

Request for Proposal for Consulting Services

NATURE of SERVICES: Instructional Design of Annual Compliance Trainings

CONTRACTING ENTITY: Helen Keller International

Helen Keller International is a global health organization dedicated to eliminating preventable vision loss, malnutrition and diseases of poverty. Co-founded by Helen Keller – and guided by her fierce optimism and belief in human potential – the organization delivers life-changing health and food security solutions to build resilience of vulnerable families where the need is great but access to care is limited. In the US, Africa, and Asia, Helen Keller's proven, science-based programs empower people to create opportunities in their own lives and build lasting change.

PLACE of PERFORMANCE: Flexible.

Vendor must be available during standard business hours EST.

DURATION and TIMEFRAME

Approximately 25-30 days of involvement is anticipated between 1 April 2021 to 30 June 2021.

BACKGROUND

Helen Keller International has existing compliance training materials for annual in-person trainings on Anti-Fraud and Conflict of Interest that integrate information on our Whistleblower Policy and reporting mechanisms. We are seeking an instructional design consultant to work side by side with the subject matter experts (SME) on our Grants and Contracts, Audit and Finance teams to adapt these materials into online trainings that can stand on their own and/or be supplemented by in-person sessions.

We expect that all new hires will take these online trainings during their orientation. We also expect that all staff will re-take them on an annual basis. The annual training will then be supplemented by in-person sessions designed to provide participants the opportunity to reflect, discuss and integrate the policies and practices into their work activities. The instructor-led sessions must be designed to be facilitated both virtually and in-person.

All work products should take into account that 90% of our staff are local nationals working in 20 countries across Africa and Asia and that English is often a second language.

SCOPE of WORK

Adapt existing Anti-Fraud and Conflict of Interest training materials into a set of complementary multi-module and multimedia blended learning tools to reinforce key training messages.

- Review existing Anti-Fraud and Conflict of Interest training materials.
- Identify and document key learning goals and verify with in-house experts.
- Propose format; design, develop, and produce:
 - Two interactive eLearning modules to be delivered in standard file formats so they can be migrated across different platforms
 - Includes content pages, text, graphics, perhaps liberal use of multi media, interactive exercises
 - Supplementary instructional materials suitable for 60-90 minutes of in-person (or Zoom-based) training (including instruction, discussion, and exercises).

- Includes front-end analysis, design, lesson plans, participant materials, PPT, facilitation guide.
- Test materials with a small pilot group and refine course design and materials based on feedback from users.
- As time permits, lead a training of the trainers session for SMEs and Senior Management which includes review of the instructor-led session, virtual presentation and facilitation skills, and participant engagement techniques.

REQUIRED QUALIFICATIONS and EXPERIENCE

- Demonstrated experience in instructional design, facilitation, and adult learning, including experience in the development of compliance and finance related trainings.
- Experience developing learning materials for a multi-cultural target audience. Experience working with INGOs a plus.
- Experience collaborating with Subject Matter Experts to bring their content to life, and to transmit own knowledge of training best practices to SMEs.
- Knowledge and experience designing courses according to the ADDIE model or its derivatives and incorporate best Learning and Development practices for the adult learner.
- Experience working with emerging virtual learning and collaboration platforms, functions, and tools.

SPECIFIC REQUESTS for INFORMATION

Please describe the nature of your education and experience and why it is well suited to the nature of the work described above. In particular, please be sure to address the qualifications and experience listed above and comparable project work.

In addition, please provide:

- Your CV
- Sample work product
- Three references who may be contacted by Helen Keller Intl. These references should be clients or employers for whom you have provided similar services.
- Pricing/Price Sheet: a pricing list for the services that you/your company is interested and able to offer based on the activities listed above.

Please submit your proposal to consultants.recruitment@hki.org noting the title “Instructional Design Consultant” in the subject line.

EVALUATION and AWARD PROCESS

This RFP is open to all persons or entities that are deemed capable of implementing the scope of work, with a solid record of integrity and business ethics.

The award will be made to the Seller representing the **best value** to the project and to Helen Keller. For the purpose of this RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating and selecting the “best value” awardee.

**In the spirit of our founder and namesake,
Helen Keller places diversity and partnership at the core of our work.**

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We encourage small minority, women, or veteran-owned businesses to submit proposals.