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Online courses’ platform for capacity building

**Consultant(s): Inclusive Education - Course Development**

**Terms of Reference**

May 2022

# I. About IDA

The [International Disability Alliance](http://www.internationaldisabilityalliance.org/) is an alliance of 14 global and regional organisations of persons with disabilities, which brings together over 1,100 organisations of persons with disabilities and their families from across eight global and six regional networks. Together, IDA promotes the rights of persons with disabilities across the United Nations' efforts to advance human rights and sustainable development and supports organisations of persons with disabilities to hold their governments to account and advocate for change locally, nationally and internationally.

More information is available on [www.internationaldisabilityalliance.org](http://www.internationaldisabilityalliance.org)

# II. About IDA’s capacity building

Since 2010, IDA and its members have invested in capacity building of persons with disabilities and their representative organizations, with a focus on the Global South and underrepresented groups. In 2012, IDA began reviewing platforms for accessible online courses to develop its own online courses. Based on lessons learned, IDA set the stage for implementing this initiative in 2020.

Our efforts have been accelerated by the COVID19 pandemic. IDA has partnered with its members to launch an online course platform to offer a variety of courses on key aspects of the CRPD, the 2030 Agenda, and the full and effective participation of persons with disabilities in society. To this end, IDA is seeking consultants to develop a curriculum of courses for the platform.

# III. Course topic

In light of discussions with a variety of stakeholders including IDA members, Bridge CRPD-SDGs alumni, partner organizations, a need for a course on the Article 24 of the CRPD and SDG 4 on **Inclusive Education** has been identified.

A consultant is required to lead the development of an online course on Inclusive Education as has been understood and developed through the Convention on the Rights of Persons with Disabilities, jurisprudence of the CRPD Committee, and publications by allies and stakeholders including UN Agencies.

# IV. Services required

A course development consultant (or a team of consultants) is/are meant to develop an entire course on Inclusive Education. This course is to be designed to be hosted online and be self-administered by the learner, and the platform can support materials in text, video, illustrations, hosted on their inbuilt HTML editor, The development of materials for the course in accessible formats will be supported by IDA staff and consultants.

The scope of the services to be provided by a course development consultant include:

## Development of a course curriculum and methodology:

Developing a course on **inclusive education** on the basis of:

* Article 24 of the CRPD and Goal 4 of the SDGs
* Jurisprudence of the CRPD Committee including General Comment No. 4
* IDAs position paper on Inclusive Education “What an inclusive, equitable, quality education means to us” ([www.internationaldisabilityalliance.org/ida-inclusive-education-2020](http://www.internationaldisabilityalliance.org/ida-inclusive-education-2020))
* Jurisprudence under other Treaty Bodies including CESC and CRC Committees’ General Comments as well as key reports of UNICEF and UNESCO.
* Materials and methodologies developed by the CBU for the in-person training on inclusive education.

Where relevant and necessary, the course development will include the development of:

* An onboarding quiz, pre-course questionnaire, feedback questionnaire etc.;
* An assessment mechanism for individual modules within a course i.e. the necessary requirement to progress to the next level as well as a remedial mechanism;
* Presentation of the course before IDA members, peer review groups at stages of both content development and hosting on platform, and incorporation of feedback related to content, usability and accessibility, supported by the Online Platform team.

## Development of learning materials

* Creating basic outlines, content and storyboards of proposed materials e.g. text on slides, data for infographics, proposing links to existing YouTube videos etc. for conversion into illustrations, videos and accessible formats by empaneled consultants;
* Overseeing the development of the materials by technical consultants in accessible and publishable formats and verifying content for accuracy and flow.

Selected consultants will have to propose a detailed course outline, split into modules. Following approval from the Capacity Building Unit, a detailed outline, including with outlines for supporting materials, as well as quizzes, should be created. Upon peer review, the materials will be developed and loaded onto the test platform, where the consultants will receive feedback from test users regarding the content, usability and accessibility.

All intellectual property regarding the course created including materials will vest with IDA, and IDA reserves the rights to adapt the curriculum or update it in the future.

