

Solicitation Number: US3722.12.21

Date Issued: 12/7/2021

For: Catholic Relief Services

Proposal Deadline: 12/15/2021

## **Positive Youth Development Training of Trainers Consultancy**

### **I. Background**

As part of Vision 2030, CRS aims to scale youth livelihoods and leadership. Our vision is to transform employment and entrepreneurship systems to be more responsive to the needs of young people, thereby resulting in sustained impact on the lives and livelihoods of 5 million opportunity youth. We will accomplish this through a three-pronged strategy of building and strengthening platforms for dignified employment and entrepreneurship with governments, private sector, civil society and youth; enhancing and integrating youth approaches and models into cross-sectoral programs; and advancing alternative financing and business models to expand opportunities for training, job placement and entrepreneurship.

In May 2021, CRS carried out a needs assessment with CRS staff from headquarters, regional offices and country programs. Among the needs identified were the desire for staff to have a common understanding of Positive Youth Development (PYD) - a programmatic approach that engages youth along with their families, communities, and governments so they can reach their full potential - and the need for staff in all regions and at all levels to successfully apply PYD to the design and implementation of CRS youth programming. In response to this needs assessment and as part of the agency's commitment to PYD, CRS developed a curriculum for PYD virtual training and rolled it out in September-November 2021. As part of its efforts to strengthen the capacity of staff and partners in PYD, CRS will be expanding this training starting in 2022. This requires designing a training of trainers workshop to equip a cadre of trainers to facilitate PYD training for CRS staff and partners in the countries and regions where CRS implements or supports youth programming.

### **II. Objective**

Design and facilitate a virtual instructor-led training of trainers workshop (TOT) for CRS staff who will be responsible for facilitating the virtual instructor-led training, "Positive Youth Development: A Foundational Course," to their colleagues and partners working in youth programming. This will entail developing a facilitator guide with producer notes, slide decks for facilitators to present, instructional materials using technological applications compatible with Microsoft Teams, an assessment tool for participants, and training evaluation surveys, as well as co-facilitating the TOT with members of the CRS HQ Youth Team.

### **III. Work to be Accomplished**

1. Review the facilitator guide, slide decks and materials of the virtual instructor-led training, "Positive Youth Development: A Foundational Course."

2. Create a design document that includes a course outline and descriptions of the background, purpose, target audience, prerequisites, objectives, training materials, instructional methods, instructional media, and evaluation strategy of the TOT.
3. Develop a facilitator guide for the virtual TOT, including talking points for the facilitator, instructions for the producer, thumbnails for accompanying slides, and hyperlinks to training materials and applications.
4. Develop slide decks to use as visual aids during the TOT sessions.
5. Develop instructional materials to be used by facilitators and participants, utilizing applications that can be used within Microsoft Teams, such as Word, PowerPoint, Forms, Mentimeter and Mural.
6. Create a tool for assessing the learning and readiness of participants to co-facilitate "Positive Youth Development: A Foundational Course."
7. Design training evaluation surveys for participants to complete at the end of each training day.
8. Co-facilitate the TOT with members of the CRS HQ Youth Team.

The Consultant and CRS HQ Youth team will have periodic meetings throughout the consultancy to align expectations and ensure that the objective and deadlines are met.

#### **IV. Deliverables**

- Design document that provides an overview of the TOT, including learning objectives, instructional methods, evaluation strategy, and course outline.
- Training materials including facilitator guide, slide decks, instructional materials, and participant assessment tool.
- Training evaluation surveys.
- Co-facilitation of the TOT with CRS HQ Youth team including coaching sessions.
- TOT report that captures learnings and improvements for future TOT workshops.
- Assessment of each TOT participant.

Note: For each deliverable, the consultant will provide a first draft for CRS HQ Youth team's review and a final draft for the team's approval.

#### **V. Timeline**

The consultancy is expected to take a maximum of 20 days between January 10, 2022, and March 31, 2022.

#### **VI. Location**

The consultant(s) shall work outside the CRS office, working remotely from his/her/their home, personal office, or usual place of business. No travel is planned, whether overseas or domestic. Meetings and discussions with CRS staff will take place virtually.

## **VII. Proposal Submission**

Consultants interested in being considered for this consultancy should submit a resume and a proposal that includes an estimated budget and description of how they would approach the design, development and delivery of this TOT by December 15<sup>th</sup>, 2021, to

- Kathleen Mackin, Procurement Specialist [kathleen.mackin@crs.org](mailto:kathleen.mackin@crs.org)

Note: Applications that do not include the requirements noted above will not be considered.