

## **Terms of Reference for Online Training Content Developer**

1. **Job Title:** Online Training Content Developer
2. **Service:** Gender Learning Assessment and Development Academy
3. **Salary:** MVR 20,000/- per month
4. **Duration of Work:** 6 months (with a provision of extension, if deemed necessary)
5. **Reporting to:** Permanent Secretary of Ministry
6. **Overall Purpose:**

Ministry of Gender, Family and Social Services currently employs about 800 staff and a 2/3 of it resides in offices/institutions/centers, out of Male' and in other atolls. Provision of trainings to engage staff, upskill and re-skill them and for continued professional development have always remained a challenge due to limitations of reaching staff and conducting trainings physically. As a solution, Ministry intends utilize Microsoft Learning Management System (LMS) to provide a platform for online learnings and to launch this initiative in the name of 'Gender Learning Assessment and Development Academy' (GLAD Academy). Ministry has also formulated a committee to work with the post holder and other relevant staff to initiate and rollout the establishment of Gender Learning Assessment and Development Academy. The present requirement for Ministry is to develop 8 modules which will include the most crucial trainings including onboarding and induction program for staff. However,

Working with the 'GLAD Academy Initiation Committee', the post holder will be responsible for developing training documents, materials and resources to support the Ministry's learning assessment and staff development agenda. The post holder will drive, produce and manage the development of some of the Ministry's technical and administrative pedagogical content and modules in written and visual formats for dissemination in print and online. The post holder will also be expected to collaborate with members of GLAD Academy Initiation Committee and head of department/sections of Ministry to ensure that sector training priorities are delivered effectively with regard to sound pedagogy, best practice, and training policies.

### **7. Principal Duties:**

- Lead, manage, and produce pedagogical content for training modules in relevant formats (for example written, graphical, audio, video).

- Design, develop, test, and evaluate content developed for facilitator led trainings, blended, and online learning in partnership with a facilitators/heads of departments/sections.
- Ensure effectiveness and interactions of online learning experiences.
- Development of exercises, questions, quizzes, exams, assessments, etc., for each of the modules.
- Understands staff training and development needs and its implications for the Ministry's work and plan to disseminate in a meaningful and easily digested ways.
- Conduct evaluation on impact where appropriate (written reports, feedback at meetings).
- Train a group of specified staff (as decided by Ministry) for online content and assessment tools development for future modules.
- Develop 8 modules initially based on the training priorities, with a provision of additional module development if the Ministry decides on it during the contract period.

## **8. Timeline and Deliverables**

- Understanding Ministry's staff development needs and present system for training. To decide on the 8 training modules to develop, in coordination with GLAD Academy Initiation Committee and Permanent Secretary, within 15 days (including holidays) from signing the contract.
- Develop and disseminate 8 modules by end of 75 days from the date of commencement.
- Train a group of staff decided by Permanent Secretary for online content development 30 days from the date of completion of module development.
- Conduct an evaluation on effectiveness of online training modules developed and present a report to Senior Management Team of Ministry before end of the contract.

## **9. Minimum Qualifications & Required Skills**

- Bachelor's Degree or a higher qualification in a related field.
- Minimum three years of experience in the field.

- Appropriate documentation skills.
- Good writing and communication skills both in Dhivehi and English.
- Time and task management skills.

**10. Other benefits and work arrangements:**

Provision of leaves and other contract related conditions will be in accordance with Ministry's HR policies for temporary posts. The Ministry will ensure that a workstation with network is made available to the selected applicant. However, other facilities such as laptop, stationery, any other equipment or support staff, etc., should be arranged by the post holder.