# Workforce Professionals Training Institute
# Request for Proposals
# Instructional Designer Consultant
# December 2021

**Overview:**
Workforce Professionals Training Institute is seeking an Instructional Designer Consultant to design and develop professional development courses that will be deployed on SAP Litmos (or similar) Learning Management System. These courses are provided to adult practitioners in the workforce development field. This is a remote role.

**Background:**
**Workforce Professionals Training Institute (WPTI)** is the preeminent non-profit training and technical assistance intermediary for workforce development community in New York City and across the country. Since 2004, the organization has trained thousands of workforce practitioners from over 350 programs and organizations that collectively serve over 500,000 jobseekers. WPTI's mission is to increase the effectiveness of people, programs, and organizations that are committed to generating pathways out of poverty through employment. This is achieved through a three- tiered approach which strengthens capacity at all levels of the workforce development system: 1) *Professional Training: Develop the skills and careers of practitioners; 2) Organizational Consulting: Maximize productivity of programs and teams; and 3) Systems Building: Create linkages, foster research and influence funding and best practice priorities*

**Scope of Work:**
WPTI seeks a qualified Instructional Designer Consultant to support WPTI's development of online courses to be deployed on SAP Litmos or similar LMS.
Activities include:
- Collaborate with training staff to understand the organization's training needs, such as maximizing impact and scaling up.
- Work with WPTI's and outside subject matter experts to shape course content for maximum impact in an online format.
- Provide recommendations on the design and delivery of the training courses.
- Assist with the creation of the course redesign and development of the course utilizing appropriate development tools.
- Provide ongoing related technical assistance around course development and deployment.

**Consultant Qualifications:**
Qualified consultants should possess the following:
- At least 3-5 years of teaching and learning experience working in online education.
- Extensive experience using an e-learning tools for designing and delivering online courses.

- Thorough knowledge of applying adult learning theories and educational methodologies.
- Thorough knowledge of instructional design principles and learning strategies (i.e., needs analysis, backward design, learning outcomes and assessment design, etc.), instructional approaches (i.e., discussion, activities, projects, etc.) and educational digital tools (i.e., Jamboard, EdPuzzle, etc.)
- Possess the verbal and written communication skills to work effectively with staff who have a range of technical abilities.
- A desire to work with a nonprofit organization and support WPTI's mission.

**Timeline:**
WPTI seeks to hire a consultant from January 2022 through September 2022 with the possibility of additional work after September. WPTI is looking to finalize five initial courses that are near completion by February 2022, develop five new e-learning courses by Fall 2022, and customize a package of pre-developed online courses by May 2022.

**Key milestones:**
- **Applications due by January 14, 2022**
- **Interviews conducted week of January 24, 2022**
- **Project onboarding begins week of February 7, 2022**
- **All project tasks completed by September 30, 2022**

**Proposal Requirements:**
Please provide a proposal that includes a description of your:
- Previous instructional design experience(s): course type, course audience, curriculum content, curriculum design and development, etc. (specific samples appreciated)
- Previous experience integrating adult-learning theories, educational methodologies, and instructional design theories into online curriculum design
- Previous experience collaborating with facilitators/instructors/staff on course design and development
- Examples of previous projects and/or work
- Other background information you think is important and relevant to this engagement
- Hourly or per course rate
- Two references

**Response:**
Interested consultants should submit a proposal to Andrea Vaghy at recruiting@wpti.org by 5:00 pm (EST) on January 14, 2022. Please include "Instructional Designer Consultant" in your subject line. If you have any questions about this engagement, please reach out to Andrea Vaghy at avaghy@workforceprofessionals.org.