

Consultancy Title	Youth Life Skills Curriculum
RFP number	US7658.11.16
Location	Remote
Contract Duration	10 months, December 20, 2023 – September 30, 2024
Due date for clarifying questions	November 29, 2023, 11:59 pm EST
Due date for full proposal	December 6, 2023, 11:59 pm EST

I. Background

As part of Vision 2030, CRS’ vision is that all young people lead healthy, productive and engaged lives. In support of this, SCP6 aims to transform employment and entrepreneurship systems, so that they foster an enabling environment where millions of Opportunity Youth have agency and sustainable livelihoods. This will be achieved by ensuring that Opportunity Youth have agency and leadership; that Opportunity Youth access quality training, services and support; that ecosystem actors enhance collaboration for shared and expanded impact; and that ecosystem actors influence youth livelihoods systems.

CRS is committed to Positive Youth Development, a programmatic approach that engages youth along with their families, communities, and governments so they can reach their full potential. One of the key areas of this approach is skills development for young people, including life skills which help young people develop agency, cope with challenges and leverage opportunities they face in their lives. So, to most effectively support the development of these skills, CRS aims to deepen its work related to life skills and ensure that all young people who take part in programs supported by CRS have the opportunity to acquire and practice them. Hence, CRS seeks to create an agencywide life skills curriculum for effectively developing the life skills of young people across its programs. The development of the curriculum will be done in three phases. The first phase will be the creation of a beta version of the curriculum that is ready for testing. The second phase will focus on piloting and assessing the curriculum with young people in selected countries. The last phase will consist of revising the curriculum based on the results of the pilot, resulting in an improved version of the curriculum that is ready for use across all CRS youth programs. This present consultancy is for phase one of the life skills curriculum development process.

II. Objective

The objective of this consultancy is to develop a beta version of a life skills curriculum to be delivered to young people aged 15-29 years who participate in CRS youth programs across the world.

The life skills curriculum should draw on existing life skills curricula used by CRS programs, reflect the standards and best practices for life skills development for youth, and be modular and adaptable to the diverse contexts where CRS supports youth programs.

III. Work to Be Accomplished

1. Develop a draft work plan for the deliverables in the scope of work (see below) that includes deadlines for submitting drafts, receiving CRS' feedback and submitting final versions.
2. Review existing life skills curricula being used by CRS programs and findings from the life skills needs assessment carried out by the CRS Youth Team to determine any information gaps.
3. Conduct virtual key informant interviews with relevant CRS staff to gather input on the identified gaps.
4. Submit a report that summarizes and analyzes the needs identified through the review of the curricula used by CRS programs, the life skills needs assessment, and the virtual key informant interviews and/or workshop with relevant CRS staff.
5. Draft a curriculum plan that describes the purpose, objectives, audience, instructional materials, instructional methods, instructional media, evaluation strategy, and proposed list of units and lessons.
6. Organize and facilitate a virtual workshop with relevant CRS staff to get feedback on draft curriculum plan.
7. Submit a revised curriculum plan that incorporates feedback from the virtual workshop.
8. Develop the beta version of the life skills curriculum package: curriculum manual (including facilitator's guide), participant's guide, and accompanying instructional materials. The following steps will guide the development process:
 - i. Lesson review by unit.
 - ii. Incorporation of CRS' feedback and submission of revised units.
 - iii. Review of the facilitator's guide, participants' guide and accompanying instructional materials.
 - iv. Incorporation of CRS' feedback and submission of revised lessons, guides and instructional materials.
9. Organize and facilitate virtual workshops with relevant CRS staff to gather feedback on draft curriculum manual, participants' guide and accompanying instructional materials of the beta version.
10. Finalize the beta version of life skills curriculum package based on feedback.

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

IV. Deliverables

1. Work plan.
2. Report that analyzes key data for the development of the CRS life skills curriculum.
3. Life skills curriculum plan.
4. Agenda and slides for the virtual workshop to review life skills curriculum plan.
5. Draft beta version of life skills curriculum package, including curriculum manual, participants' guide and instructional materials.

6. Agenda and slides for at least two virtual workshops to review drafts of the curriculum manual, participants’ guide and instructional materials.
7. Final beta version of life skills curriculum package.

Note: For each deliverable, the consultant will provide a first draft to the CRS Youth Team and a final draft for the CRS Youth Team’s approval.

V. Timeline and Anticipated Level of Effort

The consultancy is expected to start on December 20, 2023, and end on September 30, 2024. Please see the illustrative schedule below.

	Deliverable	Proposed Due Date	Proposed LOE
			[Note to bidder: Please enter the proposed level of effort for each task based on this total period of performance.]
1	Work Plan	December 28, 2023	
2	Report of life skills curriculum needs	January 31, 2024	
3	Life skills curriculum plan	February 14, 2024	
4	Agenda and slides for the virtual workshop to review life skills curriculum design plan.	February 28, 2024	
5	Revised life skills curriculum plan	March 13, 2024	
6	Draft beta version of life skills curriculum manual, participants’ guide, and instructional materials	August 30, 2024, for full package, but review will be on a rolling basis	
7	Finalized beta version of life skills curriculum manual, participants’ guide, and instructional materials, based on CRS feedback ready for testing	September 30, 2024	

Note: The due dates for the agenda and slides for the minimum two virtual workshops to review drafts of the curriculum manual, participants’ guide and instructional materials will be established based on the agreed-upon work plan.

VI. Location

To complete the deliverables related to the design and development of the life skills curriculum package, the consultant shall work outside the CRS office, working remotely from his or her home, personal office, or usual place of business. All meetings, workshops and discussions with CRS staff will take place virtually.

VII. Clarifying Questions and CRS Response

Prospective bidders may submit any clarification questions to lauren.hamdy@crs.org, by November 29, 2023 11:59 PM EST. The solicitation name “US7658.11.16 Youth Life Skills” must be included in the subject line. Responses will be provided to any known prospective bidders on December 1, 2023.

VIII. Proposal Submission

Consultants interested in being considered for this consultancy should submit the following documents to lauren.hamdy@crs.org by December 6, 2023 11:59 PM EST. The solicitation name “US7658.11.16 Youth Life Skills” must be included in the subject line.

- A. CV/Résumé
- B. A proposal that includes a description of how the consultant would approach the development of the life skills curriculum package
- C. Examples of previous life skills curricula or guides from similar assignments.
- D. A compensation rate per day and total cost for completing the assignment, including a confirmation of the level of effort (total number of billable days) to complete the assignment.
- E. Contact information for three professional references, with the following details about the references: (a) name, (b) position, (c) company, (d) phone number, (e) email address, and (f) city, state, country.

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

IX. Qualifications

1. Master's degree in adult or nonformal education, curriculum and instruction, instructional design, social sciences, social work or international development required.
2. Minimum of 15 years of experience and skills in curriculum development and instructional design for youth programs in low- and middle-income countries (LMICs).
3. Deep knowledge of standards and best practices in life skills development for diverse youth populations preferably in LMICs.
4. Deep knowledge of technical principles and concepts for youth programming, including positive youth development and youth engagement, in diverse contexts.
5. Excellent writing, analytical skills and attention to detail for producing high-quality, practical tools and reports.
6. Strong skills for coordination and collaboration, as well as ability to adhere to deadlines and work remotely.
7. Familiarity with CRS a plus.