Call for Tenders

1. Order description

The Academy for Conflict Transformation, a department of the Forum Civil Peace Service (*forum*ZFD) conducts the "*Online Course in Peace and Conflict Work*" in the English language **from March 07 until June 16, 2022.** The course takes place fully online through our Learning Management System (LMS) ILIAS.

The Academy is searching for facilitators for the conception and implementation of different topics throughout Modules 2 – 4 of the course. Module 2 lasts 4 weeks while Modules 3 and 4 last 3 weeks each and covers a maximum of 2 topics. The tender divides those topics into lot numbers (see annex 1). Tenders can be submitted either for one or for more lots. For more information, please see Annex 1_Lots.

2. General course description

The 15-week online course aims to equip peace workers and those planning to work in the field with both basic and appropriately complex theories and practical understanding of the conflict dynamics and their creative, non-violent transformation. These include the basic definition of the terms used in civil conflict transformation (peace, violence, non/violence, and conflict transformation), learning and practicing a number of methods and tools that could be applied/adapted by the participants on their own contexts, and as well provide a platform for critical reflection to understand one's role/s and attitude/s as 'workers' in the field.

The course Modules are divided into two sections: a facilitated 2-hour live session, 2 times a week, Mondays and Thursdays and approximately 8 hours per week of self-paced learning where participants work through multimedia learning materials as well as tasks.

The exact time-slot for the live sessions will be decided once we have a clear overview of the time zones of the participants and the trainers, at the latest in the beginning of January. The course will therefore be either from 9:00 to 11:00 CE(S)T, or from 4:00-6:00 PM CE(S)T.

The Online Course consists of five modules:

Module 1 (facilitated by the educational consultants – from 07.03. to 27.03.22)

- Basic Theoretical Foundations: meaning of peace, conflict, violence, security, transformation and peacebuilding.
- Trust-building: getting to know the group and creating a safe space for learning and sharing.
- Brainstorming of project ideas and formation of project groups.

Module 2 (Lot 1 – from 28.03. to 24.04.22)

- **Power and Identity (Lot 1a):** Exploring the concepts of power, identity, intersectionality, post-colonialism and the importance of those within the peacebuilding field.
- **Conflict analysis (Lot 1b):** Understanding the relevance and use of conflict analysis, introduction to systems thinking and to systemic conflict analysis.

Module 3 (Lot 2 – from 24.04 – 15.05.22)

- **Conflict-sensitive approach to project work (Lot 2):** Entry points for interventions based on the results of the conflict analysis, designing peace projects, Do No Harm and its integration into PME.

Module 4 (Lot 3 – 16.05 to 05.06.22)

- **Conflict Transformation in Practice (Lot 3-a)**: Reflecting on one's own role, motivation, mandate and legitimization as a peace worker. Discussing the complexity, ambiguity and uncertainty connected with peace work, and introducing a specific conflict transformation approach/method based on the facilitators core expertise and ground experience: either on Dialogue, on Mediation, or on Creative Approaches.
- **Self-care and awareness (Lot 3-b):** Identifying resources for well-being and self-awareness on an individual level. Sharing experiences on self-care mechanisms on a group/team level. Reflecting on the question on how to create a culture within organizations, that foster self-care.

Module 5 (facilitated by the educational consultants – from 06.06 to 19.06.22)

- Integration

3. Procedure and services of the customer and the principal

For details concerning the course procedure, preparation of units as well as services from the side of the customer/of the principal, please see Annex 3_Terms of Reference. This document complements the contract and is part of it.

4. Requirements for Training Facilitators

Trainers who submit tenders must fulfill the following profiles:

1) Substantial theoretical knowledge and practical experience on the course subject;

2) Extensive experiences as a trainer/s and previous experience/s on the use of online educational/learning methods and digital facilitation;

3) Full English proficiency;

4) Substantial work experience in a project abroad in the areas of Civil Peace Service, Development Aid, Humanitarian Aid, Civil Protection or International Peace Work; and

5) Excellent communication and reflection skills, and the adaptability and ability to deal with conflicts and challenges.

5. Assessment Criteria

Criteria	Weight
Qualification and experience - educational background and further education - training experience, use of digital learning methods and tools, practical project experiences in the field - expertise on the subject	45 %
Concept - full outline - use of appropriate online methods and tools to convey the content	55%

6. Fees

The Academy offers a daily fee of 650€ (excl. VAT).

- For lot 1a und 1b are 10 working days calculated
- For the trainer tandem of Lot 2 a total of 16 days are calculated
- For lot 3a and 3b are 8 working days each calculated

(The total number of days include preparation, implementation & debrief)

* Remark: The Academy receives public funding and is therefore bound to an economic allocation of resources.

7. Submission of proposals

The proposals should include:

- A CV and a cover letter explaining your motivation and working approaches
- A course concept and outline

Please submit all documents in English.

