

Description of Requirements

Context of the Requirement	<p>Prevention of Violent Extremism-Youth Empowerment and Strengthening (YES)</p> <p>The Prevention of Violent Extremism-Youth Empowerment and Strengthening (PVE-YES) Project, was developed on the premise that youth must be empowered, and their resilience strengthened so that they can make targeted, purposeful decisions to meaningfully contribute to society. This project aims to address youth crime, violence, and radicalization both within communities before youths encounter the criminal justice system, as well as within the prison system to reduce the risk of reoffending.</p> <p>The project is especially focused on addressing the drivers that cause youth to be attracted to gangs and extremist groups including disenfranchisement, poverty, unemployment, stigmatization, lack of education and skills, and mistrust of authority, among others. In early 2019, the intervention started as a Pilot Project in an urban, high-risk community and in late 2019 extended to the Youth Transformation and Rehabilitation Centre (YTRC)- the national youth prison. These projects focused on using psycho-social interventions, counternarratives, and skills-building to move youth away from an attraction to gangs, radicalization, and violence, and transform them into youth mentors, peace ambassadors, and agents of change. The projects also aimed to strengthen youth leadership by providing a positive environment for youth to discuss and reflect on their realities and their roles in building peaceful communities.</p>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	A qualified Consulting Agency that has expertise in online curriculum development with access to an expert/s in the administration of peacebuilding and psychosocial interventions and training. The Consulting Agency will develop a peacebuilding curriculum and a psychosocial curriculum to be administered to at-risk youth both at the community level and to youth in detention. The Consulting Agency will ensure that the content is interactive, engaging, youth-friendly, and caters to varying literacy levels. The curriculum will be built on an existing education platform to be determined in collaboration with the UNDP.
List and Description of Expected Outputs to be Delivered	<p>The Consulting Agency will be responsible for the following:</p> <ul style="list-style-type: none"> i. Conduct baseline assessments and research regarding knowledge of peacebuilding, conflict transformation, reconciliation etc.

	<p>ii. Peacebuilding Curriculum Development</p> <p>The peacebuilding curriculum will embrace holistic and multi-faceted approaches to issues of promoting peace and reducing violence. Education for peace, together with civic life-skills education can all contribute to mitigating the risk of conflict and building peace within communities. The curriculum can include human rights education, democratic principles, conflict management, mediation, education for cultural diversity, gender sensitivity etc.</p> <p>This component will include at least 14 separate modules including:</p> <ul style="list-style-type: none"> - Lesson Plans (presentations, group work, interactive sessions). - Train the trainer manuals (to allow any trainer to be able to administer the curriculum). - Sub-modules for self-paced learning within each overarching module (for participants to engage in individual, self-paced learning). <p>iii. Psychosocial Training</p> <p>The topics for psychosocial training will include areas that will help youth to build the resilience to navigate situations they may face in everyday life and empower them to make better life decisions. Topics can include anger management, navigating relationships, substance abuse, recognizing and dealing with PTSD, resilience, coping in a post-COVID-19 world, dealing with crisis, addressing adverse childhood experience (ACE), exposure to gang violence, gang involvement and so on.</p> <p>This component will include at least 10 separate modules including:</p> <ul style="list-style-type: none"> - Lesson Plans (presentations, group work, interactive sessions). - Train the trainer manuals (to allow any trainer to be able to administer the curriculum). - Sub-modules for self-paced learning within each overarching module (for participants to engage in individual learning as well). <p>iv. Establishment of online space where youth can come together virtually to co-create and work on projects in a fun and interactive environment.</p>
Person to Supervise the Work/Performance of the Service Provider	The Consulting Agency will report to the UNDP Assistant Resident Representative, Mrs. Sharifa Ali-Abdullah or her delegate.
Frequency of Reporting	As and when required

Progress Reporting Requirements	As and when required
Location of work	Trinidad and Tobago
Expected duration of work	3 months from the signature of the contract
Target start date	August 31 st , 2021
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <i>CVs and copies of certificates for the team lead and at least two team members that will be engaged on the Contract meeting the qualifications and experiences indicated in the TOR (Annex 3) should be submitted with the proposal. The CVs should clearly indicate the qualifications, experience and relevant previous projects undertaken by the staff.</i>
Currency of Proposal ¹	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes

¹ Local vendors may submit quotes in USD, but the obligation will be settled in the local currency equivalent at the UN operational rate

