



Curriculum Development Writer Terms of Reference

About NetHope

[NetHope](#) enables humanitarian and conservation organizations to better serve people and places throughout the world through digital and data technologies and partnerships. Working at the intersection of the international NGO sector, private business and digital innovation, NetHope is a Membership organization currently serving over 60 leading humanitarian, development, and conservation organizations around the world. NetHope empowers [our Member organizations](#) to collaborate, innovate, and leverage the full potential of information and communications technology to support their work in 190 countries. NetHope and our Members partner with over 50 of the world's leading technology firms to create innovative solutions to existing and emerging challenges, and to reimagine how technology can improve our world

The Opportunity

NetHope has recently increased the number of trainings it supports to its members, partners, and external entities. As NetHope aspires to provide first class trainings across various delivery means (synchronous, asynchronous, and in-person) and thematic areas within the international humanitarian digital transformation umbrella, we are seeking a curriculum designer with experience throughout the development to implementation process that has a visionary approach to the possibilities of building a training portfolio that will impact the non-profit and for profit development environment through a better understanding of how, why, and who should ensure consistent and quality digital practices.

NetHope aspires to grow both online and in-person training offerings to allow more individuals globally to engage in focused learning regarding information technology, connectivity, and its' applicable uses in the humanitarian sector. We also have a wide breadth of internal and external trainings that would further benefit our staff and the greater membership. Currently NetHope offers various trainings to members, partners, and collaborators within disaster response, digital protection, cyber security, and various

other thematic sectors that would benefit from renewed efforts to ensure adult learning techniques are incorporated. Both current and to be developed courses, need to be migrated onto our newly acquired LMS.

NetHope is interested in identifying an individual to produce deliverables that ensure high-quality curriculum and content that will subsequently be available to audiences through NetHope's learning management system.

Primary Duties and Responsibilities

- Write, design and create content for online courses, including microlearning lessons, e-learning modules, video lectures, and other training materials around defined topics, following a standardized format.
- Design microlearning lessons and e-learning modules in Articulate (Storyline and/or Rise), including developing scripts, storyboards, interactions, graphic and multimedia assets, and knowledge checks and tests.
- Conduct research, and collect and curate relevant learning resources to create learning modules, measurable learning objectives for each module, and learning evaluations.
- Create supplementary learning resources, including but not limited to case studies and slide decks.
- Create tests/surveys for participants to evaluate what they have learned and/or the knowledge needed, as well as to provide feedback on lessons and modules.
- Coordinate with NetHope's Curriculum Development Manager (and other staff, as applicable) to ensure congruency and avoid duplication across lessons and modules.
- Work with NetHope's Curriculum Development Manager to integrate feedback and finalize content.

Required skills and experiences

- Excellent writing skills and native proficiency in English.
- Ability to write in a range of different styles: academic, business, conversational, and technical
- Experience designing and developing adult learning curriculum including writing learning objectives, facilitator guides, and scripts applying adult learning principles

- Experience translating theoretical concepts into easily understood language using real-life and contextual examples, case studies, and culturally appropriate analogies and metaphors
- Previous experience working internationally.
- Precision, accuracy, attention to detail, and patience
- Proficiency in using Microsoft, Kaya (or comparable LMS platforms).
- Preference for degree in Education, Instructional Design or other relevant fields.
- Knowing around digital transformation-related subject matter preferred.
- Experience in producing training materials for technical trainings preferred.
- Previous experience working remotely, using a range of tools and platforms preferred.

To support the professionalization of training offerings, NetHope is recruiting consultants who can develop blended and video-based learning curriculum across a variety of topics. Consultants will work remotely to complete the duties and responsibilities outlined below while reporting to the Senior Director, Field and Impact Programs and direct involvement with SMEs.

General Conditions:

- NetHope is a virtual organization, so our team, our Members, and our Partners are located around the world. Due to the global nature of the organization, meetings may thus be required at any time of the day to meet with our stakeholders in varying time zones.
- As a global organization, we welcome qualified consultant with diverse backgrounds from locations around the Globe.
- The work will be performed in a 100% remote and virtual.
- All contractors must pass an OFAC screening.

How to Apply

Should this opportunity interest you, please submit a cover letter and resume in confidence [here](#). Applications will be accepted until January 5, 2024.

NetHope is an Equal Opportunity Employer.