



TERMS OF REFERENCE (ToR)

Updating IRC's Markets E-learning courses – Subject Matter Expert

Project Summary Table

Award/Project Name	CALP Network: Creating Impact Through Collective Action
Donor Award Number	720BHA-22-GR-00341
Donor	USAID: Bureau of Humanitarian Assistance (BHA)
Award Recipient	Action Against Hunger - USA
Award code	USB2S
Budget Line code	USB2SD06
Sector	Multiple
Implementing Partners (as applicable)	Oxfam Great Britain
Duration of ToR (# of days)	20 days
Location	Global
Starting Date	6 January 2023
Ending Date	30 September 2023
Project Language(s)	English
ACF-USA office administering the Project	NY office
Responsible Manager, title	Holly Welcome Radice, CALP Regional Representative, Americas
U.S. Award Management team Name & title	Marygrace Lopez, Senior Officer

PROJECT BACKGROUND

The CALP Network is a dynamic global network of over 90 organisations engaged in the critical areas of policy, practice and research in humanitarian cash and voucher assistance (CVA) and financial assistance more broadly. Collectively, CALP members deliver the vast majority of humanitarian CVA worldwide.

International Rescue Committee (IRC) currently has 2 e-learning courses on markets hosted by CALP on the Cash Learning Hub on Kaya. They are:

- Introduction to Market Analysis
- A Practical Guide to Market Analysis

These courses were developed in 2016, based largely on the Emergency Market Mapping and Analysis (EMMA) approach, and have not been updated since.

There have been numerous shifts and developments in the humanitarian markets world since the publication of the aforementioned e-learning courses. A number of tools and guidance documents have since been published or updated including CALP's Market Support Tip Sheet and the MISMA (Minimum Standards for Market Analysis) and MSMA (Multi-Sector Market Analysis), to name just a few. Generally there has been a shift away from EMMA and towards lighter and more targeted market analysis approaches. Meanwhile, REACH has established itself as a major purveyor and coordinator of key market information for humanitarian actors. A new markets toolbox, geared for a humanitarian audience, is also currently in development.

CALP will be working closely with a task team from the Markets in Crises (MIC) advisory committee (including IRC) to review and update, and where necessary, develop new modules for these courses.

PROJECT OBJECTIVES

Main objective

This consultancy aims to update these e-learnings to bring them in-line with the latest guidance and convert the longer course into a series of smaller micro-learning courses on different markets topics, to be scoped with the MIC task team.

CONSULTANCY RATIONALE

The IRC markets courses are still some of the only self-directed e-learning courses on markets and are still hugely popular and in demand. However, they are now 6 years out of date and market-based programming (MBP) has changed significantly in that period.

There is demand for these courses and an appetite to ensure they reflect a current understanding of good practice as well as move them beyond market assessment and analysis to cover a wider range of MBP including support to and development of markets, as well as combining using/supporting and developing markets – as per the Markets in Crisis MBP framework

OBJECTIVE OF THE ASSIGNMENT

Specific objectives

This consultancy will review the latest guidance on humanitarian-focused market analysis and market-based programming, and develop updated e-learning storyboards/content for a set of modules. This content is to be developed in English with a view to translating the content later on (translated content is not within the scope of this consultancy).

The consultant will need to adapt the content to CALP's principles of micro-learning. This will include breaking down the existing training into shorter sections on different topics. They will need to work closely with the e-learning developers to collaborate on the instructional design of the course, co-write the storyboards and answer queries on the course build as necessary. They will also need to work closely with CALP and the MIC task team on scoping, high level design, and content development.

Key activities of the consultancy include (with estimated number of days in parentheses):

1. Review of updated markets guidance documents, trends, tools, tip sheets etc (2 days)
2. Scoping & prepare a high-level design for new courses/modules (4 days)
3. Draft/Co-write storyboards for e-learning courses (10 days)
4. Review draft outputs/course builds for each course (4 days)

KEY DELIVERABLES / MILESTONES

The following are the final deliverables to be completed by the end of the consultancy, unless otherwise discussed and agreed upon by the Responsible Manager and Consultant:

1. Deliverable 1, Completed storyboards for all micro-courses, Due by 28th April 2023
2. Deliverable 2, Final reviews of all built components, due by 30th September 2023

Please note the exact number of final courses/modules has not yet been scoped but it will not exceed the total length of the existing courses (approx. 4 hours of learning content).

Payment Schedule:

70% payment on completion of all storyboards

30% completion on final reviews of all built components

TENTATIVE TIMELINE & ACTIVITIES

This scope of work will cover approximately 20 days between 6 January 2023 and 30 September 2023.

Any additional days and/or modification of Start dates must be completed before additional work is commenced. The end date is non-negotiable.

WORKPLAN/METHODOLOGY

The project will kick off in January 2023 and hope to complete scoping and high-level designs of the courses by the end of February, with storyboards being written and signed off by the end of April.

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Contracting and initial kick off meetings									
Scoping modules high level design									
Storyboards drafted									
Storyboards signed off 30 th April									
Course is built									
Build review and amendments									
Final course delivered									

MANAGEMENT ARRANGEMENTS

This consultant will report directly to the Responsible Manager, listed above, who will be responsible for approving deliverable(s) and invoice(s). Technical management will be done by CALP’s Learning Content Lead. CALP (Learning Content Lead) with key inputs from the MIC task team.

Action Against Hunger is a host of the CALP Network; we are a U.S.-based organization, and as such must comply with U.S. Internal Revenue Service (IRS) rules and regulations. If you are selected for the consultant work, and choose to work with Action Against Hunger USA, you must provide the proper IRS form to determine your tax status either with a W-9 form or W-8 form, depending on your tax situation. Please visit www.irs.gov for more information. Any tax questions should be directed to your tax advisor. Contracts and payments are dependent upon receipt of the signed IRS form. Payment of Invoices are net 30 days. Additional details provided in service contract.

Physical Demands

- While performing the duties of this job, the consultant may be required to sit for long periods and to concentrate on work, including typing, and turn out heavy volumes of work accurately, within short time frames. Must be able to proofread own work accurately so that only minor corrections are needed on an infrequent basis.
- The physical demands described here are representative of those that must be met by a consultant to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions, Travel and Environment

- Must provide own computer, internet, software, and other basic office supplies required to complete the duties for this consultancy
- Must be available to work outside normal office hours or on the weekends as needed or required by contact with the Project Team or other partners.

MINIMUM DETAILS IN APPLICATION

The consultant should send a technical and financial/costing proposal detailing their understanding of the TOR and methodology that will be used to undertake the task. Also include prior experience conducting similar work, Resume / CV, and budget (and/or daily rate).

For this piece of work, CALP is looking for the following expertise:

- Demonstrated technical knowledge of market-based programming in both humanitarian and development settings, including market assessment and analysis, implementing a range of market-based activities (using/supporting/developing) as well as monitoring markets
- Proven experience in developing training materials
- Experience in developing online learning and storyboards is strongly preferred.
- Knowledge and experience in capacity building, adult learning methodological approaches and designing training is highly desirable.
- Strong English language writing skills.

APPLICATION PROCESS

Applications to be submitted to hqprocurement@actionagainsthunger.org and steph.roberson@calpnetwork.org no later than 5 December 2022.

Please use the subject line “Markets e-Learning SME - CALP Network”.

Shortlisted candidates will be invited for an interview.

For questions, please contact steph.roberson@calpnetwork.org.

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