**SCOPE OF SERVICES REQUIRED**

Implemented by the International Rescue Committee (IRC), the New Jersey Office of Refugees (NJOR) is a leader for New Jersey’s non- government refugee programs. In close collaboration with our government partners at the New Jersey State Office of New Americans, we create consistent access across the wide range of tools available for refugees to thrive in their new home. NJOR empowers refugees to reach their goals through three primary roles: administering and overseeing funds provided by the U.S. Department of Health and Human Services, Office of Refugee Resettlement; sourcing, analyzing, and disseminating information on refugee resettlement trends, experiences, and programming in New Jersey; and leading training and technical assistance for refugee service providers in New Jersey.

NJOR is seeking a vendor with instructional design and eLearning development expertise to create a series of online e-learning modules for refugee service providers in New Jersey focused on mental health and psychosocial support. The modules will cover the following topics:

* Trauma-informed Care
* Mental Health Basics
* Mental Health Triage and Referrals
* Staff Wellness

The modules will be hosted on Kaya, an online learning management system that hosts courses of interest to the humanitarian sector and utilize Articulate Rise. The online modules will be self-paced, and each module will take approximately 30 minutes to complete.

**Period of Performance**

The time period of the evaluation project will extend from June 2024 to January 2025.

**Place of Performance**

The vendor will perform all the work at a location of its choosing.

**Work Requirements**

The vendor will perform the following tasks:

* Create four (4) 30-minute Articulate Rise eLearning modules in English on the topic of mental health and psychological support for case managers to effectively support refugees. Content will be supplied by NJOR. The final products shall be SCORM 1.2 files with the export completion settings clearly communicated to NJOR.
* Create content design plans for each module that include the module’s measurable learning objectives, content sequence, media, and assessment strategy.
* Create an e-learning template in Articulate Rise for modules.
* Prepare and test modules to meet WCAG-AA accessibility standards.
* Create up to four (4) animated videos total, with each video 3-5 minutes in length, using Vyond or a similar animation program for inclusion within the modules that illustrate key course concepts.

**Schedule/Milestones**

The time period of the evaluation project will extend from June 2024 to January 2025. Key dates during this time period include:

1. Week of June 24, 2024: Project kick-off meeting
2. Week of July 1, 2024: Content analysis and Subject Matter Expert interviews
3. Week of July 15, 2024: eLearning template review and sign-off
4. Week of July 22, 2024: 1st module Content Design Plan (CDP) review and sign-off
5. Week of August 5, 2024: 1st module alpha review
6. Week of August 26, 2024: 1st module final delivery
7. Week of September 2, 2024: 2nd module CDP
8. Week of September 16, 2024: 2nd module alpha review
9. Week of October 7, 2024: 2nd module final delivery
10. Week of October 14, 2024: 3rd module CDP
11. Week of October 28, 2024: 3rd module alpha review
12. Week of November 18, 2024: 3rd module final delivery
13. Week of December 2, 2024: 4th module CDP
14. Week of December 16, 2024: 4th module alpha review
15. Week of January 13, 2025: 4th module final delivery

**Acceptance Criteria**

All deliverables will be sent or communicated to and approved by NJOR’s designated POC for the project via email OR electronic transfer (e.g., secure data upload) as instructed by NJOR’s POC.

**Other Requirements**

The vendor must submit a price offering sheet that specifies the price for following services and any necessary or optional add-on services:

* Price per course
* Onboarding NJOR staff
* Train the trainer sessions