

## TERMS OF REFERENCE

### CONSULTANCY TO UNDERTAKE CONTENT MAPPING FOR A MASSIVE OPEN ONLINE COURSE (MOOC) FOR SPORT FOR DEVELOPMENT AND PEACE

**Job Title:** Consultancy to undertake content mapping exercise for the development of a Massive Open Online Course (MOOC) for Sport for Development and Peace (SDP).

**Project Location:** United Kingdom/remote

**Fees:** Up to £8000.00

#### Overview

The Commonwealth Secretariat, working together with the International Platform on Sport and Development ([sportanddev.org](http://sportanddev.org)) and the Australian Government, is developing a Massive Open Online Course (MOOC) for sport for development and peace. This will develop skills and capacity of government officials, international and national sports federations and other key partners to develop sport for development and peace programmes, policies and strategies.

A MOOC would be a valuable addition to both communication and capacity building work of [sportanddev.org](http://sportanddev.org), the Commonwealth Secretariat and the Australian Government. It offers value to a broad range of other stakeholders in the sector who work at the programme, policy and strategy levels. The global audience and nature of sport for development work will be reflected in the themes and issues covered in a MOOC. It also provides an opportunity to provide capacity building across public authorities and other stakeholder groups not currently engaged in SDP to work in a cost effective and efficient manner.

The SDP MOOC will provide expertise and knowledge to maximise the contribution of sport to national development objectives through the alignment of sport to national development objectives and the SDGs and maintains a focus on key sport for development themes including gender, disability, social inclusion and safeguarding and protection of young and vulnerable people in sport.

#### Background

The Commonwealth Secretariat, the International Platform on Sport and Development, and the Australian Government have formed a strategic partnership to deliver the SDP MOOC. These organisations are also part of the newly formed Steering Group to deliver the sport for development and peace MOOC.

##### - The Commonwealth Secretariat

The consultant hired through these TORs will be employed by the Commonwealth Secretariat. The Commonwealth is a voluntary association of 53 independent sovereign states, which cooperate in the common interests of their citizens, to further international understanding, development and democracy. The Commonwealth's membership has great diversity of economic strength,

geography and ethnicity, combined with a common heritage of values, language, institutions and democratic traditions. The Commonwealth Secretariat is mandated to assist member states with strengthening the link between sport, development and peace building and to develop SDP initiatives (*Commonwealth Secretariat Strategic Plan 2017/18 - 2020/21*). The focus of this work is on strengthening national, regional and Pan-Commonwealth SDP policy frameworks, strategies and coordination mechanisms to maximise the contribution that sport-based approaches can make to development priorities.

- **[sportanddev.org](http://sportanddev.org)**

The Commonwealth Secretariat has a long standing partnership with [sportanddev.org](http://sportanddev.org) - the leading on-line platform for the sport and development field servicing around 500,000 unique users per year. It is a collaborative initiative, supported and governed by a diverse set of stakeholders who are committed to contributing to the field of sport and development. It facilitates knowledge sharing and coordination. It is managed and operated by the Swiss Academy for Development, a centre of excellence for sport and development. The [sportanddev.org](http://sportanddev.org) platform has undertaken initial scoping of a MOOC.

- **Australian Government**

Through the Department of Foreign Affairs and Trade (DFAT), the Australian Government joined the [sportanddev.org](http://sportanddev.org) Steering Board in July 2017. They will also be a key partner in the SDP MOOC and be integral to shaping and delivering content, as well as strategic direction.

## Scope of the assignment

The Commonwealth Secretariat and MOOC Steering Group are seeking a consultant to be employed by the Commonwealth Secretariat to initiate the development of the MOOC. The primary task is to identify and curate content for the MOOC to develop the skills and capacity in sport for development and peace, sports policy and strategy.

The MOOC Steering Group are seeking an independent analysis of:

1. Key learning outcomes
2. Outline of course content and structure
3. Open source content available and relevant for adaption; and
4. Gaps in resources that would require bespoke content development

The report should include options for indicative content and curriculum, including course detail, structure and an audit of resources (divided into those already available or would need to be produced). Any material identified should be open source material and able to be used on an online learning platform. Secondly, possible collaborators and academics to support a dedicated online sport for development and peace MOOC should be identified.

The report should also analyse options to 'pilot' content to establish the best final model and curriculum for delivery. The report should reflect the outcomes of the stakeholder consultations and detail key recommendations.

