

**Assignment reference:****A. Curriculum Development Expert/Trainer**

Contract REF: 087/SiV/2024

Name/ duration: WBK-R3-02 “Cohesive futures - Building Resilient Communities through Social Cohesion and Inter-ethnic/Inter-religious Exchange”

A. Activity OTPB-2.021

The project is funded by the Global Community Engagement and Resilience Fund (GCERF). It is implemented by Edutask Institute in partnership with SiV (Syri i Vizionit) and NGO Aktiv.

Publication date: 23.02.2024

Deadline for applications: 08.03.2024

**CALL FOR OFFERS**

Edutask Institute is seeking for a highly qualified individual/organization to join our team as an Expert/Group of Experts for Curriculum Development/Trainer.

The responsibilities include:

- Design and develop targeted training curriculum.
- Conduct training sessions to equip trainers with essential implementation skills.

This call is in frame of the project “Building Resilient Communities through Social Cohesion and Inter-ethnic/Inter-religious Exchange” – The project is funded by Global Community Engagement and Resilience Fund (GCERF). It is implemented by Edutask Institute in partnership with Syri i Vizionit (SiV) and NGO Aktiv.

Interested candidates shall follow on the instruction of tenderers provided and accordingly apply before the deadline on 08 March 2024 at 16:00 through e-mail address: [info@edu-task.com](mailto:info@edu-task.com) with the subject: Public Call – Curriculum Development Expert/Trainer

## **ANNEX I: TERMS OF REFERENCE**

### **Table of Contents**

1. BACKGROUND INFORMATION
2. OBJECTIVE
3. METHODOLOGY
4. SCOPE OF WORK
5. DELIVERABLES
6. TIMELINE
7. KEY QUALIFICATIONS
8. PROPOSAL SUBMISSION PROCESS

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**1. BACKGROUND INFORMATION**

The project is funded by the Global Community Engagement and Resilience Fund (GCERF). It is implemented by Edutask Institute in partnership with Syri i Vizionit (SiV) and NGO Aktiv.

The project aims to promote and foster social cohesion, inter-ethnic and inter-religious co-existence, and opportunities for mutual exchange, by increasing awareness within local communities on PVE, enhancing educational, cultural and employment opportunities and increasing inter-religious and interethnic exchange. Furthermore, it will establish nine community centres with the purpose of offering a diverse range of services, particularly focusing on enhancing the capacities and skills of youth and women for employment opportunities.

The call for experts or organizations by the Edutask Institute to design and develop a targeted training curriculum is a significant step towards empowering youth and women, enhancing their employability in the labor market. The expert or organization has the option to apply for the development of either all curricula or for specific curricula, ranging from one to multiple selections. Here's an approach to meet the requirements of the project Activity no. OTPB-2.021:

## 2. OBJECTIVE

Design and develop training programs that are both inclusive and empowering, specifically tailored to cater to the unique needs and ambitions of youth and women. These programs should focus on fostering skill development, enhancing self-confidence, and promoting socio-economic empowerment. This will be achieved by providing relevant training that aligns with the essential skills required in the current job market, ensuring participants are well-equipped for success.

The specific objectives:

- To design a training program that equips youth and women with the latest, market-relevant skills demanded by employers, focusing on both technical and soft skills.
- To advance socio-economic empowerment for youth and women by providing them with the necessary tools and knowledge to either enter the workforce or start their own ventures.
- To deliver a comprehensive Training for Trainers engaged in delivering the training program/curricula focused on instructional methodologies, ensuring that trainers are fully equipped with the skills and knowledge to effectively facilitate learning.

## 3. METHODOLOGY

The curricula development process will encompass the creation of educational materials for five distinct training programs. The curricula are designed for delivery across all municipalities (South Mitrovica, Peja, Viti, Leposvić, Zvečan, North Mitrovica, Zubin Potok) involved in the project, customized to address the unique requirements of each community.

The training program/curriculum identified by the project team are:

- Navigating your future: Career orientation and exploration
- Building Entrepreneurship Skills
- Web Programming-Coding
- Media Literacy and Critical Thinking
- Intercultural dialogue and PVE (Preventing Violent Extremism)

Every curriculum will be carefully developed to meet the precise objectives and learning outcomes in alignment with its corresponding training program. Following the completion of the curriculum development phase, the contracted expert/organization will conduct training sessions aimed at equipping the trainers with the crucial skills needed for effective implementation.

## 4. SCOPE OF WORK

In the scope of these Terms of Reference the successful contractor is expected to perform the services with the highest standards of professional and ethical competence and integrity. The contractor is

strongly encouraged to develop interactive and practical outputs for this service.

The contractor is required to perform the following functions:

1. Collaborate with project staff to develop curricula for five programs, subject to review and approval.
2. Conduct two-day training workshops for trainers engaged in training delivery.
3. Working closely with project staff to:
  - Deliver the curricula according to the agreed schedule.
  - Develop and finalize training agendas.
  - Develop strategies and methodologies for conducting training sessions
  - Produce necessary materials for the sessions, if required.
4. Design and submit comprehensive final curricula (draft and final versions) within the established timeframe.

#### 5. DELIVERABLES

- Delivery completed curricula according to the time frame.
- Delivery materials produced for use during the training sessions.
- Facilitate two days training sessions for trainers.
- Compile a brief report following the training.

All deliverables will need to be approved before final submission by the project staff.

#### 5. TIMELINE

The engagement is planned for the period 04 March – 31 March 2024. During this period all contractual provisions shall be met.

No	Activity	Timeline	
1	Curriculum development for two programmes	8 days	During March 2024
2	Preparation for session	2 days	March 2024
3	Facilitate one day session for trainers	1 days	March 2024
4	Curriculum development for three programmes	12 days	April-June 2024

4	Facilitate one day session for trainers	1 days	April-June 2024
	<b>Total</b>	<b>24 days</b>	<b>March-June 2024</b>

## 6. KEY QUALIFICATIONS

The contractor (expert)/organization, are expected to have the following skills and key qualifications:

- Minimum 5 years' experience in curriculum design and instructional methodologies
- Bachelor's/Master's in education or a related field.
- Skilled in facilitation techniques and collaborative teamwork.
- Excellent command of English and Albanian.
- Strong attention to detail with superb communication and interpersonal abilities.
- Commitment to timely, high-quality deliverables.

## 7. PROPOSAL SUBMISSION PROCESS

Interested candidates shall follow on the instruction of tenderers provided and accordingly apply

before the deadline on 08 March 2024 at 16:00 at the e-mail address: [info@edu-task.com](mailto:info@edu-task.com)

with the subject: Public Call – Curriculum Development Expert/Trainer.

APPLICANTS MUST SUBMIT:

- CV or CVs of all individuals included in the consultancy team (if applying as a team or organization).
- Portfolio of related work.
- Detailed financial proposal.
- ID for individuals.
- At least three references of the similar work done before.