

Terms of Reference
Inspiring Global Citizens Educator Guide: Review & Update
Timeline: June 2023-August 2023

I. Position

Education consultant to review and update AKFC’s existing *Inspiring Global Citizens* Educator Guide.

II. Background and Context

The *Aga Khan Development Network (AKDN)* is a group of private, international, non-denominational agencies working to improve living conditions and opportunities for people in the developing world. The Network’s organizations have individual mandates that range from the fields of health and education to architecture, livelihoods development, and the promotion of private enterprise. Together, they collaborate in working towards a common goal – to build institutions and projects that can respond to the challenges of social, economic, and cultural change on an ongoing basis.

Aga Khan Foundation Canada (AKFC) is an international development organization and registered charity. AKFC partners with communities, businesses, and governments to find innovative, lasting solutions to promote inclusive development. Working in Africa and Asia, the Foundation invests in local institutions and systems that anchor progress over the long term. In Canada, AKFC mobilizes funding and expertise, and promotes awareness of global issues. AKFC is an agency of the Aga Khan Development Network, one of the world’s most comprehensive development organizations. Since 1980, AKFC has helped millions of people to unlock their own potential to build a better life.

AKFC’s Public Engagement and Resource Mobilization department is responsible for engaging with Canadians on issues of international development. In carrying out this work, the department is tasked with informing and educating Canadians on topics of global development and inspiring them to take meaningful action. Two of the target audiences for this work are students and educators in Canada. To effectively engage with, educate, and inspire these two interdependent groups, AKFC has a suite of programming specific to students and educators. AKFC produces a wide range of products and programs including events, workshops, lesson plans, and classroom resources.

One such classroom resource is AKFC’s *Inspiring Global Citizens* Educator Guide. Published in 2016, this pan-Canadian classroom resource is designed to equip educators with the tools they need to teach about sustainable development and global citizenship to students from grades 9 to 12. The resource includes engaging activities, student assignments, videos, discussion guides, and real-world examples to inspire students to take action and help create a more peaceful, prosperous, and equal world for all. It is available in English and French.

III. Purpose and Objectives

The purposes of this consultancy are to review and update the existing [Inspiring Global Citizens Educator Guide](#), in collaboration with AKFC staff. This may include identifying updates or rewrites to the content (i.e., activities, assignments, discussion guides), information, links, resources, videos, visuals, design, and more. Special emphasis will be placed on the application of a gender equality lens to the toolkit elements. Upon conducting a review, the consultant will work closely with AKFC staff to produce rewrites. In addition, the consultant will develop and add province-specific curriculum maps to the resource.

The consultant will work with AKFC staff and AKFC's brand guidelines and editorial policy to deliver a finished product of one updated classroom resource in English. AKFC will work with the consultant to ensure that the content adheres to the ethics and standards for AKFC content, as well as follows AKFC's broader policies and guidelines, including gender equality guidelines and AKF's global safeguarding policy. AKFC will hire a translator to translate the updated or re-written parts of the resource. If an update to design elements of the resource is recommended upon conducting a review, AKFC will hire a consultant and/or firm to implement the proposed design updates.

IV. Key Activities and Deliverables

Phase 1	Meet with AKFC to discuss workplan. Based on workplan, conduct review of classroom resource and identify areas for rewrite and/or update.
Phase 2	Update and/or rewrite content, visuals, links, information, etc.
Phase 3	Submit updates and rewrites to AKFC staff for review and feedback.
Phase 4	Based on feedback, produce additional rewrites or edits where needed.
Phase 5	Finalize all content and submit to AKFC
Phase 6	Review and proofread updated toolkit design draft

V. Duration of Activities

This consultancy will begin on June 5th, 2023, and end on August 31st, 2023. Proposed estimate for this project, including timelines and work breakdown (note that timelines and number of days may change due to nature of the work):

Phase	Dates, 2023	Activities and Deliverables	Days
1	June 5-9	Meet with AKFC to discuss workplan. Based on workplan, conduct review of classroom resource and identify areas for rewrite and/or update.	4
2	June 9 -30	Update and/or rewrite content, visuals, links, information, etc.	10
3	July 3-7	Submit updates and rewrites to AKFC staff for review and feedback.	0.25
4	July 7-26	Based on feedback, produce additional rewrites or edits where needed.	6
5	July 26-28	Finalize all content and submit to AKFC	2
6	August 21-31	Review and proofread updated toolkit design draft	2.75
		TOTAL DAYS	25

VI. Qualifications

The consultant should be an experienced professional with expertise in creating cutting-edge educational resources that explore international development themes. The consultant/team should have the technical skills and ability to deliver the scope of work and outputs, in particular:

- a degree in education, international development, or a related field, and a strong understanding of the latest developments in pedagogy, curriculum development, and experiential learning.
- experience in developing educational resources for youth (particularly youth between the ages of 12 to 18) and educators in a Canadian context. Experience in designing and delivering workshops or training for educators is an asset.
- strong creative skills and ability to develop innovative, engaging, and interactive learning resources that can capture the attention of learners and educators.
- research and analytical skills, with the ability to conduct research on international development topics, synthesize information, and translate into interdisciplinary learning resources.
- excellent verbal and written communication skills, with the ability to convey complex information in a clear and age-appropriate manner.
- strong cultural awareness and sensitivity, with experience working in diverse cultural and linguistic environments.
- Strong attention to detail.
- proficiency in using technology to develop and deliver educational resources, including online platforms, multimedia tools, and other digital resources.

VII. Gender Equality & Safeguarding

AKFC is committed to advancing gender equality and inclusion through our programming and operations in Canada and overseas. AKFC requires all employees and consultants to review and abide by the AKFC Gender Equality Policy.

AKFC recognizes the importance of safeguarding and is committed to ensuring it manages a wide range of risks such that beneficiaries, staff, other associates, and the organization as a whole are kept safe from harm. All employees and consultants must respect the AKF Code of Conduct and Safeguarding Policy.

Qualified and interested parties are asked to submit a C.V., an example of an educational resource developed, and daily rate (based on 7.5 hours a day) to akfc.hr@akdn.org with a copy to sophia.mirzayee@akdn.org no later than May 18th at 12pm ET.