



Request for Proposals

Position Title: E-learning Curriculum Developer (Contract)

Purpose of Position: To design and build online training modules, based on Living in Community's existing, effective in-person training. The successful candidate will work in collaboration with Living in Community staff on this project, but will be responsible for building, via an online Learning Management System (LMS) and/or authoring tool, all training modules. This contract is only for curriculum and module development, not for delivery.

Project Overview:

Since 2012, Living in Community (LIC) has iteratively developed our signature training, Curriculum for Change, a 3.5 hour workshop for individuals who provide services to sex workers or whose work or life circumstances bring them into contact with sex workers. The training examines individual, organizational and societal beliefs, values and understandings of sex work, and how these impact the delivery of support services and sex workers' access to services.

Curriculum for Change is a proven and effective in-person training that we have delivered to more than 1,400 people across BC and Canada. We are now planning to build an online version to expand our training provincially and nationally.

As such, this contract will involve translating an existing, well-established in-person training program into an online format. The biggest strength of in-person Curriculum for Change is its safe and collaborative space for participants to share their personal values and reflections, question long-held beliefs, and form ideas for better practices moving forward. This is difficult to cultivate online when participants are each separated in their own homes, or when we as facilitators are separate from the participants. Though over the past year we have been delivering Curriculum for Change via live webinars, we are seeking a new online training option, potentially created through [Elucidat](#) or similar Learning Management System(s) (LMS) and authoring tool(s), and will likely include some combination of self-directed online modules, videos, and live webinars.

To support this project, LIC is also working with a professional coach through [Innoweave's](#) Scaling Impact funding stream. This coach will help us determine our priority audiences for the training, identify how to separate our existing training into various online modules, and research best practices for e-learning design and delivery.

Our overall goal for this project is to create effective and engaging online training that utilizes online tools well, enables LIC staff to use our training time most effectively, and retains the safe community atmosphere of our in-person trainings.

Major Responsibilities of Position:

- Participate in semi-monthly meetings with LIC staff and Innoweave coach to inform discussions and decisions about online training format, tools, best practices, and audiences.
- Conduct research into LMS and authoring tool options, as needed, and provide recommendations to LIC staff.

- Design and build, with input from LIC staff, all modules of online training, with adaptations for various audiences.

Desired Skills and Competencies:

- Familiarity with online, in-person, and hybrid training to social service providers.
- Experience using online LMS and authoring tools.
- Experience designing and delivering e-learning and converting training to an online format.
- Proven record of producing high quality curricula and educational materials, particularly online.
- Excellent editing skills and attention to detail.
- Ability to work independently and adhere to deadlines.
- Knowledge and familiarity with the sex work sector, including myths, misconceptions, and the ways sex workers experience stigma, criminalization, violence, and discrimination is an asset.

Deliverables:

- Complete and publish online training, including all self-directed modules, interactive elements, live webinar design, and more, as determined by the project team (LIC staff, Innoweave coach, and contractor).

Contract Terms:

- Timeline: June 1 2021 – January 31 2022
 - From June 1 – November 30: regular attendance and participation in semi-monthly calls with LIC staff and Innoweave coach.
 - During the above term and until January 31: completion of online training modules.
- Location: Remote, anywhere in BC.
- Remuneration: up to \$32,000.

To apply: We invite proposals from organizations, consulting firms, and individuals with the required experience and skills. Proposals should include the following:

1. A cover letter (one page maximum) introducing the curriculum developer(s) and summarizing their combination of skills, competencies, and experience creating educational content which meet the above criteria.
2. Detailed CV for lead developer and, where applicable, a brief description of the organization.
3. Detailed project budget for your proposal.
4. Please provide two references who can speak to your skills and competencies relevant to this project, and a sample of a recent similar project.

Application deadlines:

Please apply by Friday, May 14th, at 5:00 pm PT. Applications will be reviewed on a rolling basis and interviews will take place between 9 am and 12 pm PT on Wednesday May 19th and Wednesday May 26th.

Please send all required documents in one PDF file, as well as interview availability, to alison@livingincommunity.ca. The posting will remain open until filled.