariasis (LF), also known as elephantiasis, a debilitating sometimes crippling disease that causes severe swelling of the limbs and other body parts, such as the scrotum, and painful thickening of the skin. The Project, known as the Morbidity Management and Disability Prevention (MMDP) Project, aims to reduce pain and suffering of those who have these diseases, and give them a new chance at life. The Project’s tag line is: “Providing a new chance at life.”

The MMDP Project is collaborating with the Division of Parasitic Diseases and Malaria at the Centers for Disease Control and Prevention in Atlanta and is seeking a curriculum specialist contractor to help revise materials that have been developed as part of a comprehensive LF MMDP toolkit, ensure standard language across documents, develop an evaluation strategy for materials, oversee management and synthesis of the development of the toolkit and construct a dissemination plan under the direction of Elimination and Control Team Lead who is based at the Centers for Disease Control and Prevention.

NATURE OF SERVICES
The consultant will be expected to collaborate with the MMDP Project team and partners to develop and finalize training curricula and supporting materials for the MMDP toolkit. This will involve defining objectives, writing and editing content, conceptualizing content into the appropriate medium for the intended audiences, and developing methods of assessment. Outputs will include facilitators’ manuals, participants’ handbooks, slide presentations, job aids, pre- and post-tests, training videos, and other participatory methods.
The consultant will ensure consistent developmental editing, copyediting, tagging, translation, and preparation of materials in collaboration with the WHO informal working group on lymphatic filariasis MMDP, translators, illustrators, and other vendors. The consultant will also create country case examples that can be integrated and adapted to any country that wishes to use the toolkit.

The work is expected to require a time commitment of 5-6 months of full-time work.

SPECIFIC REQUESTS FOR INFORMATION
Please describe the nature of your experience planning and designing curricula and training programs for health education and public health initiatives. In particular, please address each of the following points:

- Experience designing and developing professional-level training materials/curricula, including a dissemination plan for a range of audiences (lower literacy adults, health professionals, etc.);
- Experience planning, implementing and evaluating training materials/curricula;
- Experience in training of health care workers in developing countries;
- Demonstrated education in learning how to develop training and curricula content.
- Schedule of fees or consultancy rate (a USG biodata form would suffice).
- Example of curricula/training materials developed by applicant.

In addition, please provide your CV and the contact information for three references who may be contacted by HKI. These references should be existing clients with service requirements similar to HKI.

Please submit your proposal to consultants.recruitment@hki.org noting Curriculum and Training Specialist in the subject line.