

## **1. Recap of the RFP scope.**

Honest Ally Food International (HAFI) is a leading worldwide NGO that operates in partnership with other NGOs whose focus is on policy, practice, and research related to global food insecurity in developing countries. A third-party vendor is needed to assist with developing a program or course to educate the local community, newly employed aid workers, and existing volunteers/ employees on food insecurities. The program will also address strategies to ensure consistency of practices among organizations among NGOs within the consortium. The underlying theme of the training will be consistent with the organization's standards, policies, and strategies. This comprehensive theory-based training program comes complete with suggested methodology for the instructional design, development, implementation, and assessment of this project. Pedagogical approaches such as learner's theory, game theory, and social learning theory will be used to achieve this goal. The proposal will include a 360-degree feedback model. Based upon the principles for universal design for the learning, the instructional design of the proposal will provide 1.) multiple representations 2.) multiple means of action and expression, and 3.) multiple means of engagement. Because this training will transcend across multiple countries, all training materials will be accessible via an online portal.

## **2. Well-reasoned global training strategy with appropriate theoretical grounding (Learning Theory, Design Model, etc.)**

The ADDIE and Universal Design for Learning models will be used as the overarching framework throughout the course of this program. It breaks the process down into five phases which are Analysis, Design, Development, Implementation, and Evaluation. In the **analysis** phase, a learner's and context analysis will be performed to gauge the knowledge gaps of the current employees so that a design specific to the learner's need can be created. With the information gained during the analysis, specific objectives, the delivery format, and assessment will be **designed**, and the material needed will be **developed** or acquired. Because the existing employees and volunteers will have been introduced to much of the knowledge needed, imbedding strategies to help with metacognition and recalling information, will work best for that particular group. The local community and newly employed aid workers wouldn't be as familiar with the food insecurity facts and could benefit from learning aids. Game theory design will be incorporated to provide employees and volunteers with a teaching tool to use to help educate the community. Facts and figures can be hard to recall so it would be best to have visual aids to leave in the communities once the employees and volunteers have gone.

### **3. Project timeline.**

The project will take a total of 52 weeks. The project will commence with a project manager, two instructional designers, a subject-matter expert, a course-authoring specialist, and two graphic designers. The project designed, developed, and assessed over the course of 4 quarters. Each quarter will consist of 12 weeks. The first quarter of the project will be devoted specifically to the design and development of the training curriculum. The first two weeks will aggressively assess the learner's needs and the context of the instruction. At the conclusion of the first quarter, the instruction will be implemented throughout the newly hired employees, volunteers, and current employees. The second quarter is devoted to implementation throughout the various learners. At this point, one of the instructional designers, the subject-matter expert, course authoring specialist, and graphic designers will leave the project. At the conclusion of the second quarter, the design and its effectiveness will be assessed to gauge any existing knowledge or skill gaps. Based on that assessment, alterations to that design will be provided. The third quarter will be dedicated to implementing any alterations to the design. At the conclusion of quarter three, implementations of the alterations will be assessed for effectiveness. Quarter 4 will be dedicated to evaluating the performance of employees and volunteers using a 365-feedback model.

### **4. Evaluation plan.**

Based upon the objectives determined in the design phase, formative and summative **evaluations** will be completed at the 12th week of implementation. Because the objectives determined earlier in the process will be used to evaluate the effectiveness of the design, it will be critical that the objectives were specific, measurable and comprehensive. The project manager will monitor the progress and effectiveness of these evaluations. Formative evaluations will be used to assess the learner's understanding of the instruction on a periodic basis to determine whether remedial or re-teaching strategies need to be implemented. Formative evaluations include quizzes, one-minute papers, and the exit/ admit tickets upon leaving or entering each training session. Summative evaluations include end-of-quarter and an end-of-year evaluation. They will also be used to assess the learner's understanding of the instruction on a periodic basis to determine whether recollection or re-teaching strategies need to be implemented. Learners will complete anonymous peer to peer evaluations and self-evaluations. Coupled with their supervisor's evaluation, learners will receive feedback and/or suggestions for improvement. The Project Manager will gather all evaluations and work to identify any gaps or trends that indicate a major gap in knowledge or skill and either 1.) adjust instructional methods or 2.) develop additional instructions.

### **5. Draft budget and all staffing requirements, including any additional staffing needs.**

<b>Project Resource</b>	<b>Quantity</b>	<b>Hours</b>	<b>Weeks</b>	<b>Cost per week</b>	<b>Total</b>
<b>Project Manager</b>	1	40	52	\$34.09	\$70,905.00
<b>Instructional Designer</b>	1	40	12	\$31.37	\$15,057.46
	1	40	36	\$31.37	\$45,173.08
<b>Subject Matter Expert</b>	1	40	12	\$31.92	\$15,320.77
<b>Course Authoring Specialist</b>	1	40	13	\$24.52	\$12,750.00
<b>Graphic Designer</b>	2	40	12	\$22.55	\$21,646.15
<b>Materials</b>					\$100,000.00
<b>Supplies</b>					\$200,000.00
<b>Technology</b>					\$50,000.00
					\$530,852.46