

E-Learning Designer Terms of Reference

Gender equality and social inclusion (GESI) self-directed online course

1. Background

The **National Adaptation Plan (NAP) Global Network** supports developing countries to advance their NAP processes to help accelerate climate change adaptation efforts around the world. The Network seeks an e-learning specialist to support in the design and development of a self-directed / self-paced online course on **Mainstreaming Gender Equality and Social Inclusion (GESI) in NAP processes**, to be launched by the end of 2025. The course will cover key concepts, methodologies, tools, and practical skills for mainstreaming GESI in NAP processes. The course will combine expert instruction, engaging materials, exercises and real-world examples to provide a valuable learning experience for professionals working in climate change adaptation. The course should take no more than 6 hours to complete for the audience.

The main **target audience** of the course is policymakers and other government officials involved in their countries' NAP processes. It may also be useful for professionals working in the field of climate change adaptation; researchers, academics, and students interested in GESI and climate change adaptation; and NGOs and civil society organizations working on climate change adaptation and GESI.

By the end of the course, participants ideally:

- Understand and can discuss gender and social inclusion concepts, especially in the context of climate change adaptation;
- Understand the institutional framework for mainstreaming GESI in adaptation across scales;
- Are familiar with the skills, tools, methods, and procedures needed to mainstream GESI in their NAP process and related activities;
- Have identified entry points to apply the new skills or tools in the NAP process.

2. Objective of the assignment

The e-learning designer will work with the NAP Global Network Secretariat to adapt six existing training modules previously developed on Mainstreaming GESI into NAP processes into a high-quality, comprehensive, engaging, and accessible online course that meets the above learning objectives and is ready for launch within an 8-month period.

3. Scope of Work

The assignment involves the following responsibilities:

- Collaborating with experts from the NAP Global Network to translate existing training content into effective learning experiences
- Advising on instructional approaches and strategies, course architecture and software based on the learning principles and desired outcomes
- Creating storyboards, instructional guidelines, and scripts

- Developing e-learning modules using the selected authoring software
- Working with the NAP Global Network and other service providers to integrate multimedia elements (video, audio, animations) into the course where needed
- Ensuring the course is technically compliant with the learning platform and meets accessibility standards
- Assisting in the testing and quality assurance of the course, and incorporating feedback from testers into the final products
- Providing technical guidance, documentation, or templates to support future internal updates.

4. Deliverables and timelines

The assignment is between May and December 2025. Within this period, the e-learning designer will work with the Network Secretariat to complete these deliverables and meet these deadlines:

Deliverables	Details of tasks	Timeline
Review of training modules and development of a course design blueprint and plan	<ul style="list-style-type: none"> • Review the training modules on GESI and other relevant materials • Develop a course design blueprint, process map, and plan based on the learning objectives and principles outlined by the NAP Global Network • Advise the NAP Global Network on appropriate learning design approaches, tools, software, learning platforms and practices 	By May 25, 2025
Storyboards for all modules	<ul style="list-style-type: none"> • Develop detailed storyboards for all modules, including visual and textual components and other instructional requirements • Provide relevant rationale and technical notes on the choices of instructional approaches to the team 	By June 20, 2025
Fully developed course modules	<ul style="list-style-type: none"> • Develop the course modules using the selected authoring tool, incorporating existing and newly developed components (text, images, exercises and quizzes, multimedia) • Lead the development of scripts and learning texts with support and guidance from NAP Global Network team • Ensure the course design and development are aligned with the design principles outlined • Develop a complete beta version for pilot testing and gathering feedback 	By October 24, 2025 Specific intermediary deadlines will be agreed upon in the process map to have a staged approach.
Finalized course for deployment	<ul style="list-style-type: none"> • Incorporate feedback from testing and quality assurance • Work with service providers/platform operators to upload the finalized course 	By November 28, 2025

Documentation for maintenance and update	<ul style="list-style-type: none"> • Prepare documents and technical guidance for future internal upkeep and updates. 	By December 21, 2025
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The content developed will need to follow APA guidelines and IISD quality standards.

5. Reporting and communication

The e-learning designer will work with a NAP Global Network team consisting of a Senior Policy Advisor, a Policy Analyst, and Peer Learning Officer.

Throughout the assignment, the designer will share weekly written progress updates, and have bi-weekly check-ins with the team. Additional check-ins might be organized as needed.

6. Requirements for assignment

The candidate recruited for this assignment ideally has:

- At least 5 years experience in instructional design and e-learning development
- Proficiency with industry-standard e-learning authoring tools and excellent knowledge of existing learning platforms and their advantages.
- Strong grasp of adult learning principles and online pedagogy
- Ability to create accessible, interactive, and learner-centered content
- Experience working with diverse teams, including subject matter experts and other service providers (e.g., video production team)
- Excellent time management and communication skills
- Previous experience in developing a course on a topic related to the content of this course (Gender, Social Inclusion and/or climate change adaptation) is an asset.

7. Application Process

Interested applicants are invited to apply by **April 30, 2025**. We will review applications on a rolling basis. Please submit the following to info@napglobalnetwork.org, with the subject line *E-learning designer – GESI online course*:

- A cover letter detailing your relevant experience to this assignment (please include any examples of courses you have developed)
- Your CV
- A financial proposal

For any questions on the assignment or application process, please contact info@napglobalnetwork.org.

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