

## **OVERVIEW:**

[Eurasia Foundation \(EF\)](#) is seeking a consultant to design and deliver an online Public Speaking course for approximately 150 civically active youth (18 to 30 years old) from Kazakhstan, Turkmenistan and Uzbekistan. The course must last four weeks and involve multiple sessions facilitated by this consultant.

This course will be part of Social Innovation in Central Asia (SICA), a five-year initiative funded by USAID and implemented by EF. The goal of SICA is to cultivate a vibrant and responsive civil society in Central Asia. As part of SICA, the [Central Asia Youth Leadership Academy \(CAYLA\)](#) supports a cohort of young leaders and community activists dedicated to promoting positive development in their communities. Through CAYLA, youth learn foundational skills in community engagement and leadership, which they can then apply to community development projects and various youth initiatives.

## **DUTIES:**

The consultant will deliver the course for approximately 150 learners in Russian.\* All pre-recorded content, assignments and other resources will need to be made available on the SICA online learning management system (exact platform TBD at start of consultancy). In addition to the LMS, the consultant may leverage existing EF Zoom, Facebook and Telegram channels to conduct live activities for the course, foster continued dialogue around the course content and build a stronger network among participants.

\*Important Note: While the consultant must develop and deliver the course in Russian, the course is intended to be accessible for all members of the cohort, which includes many learners who are native speakers of Kazakh, Turkmen and Uzbek. Therefore, the consultant is responsible for producing (and/or translating) assessments, presentations, handouts, subtitles for all pre-recorded videos and other key course materials for participants in all target languages. Costs associated with translation and/or simultaneous interpretation for all four languages must be reflected in the proposed budget.

## **Content Development**

The consultant will be responsible for identifying gaps between knowledge and practice, and then monitor learning outcomes during the course. The consultant should also leverage data about the learners, such as their professions, focus areas and other characteristics. EF can provide general demographic data, but the consultant is encouraged to conduct pre-assessments, surveys, focus groups and other queries to identify the skills, knowledge and behaviors of learners to maximize course development and ensure participants improve their competencies in the proposed course topics.

All course content should focus on technology trends and best practices within the topics. The consultant must localize all content for a Central Asian audience by using relevant case studies, references and/or other examples to properly consider local conditions and attitudes. Length, timing and other characteristics of the sessions should be explained in proposals (See 'Apply' below). The consultant is expected to create an immersive and interactive course, as well as develop engaging exercises that are optimized to teach skills in an online format.

As a supplementary activity to the course, the consultant must conduct at least two unique webinars with guest lecturers. The consultant must submit a list of at least five illustrative guest lecturers and the topics which they will cover in their proposal to EF. EF and the selected consultant will determine the final list of lecturers. Webinar guest lecturer fees must be reflected in the proposal budget (See 'Apply' below).

[See Annex 1 for detailed course requirements.](#)

## **Implementation**

The consultant will be responsible for facilitating all four weeks of distance learning using their developed content and resources. Each week, participants should be responsible for watching pre-recorded lectures and completing accompanying coursework. The consultant will be responsible for responding to participant questions via online platforms daily, reviewing and grading weekly coursework and providing additional resources upon students' request. The consultant must also conduct four weekly Q&A sessions via Zoom.

## **Follow-On Consultations**

After all participants complete the course, the consultant will be responsible for providing up to three follow-on consultations (at least three hours each) for participants who excelled during the course. During these sessions, the consultant will provide helpful tools, tips and other guidance to participants that they can use further in their careers. The participants will be selected based on homework and test scores as well as their level of active participation during Q&A sessions. Consultations will pay specific attention to participants' areas of focus and initiatives when giving these follow-on consultations.

## **Monitoring, Evaluation and Reporting**

The consultant will be responsible for monitoring participant involvement during the course, Q&A sessions and other live activities as well as creating a database that tracks individual participant progress and identifies the support they need. The consultant(s) will develop pre- and post-course evaluations to accurately measure participants' learning outcomes during the course. The consultant will

administer the pre-course assessment prior to the first lecture, and the post-course assessment following the final session. When relevant, the consultant(s) will identify reasons for participants dropping out or other obstacles they encounter during the course.

One week after the final session, the consultant must provide a final report that outlines participants' final grades, knowledge gains, course progression and overall engagement and participation. The report must include suggestions to EF on how to adapt the online course in the future for improved delivery based on lessons learned.

## **QUALIFICATIONS:**

The consultant should meet the following qualifications:

- At least five years of experience working as a trainer, mentor or instructor in developing relevant skills with online and offline audiences
- Experience utilizing an interactive approach in delivering trainings and seminars
- Ability to coordinate large groups of participants (~100) and provide timely communication and instruction
- Extensive knowledge of online learning tools, including LMS, Zoom
- Degree in business training, finance, CSO development, education, non-profit management, financial degree or another relevant area strongly preferred
- Knowledge about the civil society environment and political context of Central Asia strongly preferred
- Excellent oral and written communications skills in Russian
- Knowledge of one of the targeted languages and/or English is a plus

The consultant should demonstrate technical skills in the course design and delivery, preferably in an online format; instructional design with educational technology; the preparation of instructions, training handouts, homework assignments and pre- and post-training evaluations; the use of tools for teaching online courses; and information evaluation.

## **APPLY:**

Interested consultants may submit a proposal via email and include the following documents:

- Cover letter
- Resume(s) of proposed key staff
- Technical proposal with a list of four proposed online lecture sessions (title and one to two-sentence description for each) and a proposed innovative methodology
- List of proposed guest lecturers

- Sample video(s) from online course(s) developed or delivered previously by the applicant
- Budget, in US dollars (up to \$7,000 for all deliverables)

All proposal documents must adhere to the following guidelines. Applications that do not follow these requirements may be considered technically ineligible:

- Proposal narrative, resumes and budget narrative must be submitted in .docx file format
- Budget must be submitted in .xlsx format
- All materials must be submitted in Russian or English
- Proposal narrative and budget narratives must be written in Times New Roman, size 12 font, single-spaced with 2.5 cm margins

Each proposal will be reviewed and selected based upon the following criteria:

- Clarity, suitability and innovation of the technical approach, including the proposed methodology
- Relevance of technical expertise
- Experience of the applicant in designing and conducting online training
- Cost competitiveness

Interested individuals or organizations may submit questions to [SICAconsultants@eurasia.org](mailto:SICAconsultants@eurasia.org).

If additional information or clarification on proposals is needed, the applicant(s) will be notified in writing and will be asked to submit additional information and/or documentation.

Interested individuals or organizations are invited to send proposals to [SICAconsultants@eurasia.org](mailto:SICAconsultants@eurasia.org) with the code "PS Apply" in the subject line no later than 23:59 Almaty time (GMT+6) on 25 September 2022.