



Harm Reduction Coalition - Request for Proposals

Harm Reduction Coalition seeks an individual or group to develop online training modules to expand the reach of training resources and education among providers who work with people who use drugs.

Organization Overview

Harm Reduction Coalition is a national advocacy and capacity-building organization that promotes health and justice for people and communities affected by drug use. Harm Reduction Coalition creates spaces for dialogue and action that help heal the harms caused by racialized drug policies. Our efforts advance harm reduction policies, practices, and programs that address the adverse effects of drug use including overdose, HIV, hepatitis C, addiction, and incarceration. We work to uphold every person's right to health and well-being, and their competence to participate in the public policy dialogue.

Project Description

We are seeking an individual or group to conceptualize and produce three (3) interactive online training modules to expand the reach of our training resources on core harm reduction topics. The three topics of the online training modules include: (1) Integrating Harm Reduction Approaches into your Work, (2) Best Practices to Implement Overdose Prevention Programs, and (3) Engaging and Supporting People Who Use Drugs. The purpose of these online modules is to (a) apply adult learning principles, (b) online learning principles, and (c) incorporate a variety of mediums for understanding the objectives (i.e. short media, quizzes, case scenarios) to create an interactive, effective learning experience. The Harm Reduction Coalition capacity building and technical assistance team members will have dedicated time to supporting the development of content, testing, and other resources needed by the project lead.

The individual or group will be expected to complete the following activities during the contract timeline:

- Review existing curricula produced by Harm Reduction Coalition on the content areas described above
- Collaborate with select members of the capacity building and training team to solicit suggestions for goals, objectives, content, language, and resources
- Design and produce three 60 to 90-minute online training modules that incorporate adult learning principles, online learning principles, and mixed-medium materials to offer an interactive online learning experience
- Pilot the three online training modules to test the user experience, clarity of information, and retention of information provided in the training module; modify based on findings.
- Deliver final product to be promoted on the Harm Reduction Coalition website and hosted using an existing Adobe Connect platform

Timeline

Project Timeline: November 15, 2017 – May 15, 2018 (6 months)

Proposal Guidelines

Proposals should include the following information [maximum 4 pages]:

1. Cover letter, with address and contact person.
2. Individual or team profile, including roles and responsibilities on the project.
3. Qualifications, including (a) experience with harm reduction training and/or capacity building, (b) experience and/or understanding of both adult and online learning principles, and (c) experience producing online training modules with relevant links to work referenced.



4. Proposed timeline of activities, including (a) relevant milestones with deadlines, (b) inputs from each individual on the project and proposed hours, and (c) requirements for in-person meetings or feedback provided by Harm Reduction Coalition team staff with projected hours of participation.
5. Provide clear and detailed budget, not to exceed \$40,000, with estimates for personnel time necessary to complete all tasks [not included in proposal page limits].
6. Attach CVs for each of the team members who will be included on the project with relevant links to work [not included in proposal page limits].

Proposals will be assessed based on the outline of proposed activities, stated experience, and cost. Do not include attachments or promotional documents with your submission. Note that this request does not in any way commit Harm Reduction Coalition to enter into a partnership with any organization.

Proposal Submission

1. Please address your proposal submission with "Online Training Module Development Project - RFP" in the subject line to: Taeko Frost, DrPH, Western Regional Director - frost@harmreduction.org
2. Submit PDF versions of the following documents:
 - a. Narrative proposal labeled "[Your Group Name] – Online Training Proposal"
 - b. Proposed budget labeled "[Your Group Name] – Budget"
 - c. CVs or resumes of key team members "[Last Name, First Name] – Resume/CV"

Deadline for proposal submission

October 25th, 2017 by 5pm PST. Late submissions will not be accepted.

Award announcements will be delivered by October 31st, 2017.