



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

ANNEX 2.1

TERMS OF REFERENCE

SERVICES FOR REVISION OF THE CONTENT OF THE MODULES OF THE ONLINE TRAINING COURSE FROM METHODOLOGICAL PERSPECTIVE

1. Background

International IDEA has a mandate to support democracy worldwide. Since its establishment in 1995, the Institute has sought to fulfil this mandate by incrementally expanding its geographic footprint. Increasing demand for the Institute's support in countries in Europe, coupled with key developments that have highlighted the weakness of democratic institutions in some European countries, has motivated the Institute to establish a Regional Europe Programme (REP).

In Ukraine, International IDEA works closely with the Central Election Commission of Ukraine (CEC) to strengthen institutional capacity, enhance professional competencies of election administration staff, and support the integrity and transparency of electoral processes. As part of this cooperation, International IDEA supports the development of an online training course aimed at strengthening knowledge and practical skills relevant to the CEC's institutional mandate and operational responsibilities.

To ensure the quality, coherence, and pedagogical soundness of the training content, International IDEA seeks to engage a qualified **E-learning Methodology Review Experts**, who will provide an independent methodological assessment of the training modules and ensure their alignment with adult learning principles, institutional learning objectives, and the specific capacity-building needs of the Central Election Commission of Ukraine.

2. Objectives of the Assignment

The objective of this assignment is to provide expert methodological support to International IDEA and the Central Election Commission of Ukraine (CEC) through the review and refinement of the content of the modules of an online training course. Specifically, The assignment aims to revise the developed theoretical content for the online training course's modules from methodological perspective to ensure easy and entertaining users' learning experience for its further creative adaptation into the format of textual scripts for dialogues/chats, educative and entertaining tests, scripts and storyboards for video explainers, description of graphic elements and images, as well as respective methodological revision of already developed scenarios of the modules (after creative adaptation, before production)

. The outputs under this assignment will serve as the methodological foundation for subsequent scenario development and production activities under separate contracts. Clarity, completeness, and usability of outputs for downstream providers is therefore essential

3. Scope of Work

Under this assignment, the Expert shall carry out a methodological review of the existing content of the online training course modules, including but not limited to the following tasks:

- Review the structure, sequence, and internal logic of the training modules from a methodological perspective;
- Assess the clarity, consistency, and pedagogical appropriateness of the learning objectives, key messages, and instructional flow of each module;
- Evaluate the suitability of the content for online learning formats, including pacing, modularity, and learner engagement;
- Identify gaps, redundancies, or inconsistencies in the content and provide recommendations for improvement;
- Ensure that revised content is presented in a structured and standardized format that can be directly used by scenario development providers, including clear articulation of learning objectives, key messages, and suggested instructional flow. Where relevant, provide guidance notes to support interpretation by subsequent service providers
- Provide methodological recommendations to enhance learner comprehension, retention, and practical application of the course content, with a focus on institutional learning outcomes relevant to the work of the Central Election Commission of Ukraine.
- Any other methodological, pedagogical, instructional design, content review or related services that may be required by International IDEA in the future and are relevant to this procurement may be procured under the Framework Contract to be concluded as an outcome of this tender, based on a separate quotation. As an outcome of this tender, a Framework Contract will be concluded with the Expert.

4. Qualifications and Professional Profile

Education

- Advanced university degree in education, social sciences, political science, public administration, law, or a related field.

Professional Experience

- Proven professional experience in reviewing, developing, or evaluating training programmes or educational content, including experience in methodological review or quality assurance of training materials in an online or blended learning format;
- Experience working with public sector institutions, electoral management bodies, or international organisations or development projects

Core Competencies and Qualifications

- Strong understanding of adult learning principles and training design methodologies;
- Demonstrated ability to assess training content from a methodological and pedagogical perspective;
- Ability to provide clear, structured, and actionable recommendations for content improvement.

Knowledge and Skills

- Excellent analytical, drafting, and communication skills;
- Ability to work independently and deliver high-quality outputs within agreed timelines;
- Fluency in Ukrainian is required; knowledge of English is considered an asset.

5. Timing and Work Plan

The assignment will be implemented within the overall timeline of the development of the online training course for the Central Election Commission of Ukraine. The sequencing of tasks under this assignment is designed to precede and inform subsequent phases of scenario development and production of training materials. The exact duration and sequencing of tasks will be defined through individual Service Orders, taking into account the progress of related course development activities.

Each Service Order will specify the scope of work, number of modules to be reviewed, expected deliverables, timelines, and coordination arrangements with other service providers involved in subsequent phases (e.g., scenario development and production)

The expert's work will be closely coordinated with International IDEA and relevant representatives of the Central Election Commission of Ukraine to ensure timely delivery of outputs and alignment with institutional priorities. Flexibility may be required to accommodate feedback cycles and coordination with subsequent phases of scenario development and production of training materials.

6. Deliverables and Reporting Requirements

Under this assignment, the Expert shall be responsible for delivering the following outputs in close coordination with International IDEA and the Central Election Commission of Ukraine:

- A structured methodological review report for each module (or group of modules), including assessment of strengths and weaknesses, identified gaps and inconsistencies, and concrete recommendations for improvement. Revised module content in an agreed template format, clearly reflecting learning objectives, key messages, and proposed instructional flow
- Revised versions of the training modules, where applicable, reflecting agreed methodological adjustments and incorporating feedback provided by International IDEA and the Central Election Commission of Ukraine.

All deliverables shall be submitted in electronic format and in accordance with the timeline agreed under the respective Service Order. The Expert shall ensure that all outputs are clear, consistent, and suitable for subsequent use in scenario development and production phases of the online training course.

All revised modules shall be subject to formal review and approval by International IDEA before being used for subsequent phases, including scenario development and production.

7. Management and Organisation

The Expert will work under the overall supervision of International IDEA and in close coordination with designated representatives of the Central Election Commission of Ukraine.

International IDEA will be responsible for the overall management of the assignment, including coordination of inputs, facilitation of communication between stakeholders, and quality assurance of the deliverables.

The Expert is expected to proactively engage in coordination with International IDEA and, where relevant, provide clarifications to other service providers to ensure correct interpretation and application of the methodological outputs.

8. Monitoring and Evaluation

The performance of the Expert will be monitored by International IDEA based on the quality, relevance, clarity, and timeliness of the deliverables.

Feedback from the International IDEA team will be used to assess whether the methodological review effectively supports subsequent stages of course development and contributes to the overall quality of the training programme.