



Call for Tenders

1. Order description

The Academy for Conflict Transformation, a department of the Forum Civil Peace Service (*forumZFD*) conducts the “*Online Course in Peace and Conflict Work*” in the English language from March 1 until June 10, 2021. 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. Each Module lasts 3 weeks and covers a maximum of 2 topics. This tender divides those topics into lot numbers (see Annex 1_Lots). Tenders can be submitted either for one or two lots. For more information on each of these lots, please see Annex 1_Lots.

2. General course description

The Online Course consists of five online modules:

Module 1 (*facilitated by the educational consultants*)

- 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

Module 2 (Lot 1)

- **Power and Identity (Lot 1a):** intersectionality, culture, privilege, reflection on the own role and motivation as a peace worker.
- **Conflict analysis (Lot 1b):** elements of a conflict, actors, positions, interests and needs, types of conflict behaviour. Introduction to Systemic Conflict Analysis.

Module 3 (Lot 2)

- **Conflict-sensitive approach to project work (Lot 2):** Importance of PME, overview of tools, PME mindset in peacebuilding. Focus on Do No Harm.

Module 4 (Lot 3)

- **Constructive third-party intervention (Lot 3-a):** roles, responsibilities and structures within CPS and peacebuilding related interventions; reflection of the own role, motivation, mandate and legitimization as a peace worker.
- **Self-care and awareness (Lot 3-b):** resources for well-being, self-awareness, communication, empathy, active listening, storytelling and (re)framing.

Module 5 (*facilitated by the educational consultants*)

- Integration

3. Procedure and services of the customer and the principal

For details concerning the specific tasks, structure of the module and 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

The following five criteria have to be fulfilled:

- 1) Substantial knowledge of the theory of the course subject
- 2) Substantial knowledge of online education and digital learning tools
- 3) Excellent skills of the course language (English)
- 4) Relevant professional experience
- 5) Communication skills and reachability; self-reflection, flexibility, adaptability and ability to deal with conflicts and challenges

5. Fees

The Academy offers a daily fee of 650€ (excl. VAT) and calculates a working time of 8 full days (including preparation, implementation, online sessions and debrief) per lot.

6. Annex

Annex 1_Lots
Annex 2_Terms of Reference
Annex 3_Template concept

Annex 1_Lots

1. How to apply?

Every course unit has a corresponding lot number (Column „Lot“).

Tenders can be sent for a maximum of 2 lots.

Some units are to be conducted by one facilitator, whereas a team of 2 is wished for others. You can find this information in the column „Number of facilitators“

- In Modules 1 and 3, two different topics will be covered (a & b) that we still consider as connected. 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

2. Lot Overview

Lot Part	Date	Title and content	Number of facilitators
		Content	
1 -a	22.3.-9.4.	Module 2 – Power and Identity - Introduction of the concepts of intersectionality including race and gender - Reflection on the own role and Identity including perspectives on culture, power and privileges and post-colonial structures - Questioning of the own motivation as peace worker	1 Training Facilitator
1 -b	22.3.-9.4.	Module 2 – Conflict Analysis: - Basic concepts, tools and ideas (Position, Interest and Needs; Elements of a conflict, Conflict Tree and Conflict Onion) - Reflection of own conflict behaviour - Introduction to SCA	1 Training Facilitator
2	12.4.-30.4.	Module 3 – Conflict-sensitive approach to project work - Introduction to PME with a focus on the peacebuilding Specific mindset - Overview of tools - Focus on Do No Harm Approach	Team of 2
3 -a	3.5.-21.5.	Module 4 – Constructive third-party intervention - roles, responsibilities and structures within CPS and peacebuilding related interventions - reflection of the own roles, motivations, mandate and Legitimization as a peace worker	1 Training Facilitator
3 -b	3.5.-21.5.	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 - Understanding group dynamics and process-oriented work - Identifying ones own needs, boundaries and limits - Dealing with frustration and ambiguity - Self-care on an individual, group and organizational level	1 Training Facilitator

Annex 2_Terms of Reference

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 Facilitator:

“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 3 weeks, during which the content should be covered in a structured and coherent manner in the virtual learning environment.
- Compilation of basic material (literature, videos, podcasts, pre-recorded lectures) on the topics of the module, with the necessary instructions and written introduction. Basic material should amount to 4 hours of self-paced learning per week.
- A selection of additional material. 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. At least one facilitator should be available for each of those sessions.

The work to be done amounts to a total of 8 working days.

Section 2 Course of event

The maximum number of participants shall be 16 during the seminar.

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 make 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 Facilitator

If you are applying for **one part (a or b) of Module 1 or 3**, please plan with just **half of the workload** (4 hours self-paced, instead of 8) and **only one of the two live sessions** per week.

Unit	Content/Topic	Training Method	Digital tools / Resources
Week 1			
Session 1			
Self-paced			
Session 2			
Week 2			
Session 1			
Self-paced			
Session 2			
Week 3			
Session 1			
Self-paced			
Session 2			