

# FCA Terms of Reference

## Lead Trainer for ALLY Fellowship Programme

### FOR

#### THE NETWORK FOR RELIGIOUS AND TRADITIONAL PEACEMAKERS' PROJECT

#### Amplifying Leadership of Local Youth in Preventing Violent Extremism in South Asia (ALLY)

## 1. Background

The European Union-funded project *Amplifying Leadership of Local Youth in Preventing Violent Extremism in South Asia (ALLY)* is organising a Fellowship Programme for 60 youth (15 from Bangladesh, India, Sri Lanka and Pakistan each). These youth will be trained as a multiplier on conflict transformation, advocacy, training facilitation and online constructive campaigning through a phased capacity development programme (planned to include an online workshop, one in-person national workshop and one in-person regional workshop).

Acting upon the positive roles of youth-led civic engagement related to peacebuilding, the fellows are expected to deepen their knowledge, skills and attitudes to contribute to transforming the conflicts and address factors of violence and preventing violent extremism in the four countries and regionally. The programme will develop their capacities to engage diverse stakeholders including other youth, decision-makers, religious actors and the media in positive and nonviolent approaches to promote a culture of peace and constructive narratives on diversity and work with communities in order to prevent violent extremism. The fellowship supports youth action as it does not only provide theoretical tools, resources and guidance but provides accompanying support throughout as youth design and implement action at local, national, and regional levels.

The fellowship programme is a key component of the ALLY project which a youth-sensitive initiative, focused at amplifying the youth voices and actions in addressing diverse factors of violence and Preventing Violent Extremism (PVE) in Bangladesh, Sri Lanka, India and Pakistan. The project aims at increasing knowledge of the push and pull factors, enhancing the multidimensional capacity of youth leaders and their strategies, and strengthening multi-stakeholder partnerships to prevent violent extremism in South Asia. The project primarily targets youth as agency-holders and strategic allies to media and decision-makers, to increase outreach for youth-led initiatives and constructive narratives that value the religious, ethnic and cultural diversity of the region. The project contributes to filling the gap of context-specific resources and collaborative regional actions on PVE in South Asia, strengthening not only regional but also national level networks and youth movements.

The 2,5 year EU-funded ALLY project is implemented by the Network for Religious and Traditional Peacemakers/ Finn Church Aid, UNOY Peacebuilders, Rural Development Society (India), Centre for Communication and Development of Bangladesh (Bangladesh), Youth Development Foundation (Pakistan), and Sri Lanka Unites (Sri Lanka).

## 2. Primary objectives

The primary objective for the lead trainer of ALLY Fellowship Programme is **to design and facilitate the first ALLY fellows training component (inclusive of online training and national trainings)** in collaboration with project staff and wider training team in April-October 2021. The first fellows training component is expected to contribute to the fellows' knowledge, skills and attitudes with focus on:





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- Enhancing analytical skills on factors for violent extremism in the South Asian context;
- Gaining practical knowledge on peacebuilding approaches used in PVE work, including conceptual understanding of youth empowerment, intersection between gender equality and youth empowerment, the basics of advocacy, interfaith, and peace work; and
- Gaining practical tools for designing conflict transformation processes and providing support to the fellows concrete action planning.

The methodological approach for the training programme will be non-formal education, characterized by a needs orientated, learner centred, flexible, adaptable, and inclusive as well as a planned process. The lead trainer ensures that the training component contributes to the overall project goal. The approach will also take strongly into account human-rights based approach, gender mainstreaming and Do No Harm principle.

### 3. Principal duties and deliverables

- Develop a detailed training plan and curriculum design for 4 online training sessions and overall approach to national training component, based on the feedback from the needs' assessment and with the ability to adapt to changing needs during the training.
- Provide a training manual with a list of key suggested readings/additional resources for the first fellows training component.<sup>1</sup>
- Contribute to the development of two ALLY Action Guides that support the ALLY regional fellowship program together with ALLY Lead Researcher and ALLY Regional Fellowship trainers (to be recruited later).
- Facilitate and conduct the 4 online training sessions within the envisaged timeline.
- Co-facilitate the national training session in Pakistan, India, Sri Lanka and Bangladesh (via remote participation).
- Provide practical support and guidance during the first fellows training component implementation phase (past the trainings).
- Tracking, monitoring and reporting the results of the first training component and conduct needs assessment for the regional training, summarized in a final report.

