



[A Child's Hope Foundation](#) exists to break the cycle of poverty and trauma for orphaned and vulnerable children. We're here to make sure there is a safe and supportive place for every child who needs one. Until orphanages become obsolete, we are committed to serving the children who live there by helping them heal, recover, and progress to more stable living conditions as soon as possible.

Our Certification Program exists to ensure that there are indeed safe places for children to be cared for. Understandably, because of corruption in the orphan care system, people often don't feel confident in donating to orphanages because they question if their investment is truly helping the child. Using our "Thrive Assessment" based on the United Nations' Rights of a Child, we do the work to ensure that the homes we work with are truly safe places with leadership focused on the well-being of the children.

ACHF is expanding at a rapid pace as interest and desire for the Certification Program reaches new areas of the globe. We are finding that there are talented, experienced organizations throughout the world who have been serving the orphaned and vulnerable children space for years who are eager to utilize the Certification Program so they can help raise the standard of care for kids everywhere. Our team simply does not have the bandwidth to train all of the organizations who desire to implement this program.

## The Ask

ACHF is looking for a talented instructional design contractor who can transform very basic training and curriculum into an effective self-led training program. This project should be completed within four months, and has the potential to grow into long term employment with A Child's Hope Foundation if the fit is good for all parties.

The following should be true of you if you desire to pursue this contract:

- You are motivated to help children around the world
- You are open to a collaborative relationship. There is nuance in the training that will be impossible to capture without regular communication and coordination.
- You have the ability to turn minimal content into comprehensible self-led training. We encourage and expect you to push, ask questions, clarify, and make recommendations. This will NOT be a contract where we give you X and you turn it into Y. We anticipate that it will be iterative and that you will play a critical role in helping to effectively package essential information.
- You can laugh, be positive, and enjoy the work. Though we take our work very seriously, we try not to take ourselves too seriously.

We have a strong team culture and you will be welcomed into that culture. We want to support you and help make sure you have what you need to succeed.

## Expected Outcomes

CONTENT:

- Module 1: Overview of ACHF (~15 minutes)
- Module 2: Deploying the Thrive Program (~60 minutes)
- Module 3: Administering the Thrive Assessment (~90 minutes)
- Module 4: Creating the Improvement Roadmap (~90 minutes)
- Module 5: Roles & Responsibilities (~45 minutes)
- Module 6: Needs Fulfillment (~30 minutes)
- Module 7: Child Advancement Programs (~45 minutes)

- Module 8: Reporting (~60 minutes)
- Module 9: Certification (~60 minutes)

For each module:

- Self-led training that includes
  - videos,
  - slide deck
- A self-check element (a quiz? Form? )
- Comprehension check discussion guide

A designed Thrive Team Reference Guide with information from each module and associated “How to” documents (pre-existing ACHF documents). Help compile and organize the various elements, including Module components, into a usable Reference Guide.

## **Trial Period**

In order to ensure a good fit for both sides, a trial period will be held that will include completing Module 1 (slide deck, video as needed, self check element and discussion guide). Module 1 has traditionally been a 15-20 min training session. ACHF will also provide a detailed orientation to help the contractor understand the mission of ACHF and ensure clarity and understanding.

ACHF will pay \$700 for the completion of Module 1. We anticipate this project will take between 12 and 16 hours.

Following the completion of Module 1, we will meet to discuss and evaluate the mutual interest to continue in the project. Based on the learnings from Module 1, we will establish anticipated time for project completion and other contractual details including pay.

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## **Things to keep in mind**

- International audience
- Ability to be easily translated
- Prepared at a 7th or 8th grade reading level
- Broad cultural adaptability
- Needs to be formatted for both phone and computer
- Ideal to be able to be used offline
- ACHF does not have a Learning Management System currently

Resources we will provide:

- Current slide deck that is used
- Photos
- Graphic Design team. You will need to be able to block design a slide, create an infographic, etc. ACHF Design team is to provide final gloss.
- Weekly (or more frequent as needed) 1:1's with ACHF
- Recordings of some of the Training Modules (we'll try to record them all)