

Terms of Reference

Revision of Remote Learning Content/Conversion into e-Learning

20th October 2025

1. PROJECT SUMMARY

Name of the initiative	Diploma in Child and Adolescent Mental Health in Humanitarian Settings in MENA
Project Start and End dates	January 2022-December 2025
Locations:	Remote
Thematic areas	Mental Health and Psychosocial Support – MHPSS
Donor	ILO, in the frame of the PROSPECTS Partnership Initiative
Overall objective of the project	Save the Children, in partnership with the American University of Beirut, have developed and piloted a 1-year postgraduate academic Diploma programme in Child and Adolescent Mental Health, designed to reflect the specific needs and concerns of humanitarian settings in the MENA region. The Diploma is structured in 8 Modules for remote delivery, plus a supervised practice phase. Two out of the 8 Modules have been designed to be delivered asynchronously, using PPT materials with voice-over recording. The remaining six modules are delivered through live classes. All Diploma contents are delivered in Arabic; an English version is available for reference. The partners are looking for a consultant to support the revision of the two asynchronous Diploma modules, with the aim to enhance learners' experience in the online environment (in Arabic).

1. INTRODUCTION

This document provides Terms of Reference for a consultancy to revise the materials of two Diploma modules for an enhanced learner's experience in the online environment. Interested consultants are invited to bid for one or both options below:

- *Option 1.* Revision of PPT materials for greater learner engagement and visual appeal
- *Option 2.* Full conversion of PPT materials into online interactive learning modules

2. BACKGROUND AND CONTEXT

Save the Children, in partnership with the American University of Beirut, have developed and piloted a 1-year postgraduate academic Diploma programme in Child and Adolescent Mental Health (CAMH), designed to reflect the specific needs and concerns of humanitarian settings in the MENA region.

The Diploma targets mid to senior-level professionals from the humanitarian and national care sectors (health, education, social services, child welfare), together with mental health specialists who wish to deepen their understanding of CAMH in contexts of adversity.

The Diploma is structured in 8 Modules for remote delivery, plus a supervised practice phase. Two out of the 8 Modules have been designed to be delivered asynchronously, using PPT materials with voice-over recording. The remaining six modules are delivered through live classes. All Diploma contents are delivered in Arabic; an English version is available for reference.

The two asynchronous modules are structured as follows:

- *Module 1. Child and Adolescent Mental Health in a Socio-Ecological Perspective.* This module is composed of 10 classes. For each class, a PPT slide deck is available (10 slide decks in total), with recorded voice over. The total number of slides for this module is 509. Syllabus and assignment materials are available for this module.
- *Module 2. Child Development: Strengths and Challenges.* This module is composed of 10 classes. For each class, a PPT slide deck is available (10 slide decks in total), with recorded voice over. The total number of slides for this module is 738. Syllabus and assignment materials are available for this module.

The full structure of the Diploma is available in Appendix 1.

3. SCOPE OF THE CONSULTANCY

Save the Children and the American University of Beirut are looking for a consultant to support the revision of the two asynchronous Diploma modules, listed above, with the aim to enhance learners' experience in the online environment.

Two alternative options are possible for this work:

- *Option 1.* Revision of PPT materials for greater learner engagement and visual appeal. This would include:
 - Editing and reformatting the PPTs, for greater consistency and visual appeal; ensuring balanced content across slide decks
 - Adding more interactive elements including quizzes, videos, knowledge checks, drag-and-drop activities, scenarios etc.
 - Embedding existing videos into the slides, so they can be accessed without exiting the platform
 - Any other enhancement that can be introduced whilst maintaining the PPT format

- **Option 2.** Full conversion of PPT materials into two online learning modules. This would include:
 - Analyze and refine the content from the PowerPoint slide decks;
 - Develop a structure for the two online modules;
 - Incorporate interactive elements, such as quizzes, knowledge checks, drag-and-drop activities, or scenarios, to enhance learner engagement;
 - Add multimedia elements like videos, audio, and graphics to make the content more dynamic;
 - Ensure the material is accessible and readable on phone, tablet and computer, and inclusive for people with disability
 - Preferably develop the module using RISE, for compatibility with AUB's learning platform Moodle

Interested consultants can bid for either option or both – noting that the two options are alternative to one another, and that the choice between the two will be driven by budget and time availability considerations.