### 4. Scope of work and management

The assignment takes place between April and October 2021 with a delivery of overall 1<sup>st</sup> ALLY fellowship training component. During the assignment, the lead trainer will be tracking, monitoring and evaluating the trainings based on relevant indicators such as the improved self-perceived knowledge and capacities of participants.

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<sup>1</sup> Such as Youth4Peace training toolkit and Competence Framework 'Designing Learning for Peace', published by UNOY together with other CSOs, the Action Guide on Religion in Conflict and Peacebuilding published by USIP with support from Network, and other training manuals such as Compass, T-Kit (with special focus on the 'Youth Transforming Conflict') and Domino Pack developed by Council of Europe and the European Commission.





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The lead trainer will be working closely with the overall project staff, in-country trainers and continuing also from the research outputs led by the lead researcher (Action Guides). The candidate will deliver a series of high-quality online training sessions in a limited time period.

### 5. Expected engagements, deliverables, indicative timeframe and payment

Expected engagements and deliverables	Timeframe / Due date
Lead Trainer is contracted	April 2021
Development training plan/curriculum and training manual for the first fellowship training component (online and in-country training meetings), 6 days	May 10, 2021 for initial plan, revised based on needs
Facilitate the online training 4 days	17.5.2021 – 13.6.2021
Contribute to the development of two ALLY Action Guides, 4 days	June 13.6.2021
Co-facilitate the national training sessions (distance participation), 4 days	14.6. – 30.6.2021
Support the national trainers during the first implementation period post the national trainings, 2 days	July-September
Tracking, monitoring and reporting the results of the first training component and conduct needs assessment for the regional training, summarized in a final report, 2 days	October 2021
<b>TOTAL DURATION</b>	<b>22 days</b>
	<b>April – June 2021</b>

### 6. Deliverables and Payments

Deliverables	Payment %
Upon approval of detailed proposal	30%
Upon successful completion of trainings	40%
Upon approval of final report	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 sessions:

Criteria	Means of verification
Bachelor’s degree in social sciences or related field	CV and certification
At least two years’ experience in developing and conducting trainings on PVE/peacebuilding, including online	CV and reference letter from previous client and/or employer





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Demonstrated experience in working with youth-led initiatives and training youth.	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, India 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
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 3850 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.

All applications (comprised of technical and financial proposals) will be scored on a 0 to 100, with a minimum score of 40 needed for consideration:





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### Qualitative award criteria

Main Criteria	Scoring methodology & Scores	
Methodology for designing the training as outlined in the Technical Proposal	Accessibility and relevance of the modules and knowledge in them.	30 points
Expertise on PVE and peacebuilding, including work with youth	Demonstrated expertise	20 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 Trainer's value added to the 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.	20 points
<b>Sub Criteria – 10 points</b> 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 <b>Main Criteria</b> above.)		
At least two years' experience in developing and conducting online or offline trainings for civil society actors, including youth		1 point for meeting requirement, 1 additional point for experience beyond 5 years
At least two years' experience in areas of PVE, peacebuilding, youth, peace and security, conflict, religion, comparative politics, and international relations.		1 point for meeting requirement, 1 extra point for experience beyond 4 years
One previous experience as online trainer		1 point for meeting requirement, 1 extra point for experience beyond 1 previous instance
Experience in peacebuilding that included youth and interfaith angle		1 point for meeting requirement, and 1 additional point for more experience in this field
Educational experience beyond Bachelor's degree		1 point for Master's degree in relevant field, 1 extra point for PhD in relevant field



## 10. 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.

## 11. Submission process

Interested parties should email Network Finance and Administrative Officer, Ms Kopila Thapa (Kopila.Thapa@kua.fi) to request the Technical and Financial Proposal form. **Application deadline is 18.4.2021.** 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.

