



FCA Terms of Reference

Trainer for Digital Capacity Building

FOR

THE NETWORK FOR RELIGIOUS AND TRADITIONAL PEACEMAKERS' PROJECT

AHA! Awareness with Human Action

1. Background

The Network for Religious and Traditional Peacemakers (Network) is implementing the European Union-funded consortium project: "AHA! Awareness with Human Action." The 18-month project began in July 2020 and is being implemented in consortium with Finn Church Aid (FCA), World Faiths Development Dialogue (WFDD), the Center for Peace and Justice - Brac University (CPJ), Center for Communication and Development of Bangladesh (CCD), Islamic Relief Worldwide (IRW), Youth Development Foundation (YDF) and Sarvodaya.

The AHA project seeks to contribute to the response efforts of the COVID-19 pandemic by preventing conflict and building social cohesion in Pakistan, Sri Lanka, Bangladesh and broader South Asia. The specific objective is to increase outreach for initiatives that promote awareness of COVID-19 and constructive narratives that reduce discrimination, hate speech, and stigmatization against specific communities, primarily targeting religious leaders, and women and youth leaders as community influencers.

As one of its key outputs, the project will provide digital capacity building support to selected community-based organizations (CBOs) or community leaders. The aim is to use low-cost, easy to use technology and digital platforms to implement the majority of its activities. At the same time, the project consortium is fully cognisant of the fact that target community leaders and influencers, especially women and religious leaders, may face challenges to accessing and using technology. Moreover, there are risks associated with online activism, especially given increasingly limited civic space in South Asia.

Therefore, they will strengthen the digital capacity of selected small grantees through specialised digital campaigning, and Peacetech trainings. That will include the ability to safely operate in the digital space as a civil society actor. From the 50 grantees, 20 will be selected to receive specific digital capacity support over 12 different training sessions. This will include support to set up and train on the use of online meeting platforms such as Zoom, Go-to Meeting, Teams, Slack, and others for them to network and have wider communication possibilities.

The criteria for the selection of these 20 grantees will be those whose planned initiatives have a significant online component, those grantees expressing specific digital capacity support, and those initiatives with the innovation and potential to "go viral". They will also be trained on the use of social media platforms to increase outreach and amplify positive messages. Specialists on digital campaigning and PeaceTech will be invited to share their expertise with the target community leaders and influencers on online dialogue facilitation skills, and how to prevent and address hate speech online. Based on a survey among the 20 selected candidates the need will be evaluated along the subjects of:





- Information, Data, Media Literacy - [critical use of data and information - e.g. finding, evaluating, managing, curating, organize and sharing of information]
- Digital Creation, Problem Solving and Innovation - [creative production - e.g. capacity to design new digital materials such as texts, images, videos, audio, apps and interfaces]
- Digital Learning and Development [capacity to participate in (and benefit from) digital learning opportunities; identify/use digital learning resources; participate in learning dialogues; use learning apps and services; use digital tools to organize, plan and reflect on learning; record learning events/data and use them for self-analysis]
- Digital Communication, Collaboration and Participation [capacity to communicate effectively in digital media and spaces - design digital communications for different purposes and audiences]

2. Primary objectives

The primary objective is to build digital capacities for CBOs and community leaders across South Asia that are implementing localized peacebuilding projects, with a focus on:

- Increasing their abilities to gather, process, organize and share relevant information online
- Increasing their capacities to create digital content such as audio-visual material or applications
- Increasing their potential to identify and use digital learning resources as well as create digital learning resources themselves
- Increasing their capacities to communicate effectively in digital media

3. Principal duties and deliverables

- Develop a detailed training plan based on the feedback from the needs' assessment with an overall of 12 training sessions with the ability to adapt to changing needs during the implementation of the modules.
- Identify relevant low-cost and easy to use technology and platforms that can be utilized in the trainings and subsequently be used by the trainees.
- Organize and conduct the 12 training modules within the envisaged timeline taking into consideration the time-lines of the participants' projects.
- Provide practical support and guidance during the training modules using the actual ongoing projects by the selected candidates.
- Tracking, monitoring and reporting the results of the training modules based on two assessments halfway through and at the end the capacity building activities.

5. Scope of work and management

The assignment takes place between January and August 2021 with an overall of 12 training modules. During the assignment, the consultant will be tracking, monitoring and evaluating the trainings based on relevant indicators such as the improved self-perceived knowledge and capacities of participants. Starting from the



abovementioned baseline survey, a mid and end-line survey will be conducted to capture the progress of the trainings.

The trainer for digital capacity building will be working closely with the overall project coordinator and in-country partners' dedicated project coordinators. For each training two extra days of preparation are envisaged. The candidate will deliver a series of high-quality digital capacity building events in a limited time period.