Please send your proposal to Vi Pundt (angebot.akademie@forumZFD.de) Please make sure to clearly state in the **email subject [Surname, Name, Online Course,** *Lot Number***]**

We look forward to receiving your expression of interest **by 07.11.21**

Further information about our organization can be found on our website www.forumZFD.de. English information about our academy is provided under www.forumzfd-akademie.de/en

8. Annexes
Annex 1_Lots
Annex 2_Terms of Reference
Annex 3_Template concept

Annex 1_Overview of Lots and Course Units

1. How to apply?

- Every course unit has a corresponding lot number (Column „Lot").
- Tenders can be sent for a maximum of 2 lots per trainer.
- Some lots could be conducted by one facilitator, whereas a team of 2 is wished for in others. You can find this information in the column „Number of facilitators".
- In Lots 1 and 3, two different parts will be covered (a & b), that we still consider as linked. It is possible to apply for one part as an individual, but we also want to encourage teams of two facilitators to apply for both parts of one module together.
- For Module 2 we look for a team of 2 facilitators.
- If you are applying for a unit conducted by 2 facilitators, please send the names and references for both.
- Where possible, gender balance is to be maintained in the facilitating teams.
- Please note, that we lay great value on the common thread that weaves through the different Modules of the course. It is therefore recommendable to think of connections/linkages to lots running before, after and/or parallel to the one you are applying for.

2. Lot Overview

Lot	Part	Dates/No of live Sessions and self-paced learning	Title and Content	Number of Trainers/Wor king days calculated for the Trainer
1	a	28.03. – 10.04. 4 live sessions; max. of 16 hours self-paced learning	**Module 2 – Power and Identity** - Introduction of the concepts such as power, Identity and intersectionality, and as well racism, discrimination and post-colonial continuities in peacebuilding - Reflection and questioning identity, privileges and bias, as well as of own motivations in working for peace - Developing strategies against racism and other different forms of discrimination - Tools for analysis for power, gender and identity - Putting on lenses as prep. for SCA: Why are those concepts important when it comes to the analysis of conflicts?	1 Trainer; 10 days
1	b	11.04. – 24.04. 4 live sessions; max. of 16 hours self-paced learning	**Module 2 – Conflict Analysis** -Introduction to systemic thinking -Introducing core concepts of Systemic Conflict Analysis (SCA) -Guide participants through the different steps of a SCA using real contexts/cases	1 Trainer; 10 days
2		25.04. – 15.05. 6 live sessions; max. of 24 hours of self-paced learning	**Module 3 – Conflict-sensitive approach to project work** - First steps in designing a peace project including identifying entry points for interventions based on the results of the conflict analysis of the previous module	A Team of 2 Trainers; 16 days

			-Overview of Monitoring and Evaluation **-** Do No Harm and its integration and practice in peace projects	
3	a	16.05 – 05.06 3 live sessions; max. of 12 hours of self-paced learning	**Module 4 – Conflict Transformation in Practice** - Focus on one concept of trainer's core expertise: Dialogue, Mediation or Creative approaches - experience-based sharing on the above expertise - methods of trust building and creating 'safe spaces' - identifying and discussing dilemmas, situations of uncertainty and ambiguity within peace work -clarifying and reflecting on one's own role, motivation, mandate and legitimization as a peace worker	1 Trainer; 8 days
3	b	06.06 – 19.06 3 live sessions; max. of 12 hours of self-paced learning	**Module 4 – Self-care and awareness in peace work** - Clarification of terms: stress, burnout, resilience, trauma - Awareness of oneself and others, the group and the wider context - Identifying ones own needs, boundaries and limits - Dealing with frustration and ambiguity - Self-care on an individual, group and organizational level - how to create a team culture that fosters (self) care,	1 Trainer; 8 days

Annex 2_Terms of Reference

Section 1   Subject Matter of the Contract

The Contractor contracts to carry out the following online seminar in the English language as Trainer:

"Lot xx" of the Online Course in Peace and Conflict Work

The work consists of providing the following:

- Development of a training-design for the weeks respectively, during which the content should be covered in a structured and coherent manner in the virtual learning environment.
- Compilation of basic materials (literature, videos, podcasts, pre-recorded lectures) on the topics of the module, with the necessary instructions and written introduction. Basic material should amount to 8 hours of self-paced learning per week.
- A selection of additional materials. The format and extension is to be decided by the contractor.
- Facilitation, including preparation of all relevant tools and materials, of the 2-hour online sessions on Mondays and/or Thursdays. The specific time is to be announced one month prior to the beginning of the course.

The work to be done amounts to a total of 20 working days for Module 2 and 16 working days for each of the Modules 3 and 4

Section 2   Course of event

The maximum number of course participants shall be 16.
In case of any changes, the Principal will contact the Contractor directly.

Section 3   Services of the Contractor

The Academy will create a user account for the contractor on the learning platform, which the contractor shall use for the creation of the online course structure and adding material for the participants. All of this is to be done with support of and in consultation with the educational consultants.

Additional tools and user accounts can be provided upon agreement, if considered necessary for the online learning process.

In the 4-6 weeks after the end of the online learning module, the Contractor is to made herself available for a 60-minute debrief and evaluation talk with one of the Educational Consultants.

Annex 3_Template Concept

Title Seminar/Course
Date DD/MM/YY
Name of the Trainer

The table below serves as a template for the description of a concept and should be adapted to the duration and format of the corresponding lot. Please design your Session following the explanation of the required number of sessions per lot found in Annex 1.
If you apply for Lot 1 a or b, please calculate with 2 weeks with 2 live sessions7week plus the 8 hours of self-paced learning per week.
If you apply for Lot 2, please plan with 3 weeks with 2 live sessions/week plus the 8 hours of self-paced learning per week.
If you apply for Lot 3 a or b, please plan with 3 weeks with 1 live session/week plus the 4 hours of self-paced learning per week.
Please note that we are looking for a clear connection between the content and the proposed methods and tools.

Unit	Content/Topic	Training Method	Digital tools / Resources
Week 1			
Session 1			
Self-paced			
Session 2			
Self-paced			