



FCA Terms of Reference

Development of Online Training Modules

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 develop interactive online learning modules based on the learning exchanges for peacebuilding and social cohesion practitioners. A total of four thematic modules will be documented through a systematised approach together with the selected expert trainers contributing to the learning exchanges. Together they will form a resource bank that can be utilised in organising other online trainings and dialogue sessions on peace. The modules will be stored on the website of the Network and disseminated to peace practitioners as a training resource bank. They will also be translated into local languages for widespread use.

Drawing from prior experience, two pilot modules will be developed to enable utilisation in country level learning exchanges and finalisation of the design. The pilot versions will be further refined and complemented by two additional modules by the end of the project. Further, the information on trainers and organizations behind the sessions will create a pool of experienced online trainers. The coherent documentation of the training modules will also support learning on best practices and areas for improvement in the future on online training and dialogue facilitation. Thematic areas for the modules can be:

- The role of women in peacebuilding and the gendered aspects of peacebuilding during Covid-19
- The role of youth as peacemakers during this pandemic
- Religious leaders as positive change agents and the importance of interfaith dialogue
- Preventing hate speech, discrimination and violent extremism in light of the Covid-19 crisis

2. Primary objectives

The primary objective is to develop online training modules that can be utilized by peacebuilding and social cohesion practitioners, with a focus on:

- Designing and developing accessible and applicable online training modules based on thematic priorities identified through this projects’ baseline study as well as with interaction with civil society actors on all levels across South Asia.
- Enhance civil society organizations’ and community leaders’ ability to deliver capacity building events and trainings in remote geographical areas across South Asia and beyond.

3. Principal duties and deliverables

- Design and develop interactive online training modules based on four agreed upon thematic areas.
- Share preliminary training module layouts and concepts with the senior advisor inclusive peace and the overall project coordinator.
- Identify easy-to-use tools and low-cost technology to make the modules as accessible as possible for practitioners in remote location across South Asia and for people with disabilities.

4. Scope of work and management

The assignment takes place between January and August 2021 with an overall of 4 training modules. The designer of the training modules will be working closely with the senior advisor for inclusive peace, the overall project coordinator and in-country partners’ dedicated project coordinators. The candidate will deliver several high-quality digital training modules in a limited time period.

5. Expected engagements, deliverables, indicative timeframe and payment

Expected engagements and deliverables	Timeframe / Due date
Digital Training Module developer is hired	January 2021
Development of preliminary design for training modules	January 2021
Two draft pilot modules will be presented	February 2021
Two more draft training modules will be presented	March 2021
Finalization of the training modules	June 2021
Evaluation and assessment of trainings, submittal of final report	August 2021
TOTAL DURATION	50 days
	January – August 2021

6. Deliverables and Payments

Deliverables	Payment %
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Upon approval of detailed workplan	30%
Upon approval of the draft modules	40%
Upon approval of final training modules	30%

7. 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 designing and developing online training modules, preferably for civil society or social welfare organizations	CV and reference letter from previous client and/or employer
Demonstrated experience in engaging with civil society and community-based organizations, including in remote communities, 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. Your CV should clearly indicate experience of cross-cultural engagement	CV and/or technical proposal
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 training modules	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.

8. 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 15,000 EUR, inclusive of all costs.

9. 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 and developing the training modules as outlined in the Technical Proposal	Accessibility and applicability of the proposed design	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	50 points



	offers. Lowest offer receives highest score.	
<p>Sub Criteria – 10 points</p> <p>Candidates who demonstrate the following relevant experience BEYOND the minimum award criteria (detailed further in section 9 above) will be scored as follows:</p> <p>(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 designing and developing online training modules for civil society or social welfare 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 designing online training modules		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

10. Terms of contract

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



11. 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 experience designing training modules
- 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.