6. Expected engagements, deliverables, indicative timeframe and payment

Expected engagements and deliverables	Timeframe / Due date
Digital Capacity Building Trainer is hired	January 2021
Development of preliminary training plan for 12 training modules á 4 hours	January 2021
Launch of series of digital capacity building trainings	February 2021
Mid-line evaluation and adjustment of training plan according to the outcome	March 2021
Finalization of the trainings	July 2021
Evaluation and assessment of trainings, submittal of final report	August 2021
TOTAL DURATION	36 days
	January – August 2021

7. Deliverables and Payments

Deliverables	Payment %
Upon approval of detailed proposal	30%
Upon successful launch of the trainings	40%
Upon approval of final report	30%

8. Skills and qualifications required (Eligibility Criteria)

The trainer will be appointed by FCA/Network. The following expertise shall be required by the trainer for the successful conduct of the training modules:

Criteria	Means of verification
Bachelor's degree in social sciences, ICT or related field	CV and certification
At least two years' experience in developing and conducting online or offline digital capacity building trainings for civil society organizations	CV and reference letter from previous client and/or employer



Demonstrated experience in engaging with civil society and community-based organizations, including remote communities as well as youth and women empowerment organizations.	CV and reference letter from previous client and/or employer
Strong knowledge of the local to regional level context in South Asia, including in targeted countries Pakistan, Sri Lanka and Bangladesh	CV and/or technical proposal
Ability to interact and communicate with people from different backgrounds and cultures, with a high degree of cultural sensitivity.	CV should clearly indicate experience of cross-cultural engagement.
Excellent knowledge of working in virtual space and designing online trainings	CV and/or technical proposal
Demonstrated digital trainings skills and knowledge of relevant software for the abovementioned four key subjects of the capacity building, such as common communication platforms, easy to access and cheap content creation software, or learning websites.	CV and/or technical proposal
Proficiency in English (oral and written), working knowledge of local languages in Pakistan, Sri Lanka and Bangladesh is an asset	CV and/or technical proposal

These are minimum requirements and evidence must be included in the proposal documentation, for example in CV. If no evidence of fulfilling the minimum requirements is found in the documentation, the bidder will be disqualified.

9. Budget

Budget proposals must include all costs, including any insurance, taxes, VAT. Cost relating to the organizations of events are covered by the project budget and should not be included in the budget proposal. The cap for the total assignment costs is 6,000 EUR, inclusive of all costs.

10. Bids assessment

All applications (comprised of technical proposal including budget and CV) will be scored on a 0 to 100.

Qualitative award criteria		
Main Criteria	Scoring methodology & Scores	
Methodology for designing the training modules as outlined in the Technical Proposal	Accessibility of the modules and knowledge in them, technical specificities.	10 points
Organization of tasks and timetable as outlined in the Technical Proposal	Planned approach to implement activities within the given timeframe.	10 points
Rationale of the Evaluator's value added to the AHA Project	How the proposed methodology adds to the overall project outcomes.	10 points
Financial proposal as outlined in the Technical Proposal	Proportionally, compared with other offers. Lowest offer receives highest score.	50 points
<p>Sub Criteria – 10 points Candidates who demonstrate the following relevant experience BEYOND the minimum award criteria (detailed further in section 9 above) will be scored as follows: (Sub Criteria section total is 10 points, added to the Main Criteria above. For each sub-criterion below, maximum 5 points are given, totaling a maximum of 25 points. A candidate scoring 25 points in total receives 10 points for the Sub-Criteria section.)</p>		
At least two years' experience in developing and conducting online or offline digital capacity building trainings for civil society organizations		1 point for meeting requirement, 1 per extra year of experience beyond 5 years
At least two years' experience in areas of mediation or peace support, public health community-based dialogue, peace and security, conflict, religion, comparative politics, and international relations.		1 point for meeting requirement, 1 per extra year of experience beyond 4 years
One previous experience as digital capacity building trainer		1 point for meeting requirement, 1 per extra experience beyond 1 previous instance



Experience in peacebuilding that included religious and traditional actors as stakeholders	1 point for meeting requirement, and 1 additional point for specific initiative targeting women and youth
Educational experience beyond Bachelor's degree	2 points for Master's degree in relevant field, 3 points for PhD in relevant field

12. Terms of contract

- The trainer is responsible for payment of all social costs, other employment related costs and for all other liabilities of a statutory nature.
- The trainer will have to abide by FCA CoC, Child Safeguarding policy and any other relevant policies.
- Copyright for the products will remain with FCA.

13. Submission process

Interested parties should email Network Project Coordinator, Simon Woell (simon.woell@kua.fi) to request the Technical and Financial Proposal form. **Application deadline is 30 January, 2021.** The application package will include the following materials:

- 1-3 page CV
- 1 page cover letter
- 3 professional references or proof of previous digital capacity building trainings for civil society organizations
- Technical and financial proposal (maximum 8 pages)

Late, incomplete or partial bids will be rejected.

FCA reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

At the time the contract is awarded, FCA reserves the right to increase or decrease the quantity of Goods, Works or Services originally specified in the tender notice, provided this does not exceed the percentage(s) specified in the tender notice, and without any change in the unit prices. If no percentage was determined in the tender notice, the percentage to be taken into consideration by default is 10%.

Tenderer's bid should remain valid for a delay of at least 90 and up to 120 days (according to the estimated amount of the contract). Should a tenderer retract his bid before the delay is up, he shall run the risk of not being considered in a future tender.



FCA has zero tolerance concerning aid diversion and illegal actions and may screen consultants against international lists to ensure due diligence and compliance with Anti-money laundering and Combating the Financing of Terrorism requirements.

