Requests for Proposals

ABOUT NAMATI

Namati helps people understand, use, and shape the law to support and defend their communities.

Namati convenes the Grassroots Justice Network, the largest community of grassroots justice defenders in the world. We are a global community of over 20,000 members from 190 countries, all working to advance justice for all. We meet online and in person, and learn from each other and share resources. We campaign on issues that affect us globally, regionally, and nationally. Members have built skills and confidence through peer learning to strengthen their work, helping hundreds of organizations become more community-led, effective, and sustainable, and deepen their impact. Together, we are building a global movement for legal empowerment: one capable of mobilizing millions and collectively tackling the greatest justice challenges of our time.

Purpose of the consultancy

Namati is seeking an experienced Learning and Development (L&D) professional to conduct an independent assessment of three self-paced virtual courses offered through the Grassroots Justice Network Academy, and provide targeted recommendations and advice to shape our content towards an immersive learning experience.

The purpose of this consultancy is to identify what is working well, areas for improvement, and opportunities to strengthen the quality and effectiveness of our virtual learning offerings. The consultant will assess the courses from an instructional design and online learning perspective, considering elements such as course structure, content organization, format, delivery, video quality, learner engagement, and overall learning experience.

Through this assessment, we aim to obtain practical, actionable recommendations that can guide improvements to our existing courses and inform the design and development of future self-paced immersive learning offerings.

SCOPE OF WORK

The selected consultant will be expected to undertake the following activities:

1. Initial consultation and contextual understanding

- Participate in an initial discovery meeting with the GJN Academy team to understand the Academy's vision, the objectives of the Academy's adult learning, our target audiences, our learning approaches, and our available delivery platforms.
- Identify the key areas for assessment and recommendations, and propose an approach for assessing the courses and providing advice on immersive learning, taking into account the needs and characteristics of our learners.

2. Review and assessment of three self-paced virtual courses

Conduct an independent assessment of the following courses:

- Introduction to Carbon Justice
- Introduction to Legal Empowerment
- Legal Empowerment for Gender Justice

The assessment should consider, but is not limited to, the following areas:

- **Instructional design and course structure:** Organization and sequencing of learning materials, clarity of learning objectives, and coherence of the learning experience.
- **Content and learning materials:** Clarity, presentation, accessibility, and suitability of content for self-paced learning.
- **Learner engagement and interaction:** Opportunities for active participation, reflection, knowledge retention, and application of learning.
- **Course format and delivery:** Navigation, pacing, usability, and the overall experience of accessing and completing the courses.
- **Video and audiovisual quality:** Quality, presentation, and effectiveness of video and other multimedia materials in supporting learning.
- **Learning assessments:** Appropriateness and effectiveness of activities, exercises, and other mechanisms used to reinforce or assess learning.

3. Findings and recommendations

- Identify strengths, weaknesses, and opportunities for improvement within each course and across the Academy's self-paced learning offerings.
- Provide practical, actionable recommendations to improve the structure, format, delivery, and overall learning experience of the courses.
- Provide advice and recommendations to translate content into immersive learning experiences that draw from vivid storytelling and can be completed in under 2 hours.
- Prioritize recommendations based on their potential value and feasibility, distinguishing between improvements that can be implemented in existing courses and considerations for future course development.

4. Expected deliverables

- A brief assessment framework outlining the proposed methodology and key areas of review, to be discussed with the GJN Academy team.
- A written assessment report presenting key findings, course-specific observations, and prioritized recommendations. This must include a specific component to explain key considerations and recommendations to develop immersive self-paced learning offerings.
- A final meeting with the GJN Academy team to present and discuss the findings and recommendations.

PROPOSAL SUBMISSION

We invite proposals from individual consultants or organizations with demonstrated experience in learning and development, particularly in the design, implementation, and assessment of self-paced virtual learning.

Proposals should be submitted no later than **[DEADLINE]** to claudiacote@namati.org, with the subject "RfP Learning and Development Consultancy 2026 [APPLICANT NAME/ORGANIZATION]".

To help Namati assess applicants' qualifications and proposed approaches, please include the following:

1. Professional profile and relevant experience

- Brief professional profile or CV of the consultant, or organizational profile if applying as a company or team.
- Description of relevant experience designing, developing, implementing, and/or evaluating self-paced virtual learning, including examples of similar projects.
- Demonstrated expertise in instructional design, adult learning, and online learning methodologies.
- If available, examples of previous assessments, evaluation reports, or recommendations developed for similar learning initiatives.

2. Proposed approach and methodology

- Description of the proposed methodology for reviewing and assessing the courses, including key areas of evaluation and any relevant frameworks or tools.
- Explanation of how the consultant would identify strengths, areas for improvement, and practical recommendations.
- Proposed work plan and timeline, including the main activities and expected deliverables, within the anticipated 4–6-week consultancy period.

3. Financial proposal (in USD)

- Proposed hourly rate.
- Estimated number of hours required to complete the consultancy, including a breakdown by major activities.
- Total estimated cost of the consultancy, including any additional expenses, if applicable.

4. References

Please provide contact information for two professional references from clients or organizations for which you have conducted similar work, preferably within the past three years. Namati may contact references as part of the selection process.

CRITERIA FOR SELECTION

Namati will consider a balance of criteria to select the most suitable consultant or organization for this assignment. Proposals will be evaluated based on the requirements outlined above and the following considerations:

- **Relevant professional experience:** Significant demonstrated experience in designing, developing, implementing, and/or assessing self-paced virtual learning (a plus if that experience includes immersive virtual learning).
- **Learning and Development expertise:** Strong knowledge of instructional design, adult learning principles, online learning methodologies, and best practices for effective virtual learning experiences.
- **Proposed methodology:** Quality, clarity, and relevance of the proposed approach to assessing the three courses, including the ability to identify strengths, weaknesses, and opportunities for improvement.
- **Quality and applicability of recommendations:** Demonstrated ability to translate assessments into practical, actionable, and prioritized recommendations that can inform course improvements and future development.
- **Relevant experience with diverse audiences:** Experience developing or evaluating learning initiatives for international, multicultural, or geographically diverse audiences. Familiarity with civil society organizations, grassroots movements, or Global South contexts will be considered an advantage.
- **Timeline and availability:** Ability to complete the proposed activities and deliverables within the anticipated 4–6-week consultancy period.
- **Cost and value for money:** Reasonableness of the proposed hourly rate, estimated level of effort, and total cost in relation to the proposed methodology and expected deliverables.
- **Quality of previous work and references:** Evidence of successful completion of similar assignments, supported by relevant work samples and professional references.

RFP & Project Timeline Details

RFP Sent: November 6
Responses Due By: November 11

Questions regarding the proposal: November 9
Answers provided: ongoing

Finalists Selected & Contacted By: Nov 18
Selected Vendor Contacted By: Nov 25
Partnership Commencement Target Date By: Dec 7

Thank you for your interest in responding to this RFP. We look forward to your response. If you have any questions, please contact Claudia Cote (claudiacote@namati.org) at Namati.