

SCOPE OF WORK ENHANCEMENT OF AN EXISTING E-LEARNING COURSE

Objective of the project this video will be developed for:

Objective is to enhance the current content of the *Effective Financial Counseling for Social Security Beneficiaries* online course (7 modules) by integrating videos and/or other media to make it more engaging using NDI's Yes LMS platform.

Target Audience:

This course is designed for financial counselors and coaches who are or will be working with persons with disabilities and or their family members, especially those that may be receiving Social Security Disability Benefits.

Background on NDI:

National Disability Institute is the first national organization committed exclusively to championing economic empowerment, financial education, asset development and financial stability for all persons with disabilities for the past 18 years.

What we do:

- Build capacity of the field through training and technical assistance
- Create systems change by implementing models that can be replicated
- Test innovative approaches to financial empowerment
- Lead research to uncover barriers and opportunities

National Disability Institute: www.NationalDisabilityInstitute.org

Deliverables:

- Course review/synthesis and instructional design with updated storyboards that correspond to content
 - We have 2 versions of this course: the first is a more intensive level of content, text based and all in the Yes LMS platform. The second is a webinar/PPT based version with more focused content. The goal is to review and blend the 2 courses into one updated, streamlined, and more dynamic course.
- Opportunity identification to increase engagement and learning outcomes. (i.e., make less reading heavy, break up content, add audio/visual elements, add knowledge engagement opportunities, use of case scenarios, etc.).

- Visual enhancements (i.e., increased use of disability inclusive stock images and icons, development of other custom graphics, etc.).
- Development and support of instructor video recording and light editing.
- Recommendations for using YesLMS for maximum effect (Best Practices Report).

Timeframe:

NDI would need the revamp of this course to be completed within a two-month period after contract is signed.

Collaboration and Communication:

- NDI will provide source content information, subject-matter expertise, and timely information regarding the training curriculum and project deliverables.
- NDI will provide requirements for brand elements such as logo, typography, colors, tone of voice, use of graphic elements/photography, and similar.
- NDI will review and provide feedback according to the project schedule and communicate delays or changes that impact the project as soon as possible.
- Work will be performed remotely using email, phone and video conferencing to collaborate.
- Two rounds of edits for course content developed should be included.

Requirements:

Instructional Designers/Companies should submit a proposal that includes the following elements:

- Familiarity working with Yes LMS strongly preferred.
- Familiarity creating course content for complex topics, particularly as Social Security Disability Benefits.
- Experience with creating fully accessible online courses that exceed WCAG 2.2 digital accessibility standards.
- A description of the work approach and how communication with the client will be maintained throughout the development process.
- Cost for deliverable of revamped course.
- Timeframe needed to deliver a final course.

All proposals should be submitted by Friday, June 21, 2024 to info@ndi-inc.org with subject line: ATTN: E-Learning Course Proposal