4. LOCATION

The Consultancy will be conducted remotely. We expect Consultants to be available for coordination and discussion Mon to Thu between 10am and 4pm CET.

5. EXPECTED DELIVERABLES

Key deliverables are outlined below. The Consultant and the SC-AUB Technical Committee, inclusive of SC and AUB's Technical Leads and Project Coordinators, will agree on final milestones and deadlines at the inception phase. The Consultancy must be completed by 31st December 2025.

Key deliverables – Option 1:

- Two revised Modules composed of two revised sets of 10 PPT slide decks each, redesigned and enhanced for greater learner engagement and appeal
- All revised materials will be in Arabic
- Consultants who are interested to bid for Option 1, and who believe that in the timeframe available it will only be possible to deliver one Module, can bid for one module only, clarifying which one they are interested to revise

Key deliverables – Option 2:

- Two fully functional and tested online learning modules
- All project source files
- The two learning modules will be in Arabic
- Consultants who are interested to bid for Option 2, and who believe that in the timeframe available it will only be possible to deliver one Module, can bid for one module only, clarifying which one they are interested to revise

6. TIMEFRAME

The consultancy will have to be completed by 31st December 2025.

7. REPORTING AND GOVERNANCE

The Consultant/s will report to Save the Children's Global MHPSS Advisor and Technical Lead for the Diploma initiative. The following regular reporting and quality review processes will also be used:

- Inception meeting with the SC/AB Coordination Committee, to define action plan, key milestones and timelines.
- Bi-weekly written updates shared with the SC/AUB Technical Coordination Committee to clarify progress and highlight emerging challenges if any.
- Remote meetings as required.

8. SELECTION CRITERIA

Save the Children welcomes applications from individual Consultants or Consultancy teams/firms. Interested Consultants/teams are required to submit an Expression of Interest which should demonstrate adherence to the following requirements:

- *Demonstrable technical expertise in developing e-learning courses and materials in Arabic*
- *Experience of working on mental health content is an asset*
- *Impeccable command of the Arabic language*
- *Proven ability to work independently and deliver results*
- *A track record of open, collaborative working with clients*

Submissions will be evaluated in consideration of the selection Criteria as stated below:

Criteria	Weight	Max. Point
TECHNICAL: Relevant technical expertise and competence to undertake this task;	50%	50
FINANCIAL OFFER	40%	40
SUSTAINABILITY : Experience and understanding of MENA contexts; Demonstrating regional/local recruitment)	10%	10

9. HOW TO APPLY

Interested candidates are invited to submit a technical and financial proposal by **2nd November 2025**.

The proposal shall include:

- *Bidder Response Form*
- *Summary of previous experience in undertaking tasks of this type*
- *Sample of previous similar assignments (2 samples of previous work)*
- *Details of two reference clients/supervisors for which you have provided services/fulfilled tasks similar to our requirements. References will only be taken up for shortlisted bidders*
- *Financial proposal. Please indicate unit cost per module, clearly indicating whether you are bidding for Option 1 or 2; if you intend to bid for both options, please clearly indicate estimated cost per module for each of the two Options. Your financial offer must be inclusive of any and all related expenses necessary to undertake the assignment; noting that for this home-based consultancy, Save the Children will not provide equipment or materials, and no separate budget is provided to cover additional costs.*

FULL APPLICATION PACK AS STATED ABOVE SHOULD BE SUBMITTED THROUGH APPLICANT OFFICIAL EMAIL ADDRESS TO: esarpu.bid@savethechildren.org BY 11 PM GMT 2ND NOVEMBER 2025

For questions and clarification please reach out to esaro.procurement@savethechildren.org with Euniejoy.Nyawira@savethechildren.org and Marta.Petagna@savethechildren.org in copy

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