LEARNING DESIGN CONSULTANT
TERMS OF REFERENCE

RSB - ROUNDTABLE ON SUSTAINABLE BIOMATERIALS ASSOCIATION
(RSB)
RSB - Roundtable on Sustainable Biomaterials Association (RSB) seeks a highly motivated person to join our organisation as Learning Design Consultant, an ideal position for an individual interested in furthering an international career in an organisation focused on sustainability and industry transformation.

**Background**

This position is a 6-month, full- or part-time renewable contract position and will play a key role in the design and development of RSB’s elearning courses, which will offer content on the sustainable bio-based and circular economy to university students and corporate teams, with the goal to equip current and future global workforce with practical sustainability knowledge and skills via a e-learning platform.

RSB’s e-learning offering will build on RSB’s decade-long experience in delivering trainings to industry leaders on topics such as decarbonisation and sustainability transformation, sustainable biomass and value chain development, policies promoting the sustainable and low-carbon economy, feedstock risk assessments, sustainability certification, and more.

**Objective**

The objective of the Learning Design Consultant role is to create effective, engaging, and interactive learning experiences that meet the organization's training and development needs. The Learning Design Consultant will work closely with RSB’s Learning Designer and Subject Matter Experts (SMEs) and stakeholders to design and develop, high-quality eLearning courses and other learning materials.

**Responsibilities**

The Learning Design Consultant will:

- Collaborate with SMEs and stakeholders to identify learning objectives, content requirements, and target audience characteristics.
- Design and develop instructional materials, including course outlines, facilitator guides, e-learning storyboards, participant materials, multimedia assets, and assessments.
- Apply learning design theories, models, and best practices to create engaging and interactive learning experiences.
- Utilise appropriate instructional technologies and authoring tools to develop e-learning modules, simulations, or other multimedia content.
- Incorporate feedback and iterate on instructional materials to ensure continuous improvement and alignment with learning objectives.
- Conduct quality assurance checks to ensure instructional materials are accurate, accessible, and comply with organisational standards.
• Collaborate with the training team or subject matter experts to deliver training sessions, workshops, or webinars as needed.
• Stay up-to-date with industry trends, emerging technologies, and learning design methodologies to enhance instructional materials and processes.
• Provide guidance and support to other team members or stakeholders involved in content creation or delivery.

Qualifications
We require the following qualifications/experience:

• Bachelor's degree or higher in Learning/Instructional Design, Education, or a related field.
• Proven experience as a Learning/Instructional Designer, preferably in a corporate or organizational setting.
• Strong knowledge of learning design principles, learning theories, and adult learning methodologies.
• Proficiency in learning design software, authoring tools, and learning management systems.
• Experience in designing and developing a variety of instructional materials, including e-learning modules, virtual classrooms, simulations, and assessments.
• Excellent written and verbal communication skills, with the ability to effectively present complex information in a clear and concise manner.
• Strong project management skills, with the ability to prioritize tasks, meet deadlines, and work effectively in a fast-paced environment.
• Attention to detail and a commitment to producing high-quality deliverables.
• Ability to work independently and collaboratively as part of a team.

Duration and Remuneration
This is a fixed-term contract of 6-months starting from August 2023 and ending February 2024, which can be renewed based on a positive collaboration.

The Consultant is required to dedicate a minimum of 20 and maximum of 40 hour of time to this consultancy per week, depending on availability. Work performed must be duly and transparently tracked and invoiced on a monthly basis.

Standard of Services
The Consultant undertakes to:
   a) Perform the Services with the highest standards of professional and ethical competence and integrity. Any professional misconduct or ethical violation will be
treated with the severity required according to the Company’s policies and applicable law.

b) Be generally available to provide the Services and be contacted during normal business hours of the Location, excluding national holidays of the Location.

Equipment and Access
The Consultant is required to use their own laptop and other hardware. The RSB will provide the Learning Design Consultant with the necessary authoring tool licenses.

Delivery
Completed projects are to be delivered to RSB via email and SharePoint. RSB will set up a dedicated SharePoint folder and provide the Learning Design Consultant with access credentials. The Consultant agrees to keep such access credentials protected and secure and assumes all liabilities resulting from mishandling of such access credentials.

Intellectual Property and Confidentiality
All content is the Intellectual Property of the RSB. All outputs developed and designed by the Learning Design Consultant will be the Intellectual Property of the RSB. The Learning Design Consultant should compulsorily hand over all deliverables, not limited to:
- Storyboards
- Animation Scripts
- Source files for graphics, video development and elearning development
- Articulate Storyline 3 files and Articulate Rise files/links

Reporting and Supervision
The Learning Design Consultant will work closely with RSB’s Learning Designer and report into RSB’s Programme Director.

The Learning Design Consultant is expected to work independently and track their time on tasks assigned to them.

How to apply
Please send your application by no later than 11 August 2023 to smriti.paul@rsb.org. Your application must include:
- Your CV
- Your portfolio
- Information on your time availability (i.e., available hours / week)
- Your hourly / daily fee in ZAR
- Day when you could start the consultancy