# VI. Skills and Qualifications

Requirements

* Master in human rights, law, international development, disability studies, development studies or a subject directly relevant to the subject core area OR equivalent work experience focused on the subject core area
* At least 5 years of work experience within disability movement / sector, including at least 3 years of experience with the UN human rights system at national or global levels
* Sound knowledge human rights reporting process before the UN system, and excellent knowledge of the UN Convention on the Rights of Persons with Disabilities including jurisprudence
* Experience in conducting training on the inclusive education for persons with disabilities.
* Good knowledge of development agenda and dynamics and experience in working with multiple stakeholders
* Awareness of accessibility requirements across the diversity of persons with disabilities with regard to accessing online materials
* Excellent written and/or oral communication skills in English
* Ability to work collaboratively and to multi-task
* Flexibility and capacity to work with limited supervision
* Ability to work within a multicultural team in decentralized locations

Desirable requirements

* Work and/or life experience in Global South countries
* Experience in conducting online trainings on the subject core area
* Fluency in reading and writing French, Spanish, Russian or Portuguese

Other considerations

* Daily access to high speed and stable internet and a personal computer

# Duration

The position is a consultant position that shall apply from June to August 2022, unless extended by mutual agreement in writing by the Parties.

# VII. Application Package

* **Confidential**. All information given on the application will be treated in a confidential manner.
* Persons with disabilities are strongly encouraged to apply.

**How to apply:**

* **Please send the completed application form below by email to** [**consultancy@ida-secretariat.org**](mailto:consultancy@ida-secretariat.org)**,** indicating in the subject line: “Consultant(s): Inclusive Education - Course Development**”, before May 26, 2022.**

**Please ensure you respect the following:**

* Please complete the form in type only.
* Only **completed application form** will be accepted.
* **We kindly ask candidates not to attach a separate CV or motivation letter to the application.**
* **Any applications received after the closing date will not be considered**.

**Application process:**

* After receiving your application, a confirmation of receipt will be sent to you via email. Should you not receive a confirmation, please contact the IDA Secretariat by email.
* **Please be advised that only shortlisted applicants will be informed** about the next steps of selection process.

1. **Forename(s) or given name:**

**Surname:**

**Home address**:

**Telephone** (cellular):

**E-mail**

1. **Education**

**General education** (schools from age 16)

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| **Name and address of school** | **From/to** | **Qualifications obtained (level and grade)** |
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**Further/higher education**

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| --- | --- | --- | --- |
| **Name and address of college/university** | **From/to** | **Full-/ part-time** | **Qualifications obtained** |
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1. **Training and development**

**Please give details of any training courses attended which are of direct relevance to your application.**

1. **Membership of technical or professional bodies**

1. **Present and previous occupations**

**Please give details of your occupation(s) starting with the most recent. Please include any unpaid work that is relevant to the post and explain any gaps.**

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| --- | --- | --- |
| **Employer's name and address (please start with current/most recent)** | **From/to**  **(month/year)** | **Position held including brief description of your duties** |
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1. **Language skills, including sign language** 
   1. **Reading skills**

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| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
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* 1. **Writing skills**

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| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
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* 1. **Verbal skills**

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| --- | --- | --- | --- | --- |
| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
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1. **Computer literacy**

**Please indicate your computer knowledge stating all the software programs you are confident using.**

1. **Please explain how you meet the consultancy specifications and give us any further information about yourself that is relevant to this application. Please keep your response to one page.** (NOTE: This section of the application is one of the most important and will be considered as your motivation letter to the vacant position within our organization)
2. **Supplementary information**

**What is your preferred reading medium? Please underline**:

Ordinary print/digital format

1. **If you were short listed for interview, would you have any special requirements such as timing, wheelchair access or the presence of an interpreter or signer? Please specify.**
2. **Have you ever been convicted of a criminal offence?**
3. **Offers of employment/contracts are subject to receipt of satisfactory references. Please provide the names, addresses and telephone numbers of at least two referees, one of whom should be your present or most recent employer or an academic referee if more appropriate. Referees will not be contacted without your prior permission.**

1. Name:

Position:

Address:

Telephone number:

E-mail:

What is your connection with this referee?

May we approach this referee prior to interview?

1. Name:

Position:

Address:

Telephone number:

E-mail:

What is your connection with this referee?

May we approach this referee prior to interview?

1. Name:

Position:

Address:

Telephone number:

E-mail:

What is your connection with this referee?

May we approach this referee prior to interview?

## Declaration

I declare that the information provided on this form is correct to the best of my knowledge and understand that any information submitted in connection with the consultancy and subsequently found to be incorrect or deliberately misleading could lead to dismissal without notice.

**Signed Date**