



## **TERMS OF REFERENCE**

CONSULTANCY ON:

### **E-LEARNING INTEGRATOR FOR AN ONLINE HUMAN RIGHTS EDUCATION TRAINING**

#### **1. Background**

For more than 52 years, Equitas – International Centre for Human Rights Education has been working for the advancement of equality, social justice and respect for human dignity around the world. Equitas is recognized as a leader in global efforts to design and deliver innovative and effective human rights education programs and curricula for frontline human rights defenders and educators, children, youth and government institutions. Our tools and methodology allow individuals to shape and share positive attitudes and behaviours, thus contributing to lasting social change. The organization has reached over 4 million people in Canada and around the world.

The work done by Equitas on e-learning has taken on a new dimension due to the Covid-19 pandemic. For the first time, Equitas offers Global Rights Connection. This program is an innovative human rights training program delivered entirely online. The first edition will take place from October to December 2021. The 10-week Global Rights Connection training program is no ordinary online course. It's a collaborative community wherein participants connect with human rights defenders from around the world and leave with a unique certification in human rights education.

Global Rights Connection is a virtual, participatory and transformative training for human rights educators around the world. It aims to build the capacity of participants to carry out human rights education activities using approaches that promote positive social change.

#### **2. Mandate**

Equitas is seeking a Consultant to integrate storyboards to Articulate Storyline 360 using the Equitas template.

To realize the integration and the mediatization of the screens of several modules of the training from storyboards. If needed, it could be necessary to make the graphic creation of diagrams and tables that will be integrated into these modules or the realization of Motion Design (creation of graphic elements and animation).

The work covers the equivalent of 10 hours of asynchronous learning, mostly integration of level 1 or 2<sup>1</sup>; the video parts will not be realized or integrated. The storyboard has about 100 pages (it is not yet complete)

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<sup>1</sup> <http://www.chapmanalliance.com/howlong/>

### 3. Deliverables

The Consultant will ensure the following key deliverables:

- Prepare a work plan that will describe how the work is to be carried out. This plan shall be reviewed by the Global Rights Connection Program Officer and the Senior Education Specialist to ensure an agreement by both parties.
- Integration of the storyboards in Storylines 360 according to the SCORM standards and the templates provided by Equitas.

The work plan will be delivered in English or French, the integration will be done in English.. The Consultant will ensure that the main expected deliverable will be consistent with other Equitas' guidelines and tools in terms of format, structure and length. The quality and content of the deliverables will be assessed by the Senior Education Specialist (in consultation with the Program Officer).

### 4. Activities

To fulfill its mandate and produce the expected deliverables, the Consultant will be:

- Consulting stakeholders at Equitas including, but not limited to, the Program Officer, the Senior Education Specialist and relevant project teams to better understand the need of the organization in relation to the Consultant's deliverables;
- Participate in online check-in meetings with Global Rights Connection team to review progress on the work plan, any challenges and/or any need of support to provide the expected.

### 5. Duration, level of effort and location

**Contract number of days:** This assignment is expected to be carried out with a level of effort of **45** working days

**Period of performance:** The consultancy is expected to be conducted between June 28th and August 27th.

**Location:** Remote. The assignment is expected to be home-based, with all meetings to be connected virtually. The Consultant will supply all necessary equipment required (ex: computer, phone, internet, etc.).

### 6. Management arrangements

The Consultant will report directly to the Senior Education Specialist on the Global Rights Connection Program (Responsible for approving deliverables and invoices). Equitas will provide relevant background documents necessary for the assignment. The Consultant will

be expected to work closely with Equitas' Global Rights Connection Program Officer and team.

## **7. Qualifications of the consultant**

The Consultant should have the following experience, skills, and knowledge:

- Bachelor's degree in education, or formal education/training in instructional design/curriculum development (or equivalent experience);
- A minimum of one (1) year work experience in E-Learning;
- Ability to communicate orally, and read and understand documents, in both of Canada's official languages (English and French); and excellent writing skills in English;
- Proficiency in adult learning principles;
- Excellent knowledge of Articulate Storyline 360;
- Familiar with SCORM guidelines;
- Knowledge of Moodle is an asset;
- Knowledge of international human rights issues and social injustices is an asset;

## **8. How to apply**

To apply, please send the following:

- Curriculum vitae, no longer than three pages and contain relevant information.
- One portfolio or at least two examples of education materials produced on Articulate Storyline 360
- Detailed budget providing the cost of the Consultant's services, including the daily rate in CDN\$, and total cost).

Please quote "**E-learning Consultancy - Equitas**" in the subject line.

**Applications should be emailed to [Hervé Boudou hboudou@equitas.org](mailto:Hervé.Boudou@equitas.org) , no later than May 30th, 2021.**

**Applications will be reviewed as received.**

Please feel free to contact us via email for any further details or inquiries.

Equitas will respond to applicants with its decision within 5 working days from the proposal deadline.

Technical and financial offers will be discussed upon selection.