CONSULTANCY

Terms of Reference

The consultancy is ordered by:

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<tr>
<th>Unit:</th>
<th>Agenda, Policy and Strategy</th>
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<tr>
<td>Department:</td>
<td>Immunization, Vaccines &amp; Biologicals Department (IVB)</td>
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| Starting date | 25 May 2020 |
| Expected duration | Maximum 60 days through 20 December 2020 |
| Consultancy fee | Include cost estimate (daily rate) in your offer |

CV and letter of motivation

To be sent to henaffe@who.int and steffenc@who.int with subject:
“Expression of Interest NITAG instructional designer consultancy”

Deadline for applications

8 May 2020

1. Purpose of the Consultancy

The contractual partner is expected to provide instructional design expertise to review and update the content of the training modules for National Immunization Technical Advisory Groups (NITAGs) and develop new modules with the NITAG expert.

2. Background

NITAGs (National Immunization Technical Advisory Groups), play an important role in the development and sustainability of immunization programmes around the world by providing evidence-based recommendations on vaccines and immunization programmes to national decision makers. Providing adequate training for the NITAG secretariat and NITAG members is a crucial element to allow the committee to carry out its work effectively.

In the past years, NITAG training material has been developed by different groups to support NITAGs in their initial and later stages of maturity. Different sets of material are currently used when training is provided and made available on the NITAG Resource Center website: http://www.nitag-resource.org/training. This adhoc approach has resulted in the lack of consistency of materials, outdated documents, lack of a systematic feedback on the training format and utility, leading to gaps in essential training.

The overall objective is to develop and disseminate a set of peer-validated training materials of consistent format and content, including an instructional design approach, covering all the relevant training needs to allow NITAGs to function effectively.

3. Work to be performed

The work will be performed in liaison with the senior technical content expert and the technical officer in charge of coordinating NITAG activities.

Output 1: Review and update the current training strategy

1. to holistically review the training approach and advise on changes needed based on instructional design principles.
2. To review learning objectives and course content and integrate appropriate technology and learning tools.
3. To advise on preparing interactive learning activities and assignments based on best practices in adult learning.
4. to advise on how to evaluate training products for quality, usefulness and impact.
Output 2: Develop new training modules

1. To develop learning objectives based on the training needs.
2. To advise and develop interactive learning activities and assignments.
3. To prepare pre and post-training resources and follow-up activities.
4. To develop a standard evaluation mechanism to capture feedback from participants.

Output 3: Develop a trainer’s guide

1. To prepare a facilitator’s guide, including advise on using appropriately evaluation mechanisms.
2. To help organize a Training of Trainers (ToT) workshop.

4. Specific requirements

- Skills / Technical skills and knowledge:
  - Essential
    - Strong experience in designing and developing ready-to-use training courses (e-learning or on site) using instructional design principles.
    - Experience in working with subject matter experts to develop training for highly technical content.
    - Experience on using e-learning platforms, ex Adobe Captivate, Adobe Connect, Lectora.
    - Excellent writing skills and capacity to convey information in a structured way.
  - Desirable
    - Broad technical knowledge in Public Health and Vaccines
    - Awareness of National Immunization Technical Advisory Groups or other technical advisory committees

- Language requirements:
  - Essential: Expert knowledge of English.
  - Desired: Intermediate knowledge of French

- Place of assignment
The Consultant will work remotely.

- Travel
No travel is anticipated to complete the work assigned.

5. Specific requirements
The electronic submission must be received by 8 May 2020 and should include “Expression of Interest NITAG instructional designer consultancy” in the subject line.

The proposal should be concisely presented and structured to include the following information:
• Curriculum Vitae
• Description of prior experience: including examples of training design and curricula developed.
• Proposed cost estimate (daily rate)

Qualified applicants should submit their CV along with a cover letter, in English to the following email addresses: henaffl@who.int and steffenc@who.int.

Applications that do not follow these guidelines may not be accepted. Only successful candidates will be contacted.