

## **Solicitation Summary** **Request for Proposal** **for** **Global Safeguarding Instructional Designer**

**NATURE OF SERVICES:** Helen Keller Intl is seeking an experienced e-learning instructional designer to design and develop an online training on Safeguarding Essentials for internal staff. The instructional designer will partner with the Learning and Development team and in-house safeguarding subject matter experts to design and develop an online training that demonstrates best practices in adulting learning and incorporates interactive learning activities.

**CONTRACTING ENTITY:** Helen Keller International.

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in more than 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

Helen Keller International is committed to contracting to small and disadvantaged businesses, including minority-owned, woman-owned, LGBTQ-owned and veteran-owned businesses. We welcome the application of all qualified potential vendors.

**PLACE of PERFORMANCE:** Flexible.

Instructional designer must be available to accommodate scheduling with subject matter experts in Africa and the United States.

**TIMEFRAME:** The anticipated period of the resulting award is expected to be 5 – 6 months beginning on or about June - July 2024.

**SCOPE of WORK:** The instructional designer will be responsible for designing and developing an e-learning module to be developed using Articulate Storyline 360 and published in SCORM format.

The consultant/vendor will be responsible for:

- Partnering with the Learning and Development and Global Safeguarding teams to design an online training to meet the following learning objectives:
  - Describe the importance of safeguarding for the development sector and identify who we are responsible for safeguarding.
  - Explain the steps to take to ensure appropriate safeguarding preventative measures throughout the project lifecycle and in our general operations
  - Identify supervisor responsibilities to ensure a safe working environment for the people we serve.
  - Identify the non-negotiables of appropriate conduct when working in communities
  - Recognize potential safeguarding concerns or actual incidents and identify steps to take if you observe or hear about potential concerns or incidents of harm, exploitation, or abuse.
  - Respond appropriately with a survivor-centered approach to any reports of concerns or actual incidents.
  - Report safeguarding concerns or incidents following appropriate policies and protocols within Helen Keller.

The design should be interactive, reinforce the learning objectives, and be appropriate for a global audience in the US, Africa, and Asia. The audience for the training is internal staff. It should also complement our current preventing harassment training, generally focused on internal workplace behaviors. This new training will be focused on behaviors for the people we serve in our communities and through our programs.

- Proposing a project plan to collaborate with and incorporate feedback from Helen Keller Intl in the design and development of the materials
- Developing a storyboard with proposed content, multi-media, text, and graphics
- Developing the first prototype of the storyboard in Articulate 360 and sharing for review, feedback, and edits
- Finalizing online training production, including voiceovers and collaborating with the Learning and Development team to set up and test the e-learning module in the learning management system (NetDimensions/People Fluent)

The eLearning module will need to be developed first in English and then translated and produced into French. Helen Keller will provide the French translation for the instructional designer to produce the module and voiceovers in Articulate Storyline.

### DELIVERABLES

- Training design outline and storyboard
- Articulate Storyline 360 prototype for review and feedback
- Final SCORM files
- Articulate Storyline 360 files for published course
- Support to publish courses to learning management system.

### REQUIRED QUALIFICATIONS AND EXPERIENCE

E-learning instructional designers should have at least of five years of proven experience in:

- instructional design and adult learning
- developing learning materials for a multi-cultural target audience.
- designing courses according to the ADDIE model or its derivatives and incorporating best Learning and Development practices for the adult learner.
- collaborating with Subject Matter Experts (SMEs) to bring their content to life, and to transmit own knowledge of training best practices to SMEs.
- using Articulate Storyline, designing graphics and online learning content, and proven experience designing interactive online trainings

Experience and technical understanding of learning management systems is a plus.

### SPECIFIC REQUESTS FOR INFORMATION

To submit a response to this proposal, please email [consultants.recruitment@hki.org](mailto:consultants.recruitment@hki.org), noting the title "Global Safeguarding Instructional Designer" in the subject line, and request the complete copy of the request for proposals for further details on qualifications, scope of work, and other relevant information.

Please follow the detailed RFP Instructions to submit your complete proposal (cover letter, technical offer, and financial offer). The deadline for submissions is April 30, 2024 by 9:00 PM EST.

### 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 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, disadvantaged, minority, women, or veteran-owned businesses to submit proposals.**