Terms of Reference (ToR): Learning Content & Instructional Design Consultant, GCC

Publication Date	05-01-2026
Application Closing Date	20-01-2026
Title	Learning Content & Instructional Design Consultant, GCC
Grade	**Long Term Consultant**
Duration of Appointment	**1 year**
Duty Station	International Solar Alliance (ISA) Headquarters, India (the ISA Secretariat in Gurgaon, or at the ISA's facility in Delhi, India or any other facility deemed necessary by the ISA.)
Expected Date of joining	As soon as possible
Web-link	https://isa.int/career

We are at the cusp of creating history through steering the globe out of its fossil fuel dependency! Are you able demonstrate quality through an evidence-based analysis on institutional mechanisms for advancing development of markets for renewables? Then please read on... ISA is looking for professionals with a 'Can do' attitude, who are skilled, proficient, and competent, can contribute, strive, thrive and excel with the organization.

1. **Your New Organization**
   The International Solar Alliance (ISA) is an intergovernmental organization of 125 Member Countries working to accelerate the deployment of solar energy to achieve universal energy access, energy security, and a sustainable, low-carbon future. Co-founded by India and France under the Paris Agreement, ISA serves as a platform for cooperation among solar rich nations to mobilize investments, build capacity, and promote innovation in solar energy deployment across the Global South. Its mission is to unlock solar investments by 2030, while reducing technology and financing costs. Through initiatives across agriculture, health, transport, and power generation, ISA Member Countries are driving change by shaping policies, sharing best practices, setting standards, and mobilising investments.

2. **Your role**
   The consultant will curate existing and new technical content on solar and related clean energy topics and convert it into high-quality instructional storyboards for digital learning, video modules, and other multimedia formats. The objective is to ensure content is accurate, learner-centric, and ready for production (e-learning, video, or blended formats).
   The consultant will report to the GCC lead at the ISA.

3. **Scope of Work (including but not limited to)**
   The consultant will be responsible for end-to-end instructional design activities from raw content to approved storyboard, including:

   A. Content curation and gap analysis
      a. Review existing documents, reports, presentations, and recordings provided by the client or from a mutually agreed list of resources

   b. Identify, prioritize, and organize content aligned with agreed learning objectives, target audience, and course structure.
   c. Flag gaps, overlaps, and inconsistencies; propose additional topics, case studies, or examples where required.

B. Learning design and structuring
   a. Define learning outcomes for each module, lesson, and screen/segment, which will be finalized in consultation with the ISA team.
   b. Propose course architecture (modules, lessons, duration, sequencing, assessment strategy).
   c. Select appropriate instructional strategies (e.g., scenario-based, microlearning, demonstrations, expert interviews, case studies, job aids).

C. Storyboard development
   a. Develop detailed, screen-by-screen or scene-by-scene storyboards for each course/video, including:
      i. On-screen text and key messages.
      ii. Voice-over / presenter script.
      iii. Visual directions (graphics, icons, charts, animations, B-roll, demos, interactives).
      iv. Interaction description (quizzes, drag-and-drop, branching, knowledge checks, reflection prompts).
      v. Audio cues, transitions, and pacing notes.
   b. Ensure storyboards follow agreed templates, brand guidelines, tone of voice, and accessibility considerations.

D. Alignment with technical subject matter experts (SMEs)
   a. Conduct structured discussions with technical experts to validate content accuracy and depth.
   b. Refine storyboards based on SME feedback while maintaining pedagogical quality and time constraints.

E. Versioning, review, and quality assurance
   a. Manage versions of storyboards and maintain clear file-naming and change logs.
   b. Incorporate feedback from client teams (technical, communications, and learning) across multiple review cycles.

Conduct internal quality checks to ensure consistency, instructional soundness, and readiness for production.

4. Deliverables:

Key deliverables shall include, at minimum:

a. Inception report and workplan
b. Refined methodology, templates, course list, and delivery schedule
c. Content map and curriculum outline
d. Curriculum structure, learning objectives, and module-wise content allocation
e. Storyboard templates
f. Agreed storyboard format(s) for e-learning, explainer videos, and longer learning series.
g. Complete storyboards

h. Fully developed and approved storyboards for each agreed course/video, including:
   i. Final on-screen text.
   ii. Narration/VO scripts.
   iii. Visual and interaction specifications.
   iv. Assessment items (questions, answer keys, feedback).
i. Summary report
j. Brief report capturing modules developed, iterations completed, key recommendations for future content, and lessons for scaling the storyboard process.

5. Profile and Qualifications

The consultant should demonstrate:

a. Proven experience in instructional design and storyboard development for digital learning and/or video.
b. Experience working on energy, climate, or technical subjects (desirable: solar/renewable energy).
c. Strong writing skills and ability to simplify complex technical concepts.
d. Familiarity with e-learning standards and tools (LMS, SCORM/xAPI, etc.) is an advantage.

6. Education

a. Bachelor's degree (minimum) in a relevant field such as:
   i. Instructional design, educational technology, learning experience design, or education. Or energy, climate policy, & related field
   ii. Communications, journalism, mass communication, English, or related fields with proven experience in learning content.
b. Preferable / added advantage:
   iii. Master's degree in instructional design, learning/educational technology, learning sciences, or a related discipline.
   iv. Professional certification in instructional design / e-learning (e.g., instructional design certificates, learning experience design, or e-learning specialist courses)

7. Intellectual Property and Confidentiality

e. All storyboards, scripts, and related materials produced under this assignment will be the exclusive property of ISA.
f. The consultant shall maintain confidentiality of all non-public information shared during the assignment.

Please apply to recruitment@isa.int with your latest CV & cover letter mentioning last drawn salary or consulting fee*.

**** Submission of experience letters, references, Salary Slip / documentation of last drawn salary/ compensation/ consulting fee, & other relevant documents required on selection.***