## Target audience and stakeholder consultation

A wide target group would assist in ensuring sports policy coherence across all sectors, with a strong emphasis on programmatic, strategic and policy level knowledge. This fills a critical gap as most online courses are focussed on only operational program delivery and implementation.

The target audience for the SDP MOOC is:

- government officials and sport stakeholders from member governments
- representatives from UN and other intergovernmental agencies
- international and national sporting organisations
- Commonwealth Games Associations and national Olympic committees
- Non-government organisations and community groups
- sport policy/development academics and students

sportanddev.org, the Commonwealth Secretariat and the Australian Government will provide a detailed list of possible individuals and organisation that should be approached as part of the stakeholder consultation. An analysis of the target audience should be undertaken to ensure relevance.

## Indicative course content

Final decisions on topics and themes will be made once the content analysis is complete. Following best practice, a MOOC would be five to six weeks in length and an indicative syllabus may cover:

- Introduction and overview of sport as a tool to advance sustainable development
- Overview of SDP theories of change and programme logic including developing national strategies, SDP policies and implementation
- Gender mainstreaming, child safeguarding, human rights, inclusion of people with disabilities and social cohesion
- Managing partnerships and resource mobility
- Monitoring and evaluation

The MOOC should draw on a variety of resources to keep content relevant and appeal to a wide audience, as well as reflect the diversity of the world.

## Key Deliverables

1. Undertake stakeholder consultation on learning outcomes and content options.
2. Prepare recommendations on content including a full outline of learning outcomes, modules and content. A detailed module outline which maps out the MOOC is required.
3. Analysis of target audience to ensure relevance and likelihood of using a MOOC.
4. Undertake an audit of content/resources - both already available and that would need to be produced - that could be used for an online learning platform.

5. Identify possible additional partners to curate additional content and resources that may be required, and to provide in-kind support.
6. Review the three possible technical providers identified by the MOOC Steering Group and provide a recommendation on which should be chosen.
7. Outline options for the development and validation of a MOOC, which may include a pilot program to refine delivery model and ensure long term sustainability of the MOOC.

## Time Line

Time Line	Task
20 March 2018	EOI for TORs published
20 April 2018	Deadline for submissions
30 April 2018	Briefing on scope of work for successful consultant
30 April - 30 May 2018	Research, consultation with key stakeholders, budget and cost implications, drafting recommendations on options
4 June 2018	Draft options paper submitted to Commonwealth Secretariat for circulation to the MOOC Steering Group
11 June 2018	Commonwealth Secretariat coordinates MOOC Steering Group feedback to consultant on draft report
18 June 2018	Final options paper submitted to Commonwealth Secretariat for review by MOOC Steering Group

## Approach and Implementation Arrangements

The delivery of this project will be overseen by Ms Lou Anderson, Programme Manager, Sport for Development and Peace, Commonwealth Secretariat.

The Commonwealth Secretariat reserves the right to amend and edit all supporting content supplied.

Please note the total fee of £8000 is all inclusive, including any tax payable by the consultant.

### Qualification and competencies

- A post-graduate qualification in a relevant discipline
- Knowledge of sport for development and peace, in particular its impact to support the achievement of Sustainable Development Goals.
- Demonstrated knowledge on online learning and distance education, including assessment tools, video creation/editing content and open educational resources
- Expertise in Intellectual property and experience in the use of and access to information and knowledge resources with holders of intellectual property of relevant material and content.

*Applicants should be able to demonstrate:*

- Expert knowledge sport for development and peace
- Expert knowledge of online and open learning and education
- Strong analytical skills and high level written communication.

### Submission Process

To apply interested parties should submit the following:

- Overview of proposed approach to the assignment, including:
  - Methodology for each deliverable
  - Proposed scope of consultation activities
  - A proposed format and content overview for the final recommendation report
  - Total time, number of days and personnel commitment for the assignment
- Example(s) of previous work that demonstrate capability to complete the assignment;
- For individuals: a detailed CV outlining educational qualifications, professional engagements, and other relevant work undertaken; and  
For organisations and institutions: a prospectus outlining their relevant experience and achievements together with the CVs of experts who would work on the assignment.

Individual experts, think-tanks, consultancy companies, academic and research institutions are encouraged to apply.

**To be considered, submissions are required by C.O.B [GMT] on 20 April 2018.**

**Submissions should be emailed to: [sdp@commonwealth.int](mailto:sdp@commonwealth.int)**