



Empowered lives.
Resilient nations.

ANNEX 3

TERMS OF REFERENCE CONSULTING AGENCY

Peacebuilding and Psychosocial Curriculum Development for Online Learning

General Information

| | |
|-----------------------------------|--|
| Services/Work Description: | Peace Innovation Platform- Peacebuilding and Psychosocial Curriculum Development for Online Learning |
| Project/Program Title: | Prevention of Violent Extremism-Youth Empowerment and Strengthening (YES) |
| Post Title: | Consulting Agency for Peacebuilding and Psychosocial Curriculum Development |
| Duty Station: | The Consulting Agency is expected to work <u>remotely</u> . Local, regional and international Agencies are welcome to apply. |
| Duration: | 3-month period |
| Expected Start Date: | TBC |

1. Situational Analysis and Context

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.

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.

The PVE-YES project builds on this early work and seeks to offer youth-focused peacebuilding and psychosocial curriculums in communities across Trinidad and Tobago and in the YTRC. The project will also seek to build the capacity of youth by offering vocational training leading to certification and employment.

In response to the Covid-19 pandemic, this project adopts a digital focus where technology and online platforms will be used to ensure that the project remains resilient and responsive to this dynamic environment.

The **Peace Innovation Platform** is the main pillar of this project and will be the vehicle through which the Peacebuilding and Psychosocial curriculum will be administered. The Platform should also propel the idea generation and teamwork that are envisioned for the project.

In addition to the administration of the Peacebuilding and Psychosocial curriculum, the Platform will also be a place for youth to come together virtually to share ideas, co-create, design, and implement projects across communities. It will provide the opportunity for youth to express themselves creatively, as this contributes to enhanced mental health and increased growth and development. The Platform therefore provides a space to explore, discuss, refine and reflect on ideas from the stage of inception.

As such, the Peace Innovation Platform will host joint classrooms and facilitate cross-community learning. In some cases, youth will be able to log-in and complete modules on their own, and in other cases, youth will need to be logged-in at the same time, to sit in on live, interactive workshops and sessions.

In addition to the peacebuilding curriculum other services will include GBV prevention services; mindfulness (yoga, meditation, etc.).

2. Purpose

The purpose of this consultancy is to develop the **Peace Innovation Platform**. The aim is to empower at-risk youth by offering them new opportunities to be meaningfully engaged in civic life. Youth will be encouraged to become positive agents of change and peacemakers through receiving targeted support and interventions that promote positive environments for sustaining peace.

3. Scope of Work

The UNDP is seeking a **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 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 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.

4. Tasks

The specific components of this consultancy are outlined below.

- i. Conduct baseline assessments and research regarding knowledge of peacebuilding, conflict transformation, reconciliation etc.

- ii. **Peacebuilding Curriculum Development**

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.

This component will include at least 14 separate modules including:

- 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).

- iii. **Psychosocial Training**

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.

This component will include at least 10 separate modules including:

- 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).

- iv. Establishment of online space where youth can come together virtually to co-create and work on projects in a fun and interactive environment.

Expected Outcomes

The project is expected to increase the resilience of vulnerable youth and break the cycle of criminality that has become the norm. Ultimately, youths will be placed at the centre of any attempts to enhance the environment of peace and justice through exposure to peacebuilding activities and training.

5. Deliverables/Payment Schedule

The Consulting Agency is expected to produce the deliverables listed in the table below. The proposed payment schedule for this engagement is based upon the completion and acceptance of each deliverable by the UNDP.

| 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 module | 20% |
| Placement of Material on Online Platform and | All relevant materials must be effectively packaged for | 20% |

| | | |
|--|--|-------------|
| Establishment of Interactive Workspace | delivery on an online platform to be agreed between Agency and UNDP. An interactive online workspace must also be established. | |
| Final Report | Final Report on the project including recommendations. | 10% |
| TOTAL | | 100% |

6. Timeframe/Duration

The timeframe for the execution of this consultancy is three (3) months from the signing of the contract.

7. Qualifications and Competencies

The Consulting Agency must have a minimum of 7 years' experience in Trinidad and Tobago or abroad in the field of curriculum development with capacities in peacebuilding and/or psychosocial training. In addition, the Agency should have a highly motivated staff with a minimum of at least three members, comprising a Team Lead and at least two other Team Members.

The required qualifications and competencies of the Consulting Agency are as follows:

Team Lead/Coordinator:

- Minimum of a Master's degree in Economics/Statistics/Social-Sciences/Education/Management/Psychology/Sociology/Criminology or another relevant field.
- At least five years' experience in curriculum development including online education content development.
- Extensive experience developing training materials, lesson plans and workshops.
- Experience developing and implementing sound monitoring and evaluation frameworks.
- Experience working in youth development and youth empowerment would be as asset.

Team Member/Assistant Coordinator:

- Minimum of a Bachelor's degree in Education/Psychology/Mediation/Sociology/Criminology/Social-Work/Social-Sciences or another relevant field.
- At least 5 years' experience developing and facilitating training workshops.
- Extensive experience developing training materials and lesson plans.
- Experience in implementation of youth-related projects will be an asset.
- Excellent communication and facilitation skills.
- Strong written and oral skills.

Expert in Peacebuilding and Psychosocial Development:

- Minimum of a Master's degree in Education/Psychology/Mediation/Sociology/Criminology/Social-Work or another relevant field.
- At least 5 years' experience developing and facilitating peacebuilding and psychosocial training sessions and workshops.
- Extensive experience developing training materials and lesson plans for peacebuilding and psychosocial training sessions and workshops.
- Extensive experience in implementation of youth-related projects.
- Excellent communication and facilitation skills.
- Strong written and oral skills

8. Supervision

The Consulting Agency will report to the UNDP Assistant Resident Representative, Mrs. Sharifa Ali-Abdullah or her delegate.

9. 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 |

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|---|----|------------|
| 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 |

10. Confidentiality and Propriety Interests

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.