



REQUEST FOR PROPOSAL (RFP)

| | |
|--|--------------------------------|
| | DATE: July 28, 2021 |
| | REFERENCE: RFP/UNDP/TT/05/2021 |

We kindly request suitable qualified Local and International firms to submit a Proposal for the **Peace Innovation Platform- Peacebuilding and Psychosocial Curriculum Development for Online Learning** under the **Prevention of Violent Extremism-Youth Empowerment and Strengthening (YES)**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before Wednesday, August 11, 2021 at 4:00 p.m. via the email address below with the following subject lines:

Submission email: procurement.tt@undp.org

Subject: Consultant Firm -Technical Proposal –Peace Innovation Platform- Peacebuilding and Psychosocial Curriculum Development for Online Learning

Subject: Consultant Firm - Financial Proposal – Peace Innovation Platform- Peacebuilding and Psychosocial Curriculum Development for Online Learning

Your Proposal must be expressed in the English, and valid for a minimum period of 120 days

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link:
<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Beverly Charles
Operations Manager
28/07/2021

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>) | <div><input checked="" type="checkbox"/> 120 days</div> <div>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.</div> | | | | | | | | | | | | |
| Partial Quotes | <div><input checked="" type="checkbox"/> Not permitted</div> | | | | | | | | | | | | |
| Payment Terms | <div>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</div> <div>Deliverables:<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:<div><div>- Lesson Plans</div><div>- Train the trainer manuals</div><div>- Sub-modules for self-paced learning within each overarching module</div></div></td><td>30%</td></tr><tr><td>Developing of Psychosocial Training Programme</td><td>At least 10 separate modules including:<div><div>- Lesson Plans</div><div>- Train the trainer manuals</div><div>- Sub-modules for self-paced learning within each overarching</div></div></td><td>20%</td></tr></table></div> | 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: <div><div>- Lesson Plans</div><div>- Train the trainer manuals</div><div>- Sub-modules for self-paced learning within each overarching module</div></div> | 30% | Developing of Psychosocial Training Programme | At least 10 separate modules including: <div><div>- Lesson Plans</div><div>- Train the trainer manuals</div><div>- Sub-modules for self-paced learning within each overarching</div></div> | 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: <div><div>- Lesson Plans</div><div>- Train the trainer manuals</div><div>- Sub-modules for self-paced learning within each overarching module</div></div> | 30% | | | | | | | | | | | |
| Developing of Psychosocial Training Programme | At least 10 separate modules including: <div><div>- Lesson Plans</div><div>- Train the trainer manuals</div><div>- Sub-modules for self-paced learning within each overarching</div></div> | 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 |

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁴

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁵)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- | |
|--|
| <p>a) <i>Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;</i></p> <p>b) <i>Business Licenses – Registration Papers, Tax Payment Certification, etc.</i></p> |
| <p>c) <i>Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;</i></p> <p>d) <i>Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;</i></p> <p>e) <i>Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.</i></p> <p>f) <i>Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.</i></p> |

⁴ This serves as a guide to the Service Provider in preparing the Proposal.

⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contra*

Financial Proposal (must be sent in a separate email)

D. Cost Breakdown per Deliverable*

| | Deliverables <i>[list them as referred to in the RFP]</i> | Percentage of Total Price (Weight for payment) | Price USD (Lump Sum, All Inclusive) |
|----------|---|---|--|
| 1 | Inception Report | 20% | |
| 2 | Development of Peacebuilding Curriculum | 30% | |
| 3 | Developing of Psychosocial Training Programme | 20% | |

| | | | |
|----------|--|-------------|------------|
| 4 | Placement of Material on Online Platform and Establishment of Interactive Workspace | 20% | |
| 5 | Final Report | 10% | |
| | | | USD |
| | | VAT | USD |
| | TOTAL | 100% | USD |

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component [This is only an Example]:

| Description of Activity | Remuneration per Unit of Time | Total Period of Engagement | No. of Personnel | Total Rate |
|---------------------------------------|--------------------------------------|-----------------------------------|-------------------------|-------------------|
| I. Personnel Services | | | | |
| 1. Services from Home Office | | | | |
| a. Expertise 1 | | | | |
| b. Expertise 2 | | | | |
| 2. Services from Field Offices | | | | |
| a . Expertise 1 | | | | |
| b. Expertise 2 | | | | |
| II. Out of Pocket Expenses | | | | |
| 1. Travel Costs | | | | |
| 2. Daily Allowance | | | | |
| 3. Communications | | | | |
| 4. Reproduction | | | | |
| 5. Equipment Lease | | | | |
| 6. Others | | | | |
| III. Other Related Costs | | | | |

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]



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.

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

- v. 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).

- vi. 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).

- v. 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 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% |

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 |
| | 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.