Request for Proposal

Instructional Designer (Contract)

Client

The Alberta Council of Disability Services (ACDS) is a provincial, not-for-profit membership association for community-based organizations that support Albertans with developmental disabilities or brain injuries, and their families. We have been an integral and critical part of the Community Disability Services (CDS) sector for 51 years. We support over 160 agencies which employ 15,000 individuals, providing services to many Albertans with developmental disabilities. Our mission is to be the collective voice of our members, advancing best practices, advocating effective public policy, and championing professional disability services.

ACDS provides an important communications channel for organizations providing support to Albertans with developmental disabilities and their families. Services to this population are enhanced through education, accreditation, research and collaboration, the core services provided by ACDS to its member organizations. ACDS provides a common voice for the community disability services (CDS) sector in Alberta, allowing collaboration within the CDS and broader Human Services sectors. ACDS aims to professionalize the sector through education and training.

Project Description

We are seeking to enhance our LMS (Learning Management System) platform to provide a better learning experience for our diverse learners. The project focuses on improving navigation and intuitive interface, allowing instructors to integrate interactive presentation slides, and implementing robust content management tools and version control for efficient course material organization. These enhancements will create a more engaging and effective online learning environment for individuals studying community disability courses, leading to better training experiences and improved communication channels.

More specifically, the contractor will:

1. Conduct a comprehensive needs analysis of LMS platform.
2. Design and enhance existing LMS platform using interface enhancements and customizations aimed at making it more user-friendly.
3. Implement and rollout content management and communication tools and improve e-commerce capabilities content is efficiently delivered.
4. Post implementation, ensure continuous improvement and reporting and stakeholder collaboration throughout the project.

Term: Project deliverables due by July 7, 2025

Contract Value: The maximum budget available for this project is $40,000. Please submit a budget outlining fees with key deliverables including all associated costs.

Location: This position is remote; however, applicants must be located within Canada. Preference will be given to those located in Alberta.

Responsibilities:
- Work closely with key stakeholders to review current content and familiarize yourself with the existing LMS platform.
- Plan and facilitate a project kickoff meeting to outline objectives, timelines, and key deliverables.
- Conduct thorough needs assessments to identify current shortcomings and areas for improvement within the LMS.
- Develop a comprehensive design plan to enhance the user-friendliness and intuitiveness of the LMS for diverse learners.
- Create wireframes and interactive prototypes to visualize and refine navigation and interface enhancements.
- Conduct usability testing with end-users to gather feedback and make necessary adjustments to the interface.
- Develop and integrate interactive presentation slides to enhance the effectiveness of training sessions.
- Conduct training sessions to familiarize users with new e-commerce functionalities for course management.
- Develop a detailed plan for implementing LMS enhancements, ensuring smooth deployment.
- Conduct pilot testing of new features with selected users to identify and resolve any issues before full rollout.
- Execute a comprehensive rollout of LMS enhancements, minimizing disruption to ongoing training activities.
- Establish and monitor performance metrics to evaluate the effectiveness of LMS enhancements.
- Engage and collaborate with various stakeholders, including service providers, policymakers, researchers, and advocates, throughout the project.
- Maintain thorough documentation of all project activities, decisions, and changes.
- Provide regular progress reports to stakeholders, highlighting key milestones, challenges, and next steps.
- Deliver a final project report summarizing outcomes, lessons learned, and recommendations for future initiatives.

Candidate Requirements:
- Bachelor's degree in Instructional Design, Adult Education, UX Design, or a related field. A master's degree is preferred.
- Proven experience in instructional design, LMS enhancement projects, or related fields.
- Proficiency in UX design, wireframing, and prototyping tools. Familiarity with LMS platforms such as Moodle.
- Strong ability to conduct comprehensive needs analyses and usability testing.
- Experience in project planning, implementation, and evaluation phases.
- Excellent verbal and written communication skills for stakeholder engagement and training sessions.
- Ability to work collaboratively with diverse stakeholders including service providers, policymakers, and learners.
- Capacity to adapt to new technologies and tools quickly.
- Strong attention to detail in creating documentation, guidelines, and reports.
- Creative and strategic thinking skills to identify and resolve issues effectively.
- Passion for enhancing learning experiences and continuous improvement.

We invite individuals and teams to submit their proposals, including the following information:

Personal or Team Information:
- Full name(s)
- Contact details (email, phone number)
- Team member roles (if applicable)

Brief Portfolio:
- Examples of previous work relevant to the project
- Links to online portfolios or websites

Work History:
- Detailed resume or CV
- Highlighted experiences and accomplishments
- Relevant skills and qualifications

Please ensure all submissions are concise and clearly presented. Proposals should be submitted by August 5, 2024, to hr@acds.ca.