TERMS OF REFERENCE

Creation of Two Professional Training Courses on Moodle

Sudanese Refugee Camps in Eastern Chad

1. ABOUT BSF

BSF is an international non-governmental organization. Since 2007, in more than 30 countries, BSF has provided access to education, information, and culture for those deprived of it. Through the development of innovative and mobile tools (Ideas Box, Ideas Cube, Kajou cards), tailored content selection, training, and support for field actors, BSF aims to enable everyone, in all circumstances, to live with dignity through better access to knowledge.

2. CONTEXT

As part of projects aimed at supporting the resilience and empowerment of youth and women, implemented in the Ouaddaï region in eastern Chad, BSF works alongside NRC, Al Barka, Sudan Volunteer Organization, and CRASH to strengthen the resilience of Sudanese refugees and host communities around the Allacha, Metché, and Arkoum camps. This project focuses on strengthening community leadership, providing vocational training for youth (15-25 years old), psychosocial support, educational support, and legal assistance to provide project beneficiaries with the skills and resources needed to transition toward sustainable livelihoods in a protracted crisis context.

Within the consortium, BSF contributes its expertise in creating educational and cultural spaces through the Ideas Box. The Ideas Box is a mobile media library kit that can be deployed in twenty minutes to create a colorful, welcoming, and safe 100-square-meter space, including books, games, and digital and creative equipment. The content of each Ideas Box is unique because it is tailored to the needs of the target audiences. The project aims to install three Ideas Boxes in vocational training centers for youth. Mixed professional training courses will be deployed, combining in-person sessions conducted by Al-Barka and NRC with digital modules accessible via offline devices such as the Ideas Cube. The Ideas Cube is a small server hosting a digital library. Once configured, it provides offline access to thousands of resources (videos, audios…). Following the needs assessment conducted in the field, it was decided to develop two digital learning paths on the themes of "Pastry and Bakery" and "Solar Panel Installation and Repair."

In this context, BSF seeks to recruit an Arabic-speaking consultant in digital instructional design to develop two interactive training courses on the Moodle platform. Team applications are also welcome in the form of a joint proposal.

3. OBJECTIVES

The mission involves designing, structuring, and developing two interactive digital training courses on Moodle, potentially using content provided by BSF and its partners (technical documents, videos, lesson plans, diagrams, etc.), as well as sourcing other relevant resources for the modules. The creation of additional content (such as audio dubbing, etc.) may be considered as part of this mission to address any gaps in pedagogical resources. The entire course must be provided in Modern Standard Arabic to facilitate understanding among beneficiaries.

The two courses target Sudanese and Chadian young adults (15–25 years old) with varying literacy levels, in a humanitarian context. They complement in-person training delivered by NRC and Al Barka and should allow learners to validate skills progressively, independently, and in an engaging manner. The courses are not intended to replicate the full in-person training but should cover the key learning outcomes. Therefore, they should be concise and include a limited number of modules (to be defined with the consultant).

The themes are:

-   Pastry and Bakery: primarily aimed at a female audience
-   Solar Panel Installation and Repair: primarily aimed at a male audience

The consultant does not need to be an expert in these areas, but prior familiarity with the topics and/or the ability to present a versatile team will be considered an asset. They will liaise with a subject-matter expert based in Chad, and validation and feedback sessions will be organized.

4. METHODOLOGY

The consultant will be responsible for the following tasks:

- Review available resources and identify gaps, mapping existing open-access materials, and collaborating with BSF on scoping.
 - Develop a proposed instructional design and course structure.
 - Submit drafts for review and validation by BSF and thematic experts from NRC and Al-Barka.
 - Create additional content if necessary.
 - Integrate the content into Moodle in coordination with BSF project and technical teams, conduct testing and proofreading.
 - Deliver finalized courses and associated materials, and present them to BSF, NRC, and Al-Barka teams.

5. DELIVERABLES

At the end of the mission, the following deliverables are expected:

- Two detailed instructional designs (one per course), validated by BSF and thematic experts, specifying objectives, structure, scripts, activity types, and assessment methods.
 - Two complete Moodle courses, integrated and tested on a demo instance of the platform, including:

- One main educational video per module (provided or edited from raw material).
- Additional resources (fact sheets, visuals, technical documents, etc.).
- Interactive activities: quizzes, open questions, drag-and-drop exercises, etc.
- Skill validation mechanisms (badges, scores, or simple certificates).

-A user guide for facilitators or trainers.

-A technical transfer package (SCORM content or Moodle backup) for integration into deployed Ideas Cubes.

6. MISSION DURATION AND LOCATION

Mission period: mid-August to mid-October 2025

Location: Remote work, with virtual meetings with BSF, Al-Barka, and NRC teams.

7. PROFILE REQUIREMENTS

BSF is looking for a consultant or agency with the following qualifications:

- Proven experience in digital instructional design and e-learning module development, ideally on vocational training topics.
- Proficiency in LMS platforms such as Moodle, including offline/deployed environments.
- Ability to work in teams with subject-matter experts.
- Ability to create simple and engaging interactive activities for low-literacy audiences.
- Ability to produce deliverables in Modern Standard Arabic and contextualized for Sudanese refugee camps in Chad.
- Professional proficiency in French and/or English.
- Strong digital skills and creativity in content development.
- Excellent writing and visual communication skills (clear structure, accessible language).
- Knowledge of humanitarian contexts and/or the project region.
- Previous experience in vocational training or technical fields (pastry, solar energy) is an asset.

8. SELECTION CRITERIA

Applications will be evaluated based on the following criteria:

- Expertise in digital instructional design and e-learning – 30 points.
- Methodological relevance of the technical proposal – 20 points.

- Linguistic and writing skills in Arabic for the context – 20 points.
- Knowledge of humanitarian context and target audiences – 15 points.
- Financial proposal adequacy – 15 points.

9. BUDGET & PAYMENT

Applicants are requested to submit a detailed financial offer specifying the expected consultancy amount.

The selected consultant must be legally registered and able to issue compliant invoices to Bibliothèques Sans Frontières. Payment terms, including milestones, will be defined during contracting. Payments will be made only after formal validation of the deliverables by BSF.

10. APPLICATION PROCESS

If you are interested in this mission, please send your application by August 18, 2025, to: nikita.cabaret@bibliosansfrontieres.org

Please include "224SDC – Consultancy Application Moodle" followed by your name or organization name in the email subject line.

Incomplete applications will not be considered. The application package must include:

- CV – individual for each person involved in the proposal.
- Cover letter – joint if applying as a team.
- Methodology and pedagogical approach – joint if applying as a team.
- Financial offer – joint if applying as a team.
- References and examples of previous work – joint if applying as a team.