	VAT registered firms must indicate the VAT component separately after the net price.														
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.														
Partial Quotes	<input checked="" type="checkbox"/> Not permitted														
Payment Terms	<p>The Consulting Agency is expected to produce the deliverables listed below. The proposed payment schedule for this engagement is upon the completion and acceptance of each deliverable by the Project Oversight Committee</p> <p>Deliverables:</p> <table><tr><th>Deliverable</th><th>Details</th><th>Payment Schedule</th></tr><tr><td>Inception Report</td><td>The inception report must contain a work plan and timelines, an outline of the curriculum, guidelines, and materials to be developed.</td><td>20%</td></tr><tr><td>Development of Peacebuilding Curriculum</td><td>At least 14 separate modules including:<ul style="list-style-type: none">- Lesson Plans- Train the trainer manuals- Sub-modules for self-paced learning within each overarching module</td><td>30%</td></tr><tr><td>Developing of Psychosocial Training Programme</td><td>At least 10 separate modules including:<ul style="list-style-type: none">- Lesson Plans- Train the trainer manuals- Sub-modules for self-paced learning within each overarching</td><td>20%</td></tr></table>			Deliverable	Details	Payment Schedule	Inception Report	The inception report must contain a work plan and timelines, an outline of the curriculum, guidelines, and materials to be developed.	20%	Development of Peacebuilding Curriculum	At least 14 separate modules including: <ul style="list-style-type: none">- Lesson Plans- Train the trainer manuals- Sub-modules for self-paced learning within each overarching module	30%	Developing of Psychosocial Training Programme	At least 10 separate modules including: <ul style="list-style-type: none">- Lesson Plans- Train the trainer manuals- Sub-modules for self-paced learning within each overarching	20%
Deliverable	Details	Payment Schedule													
Inception Report	The inception report must contain a work plan and timelines, an outline of the curriculum, guidelines, and materials to be developed.	20%													
Development of Peacebuilding Curriculum	At least 14 separate modules including: <ul style="list-style-type: none">- Lesson Plans- Train the trainer manuals- Sub-modules for self-paced learning within each overarching module	30%													
Developing of Psychosocial Training Programme	At least 10 separate modules including: <ul style="list-style-type: none">- Lesson Plans- Train the trainer manuals- Sub-modules for self-paced learning within each overarching	20%													

		module	
	Placement of Material on Online Platform and Establishment of Interactive Workspace	All relevant materials must be effectively packaged for delivery on an online platform to be agreed between Agency and UNDP. An interactive online workspace must also be established	20%
	Final Report	Final Report on the project including recommendations.	10%
	TOTAL		100%
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP		
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services		
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.		
Structure of the Technical Proposal	Please see Annex 2. A. Qualifications of service provided B. Proposed Methodology for completion of services C. Qualifications of Key Personnel		
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <ul style="list-style-type: none"> Bidder's qualification, capacity and experience -21%; 		

	<ul style="list-style-type: none"> Proposed Methodology, Approach and Implementation Plan -28%; and Management Structure and Key Personnel - 21% <p>Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP
Contract General Terms and Conditions ²	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3)
Contact Person for Inquiries (Written inquiries only) ³	<p>Procurement Associate procurement.tt@undp.org</p> <p>Subject: Queries- Peace Innovation Platform- Peacebuilding and Psychosocial Curriculum Development for Online Learning</p> <p>Deadline for queries: August 4th, 2021 at 4:00 p.m.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

² Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

³ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Other	<i>The Consulting Agency shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain the property of UNDP.</i>
-------	--

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation: management structure; feedback mechanisms; financial management.	90
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country.	70
1.4	Quality assurance procedures and risk mitigation measures.	60
1.5	Organizational Commitment to high standards of curriculum development: <ul style="list-style-type: none"> - In business for five years or developing curriculum content - Experience developing engaging online education content - Experience conducting peacebuilding and/or psychosocial work - Demonstrates significant commitment to empowerment of women and gender equality 	30
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan			Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?		80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference.		100
2.3	Details on how the different service elements shall be organized, controlled and delivered.		50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.		50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic.		70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract.		50
Total Section 2			400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		100
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader/Coordinator		120
	Minimum of a Master's degree in Economics, Statistics, Social Sciences, Education, Management, Psychology, Sociology, Criminology, or another relevant field.	30	
	Minimum of 5 years professional experience in research, social sciences or another related field	40	
	At least five years' experience in curriculum development including online education content development.	30	
	Extensive experience developing training materials, lesson plans and workshops	20	
3.2 b	Team Member/Assistant Coordinator		40
	Minimum of a Bachelor's degree in Education, Psychology, Mediation, Sociology, Criminology, Social Work or another relevant field.	20	
	Extensive experience developing workshops, training materials and lesson plans	20	
3.2 c	Expert in Peacebuilding and Psychosocial Interventions		40
	Minimum of a Master's degree in Education- Psychology- Mediation- Sociology- Criminology- Social Work or another relevant field.	10	
	At least 5 years' experience developing and facilitating peacebuilding and psychosocial training sessions and workshops.	10	

	Extensive experience developing training materials and lesson plans for peacebuilding and psychosocial training sessions and workshops.	10	
	Extensive experience in implementation of youth-related projects.	10	
Total Section 3			300