



## Consultant – Online Course Design

### TERMS OF REFERENCE

Child Protection Minimum Standards Working Group  
Alliance for Child Protection in Humanitarian Action

Contracted to Save the Children Sweden

#### **Role Purpose:**

The [Child Protection Minimum Standards Working Group](#) of the [Alliance for Child Protection in Humanitarian Action](#) is seeking a training design consultant! We are expanding our capacity-strengthening tools by developing a facilitated online, mini-course on the [Minimum Standards for Child Protection in Humanitarian Action](#) (CPMS). Our ultimate goal is to develop a global pool of champions who know how to use minimum standards to improve the quality and accountability of child protection in humanitarian settings.

#### **Background:**

The concept for the CPMS mini-course is based on an online course that INEE developed in 2020. The free course will allow participants to develop knowledge and understanding of the CPMS and their purpose, while also developing skills to adapt and apply the standards in CPHA programme design, implementation and monitoring.

This training meets Level 1 of the [CPHA competency framework](#), allowing participants to:

1. Explain the importance, purpose & structure of the CPMS;
2. Begin to adapt and apply the CPMS for their own work; and
3. Connect with CPHA colleagues who are using the CPMS in other contexts

It will be formed of 4 inter-active sessions of two hours each. After each session, there will be 30 mins of assigned work. The 4 sessions will be followed by unsupervised, small group work over the period of a month. The course will end with a 5<sup>th</sup> and final meeting to review the groups' work and overall learning. Participants will receive a completion certificate from the Alliance and will be invited into a group of CPMS champions.

Participants or “champions” will be junior humanitarian staff from around the English-speaking world. The 20 learners will have experience in humanitarian settings and / or be currently working in child protection. They will need to be functional English speakers (and writers).

The first cohort will do a pre and post-course self-assessment, as well as be asked approximately 3 months later to provide written feedback on the experience. The materials will be revised and the course run a 2<sup>nd</sup> time in Q1 2023. From the two cohorts, it is anticipated that 6-8 people will be invited to a CPMS Champions TOT in Q3 2023, where they will learn to run the mini-course in their regions and their languages.

It is expected that the course will be delivered on Zoom, and it should therefore be designed with the relevant functionalities in mind.



### General Deliverables:

1. Course outline, including:
  - a. Overall course aim and objectives
  - b. Draft agenda
  - c. Session level aims and learning objectives
2. Draft promotion and registration materials
3. Materials for online facilitation of 4 two-hour sessions, including:
  - a. Session plans with facilitator and technical producer instructions
  - b. Visual aids, such as slide decks, diagrams, etc.
  - c. Activity resources, such as case studies, examples, virtual whiteboards etc.
4. Homework assignments and assessment rubric
5. Revision of materials
6. Final report (2-3 pages)

### Timeframe:

This course design consultancy is currently being recruited for 10-12 days, from approximately 19 September – 31 December 2022.

### Desired Skills, Experience and Approach:

- Proven experience in the design and development of engaging and participatory facilitated online training
- Proven experience in the use of participatory and creative learning methodologies, grounded in adult learning principles
- Proven experience in developing learning sessions based on existing standards and materials
- Ability to help people understand intangible principles and standards through engaging infographics, creative charts, impactful stories, fun quizzes, etc.
- Ability to create a participatory and interactive curriculum where participants are expected to collaborate in group work and to work on real life case studies.
- Experience strengthening the capacity of people doing humanitarian response work
- Knowledge and experience of the *Minimum Standards for Child Protection in Humanitarian Action*, the Alliance for Child Protection in Humanitarian Action, child protection and humanitarian response would be beneficial.

### Application Process:

Please submit applications to the CPMS Working Group by 13 September 2022 COB (CEST) with the subject line “Application CPMS Mini-Course” to [hoshang.schiwa@rb.se](mailto:hoshang.schiwa@rb.se) & [cpms.wg@alliancecpha.org](mailto:cpms.wg@alliancecpha.org)

In your application, please include:

- **Samples of your course design work** – demonstrate your ability to create the deliverables of this consultancy. We would love to see a course outline, sample session plan, infographics, and / or materials related to child protection and/or humanitarian response, etc.
- **A short letter that describes:**
  - The particular value you would bring to this work
  - Briefly, your course design approach – how and why you do what you do!
  - Given your reading of this Terms of Reference, the most important things to keep in mind while creating this work
- **Your CV and Two professional references**
- **Your daily rate**