



## Call for Tenders

### 1. Order description

The Academy for Conflict Transformation, a department of the Forum Civil Peace Service (forumZFD) is looking for a facilitator or facilitators tandem to conduct a 2-week online training on Peacebuilding and Conflict Transformation.

The facilitator(s) would be responsible for the conceptualization and implementation of the training, supported by and in agreement with the Academy's team.

Please note that you can send your application for: only week 1; only week 2 or week 1 and 2.

### 2. Course description

The online training in "Peacebuilding and Conflict Transformation" should serve as an introduction for new staff members of ForumZFD. The group will consist of 12 – 16 participants from different backgrounds, working in different programs and holding different positions, and the course design should take into account this diversity.

The objective of the online training is to provide participants with a common language around peacebuilding, a solid understanding of the Civil Peace Service and the foundations of conflict transformation, and some of the key skills to go into their future roles. While week 1 places its focus on the foundations of peacebuilding (both from a theoretical and practical perspective), week 2 is mostly dedicated to developing soft-skills like communication and understanding team dynamics in cross-cultural contexts.

By the end of week 1, participants...

- ...have a deeper understanding of what peacebuilding and conflict transformation means, and how the Civil Peace Service specifically contributes to this field of work
- ...have become familiar with the key aspects, terms and concepts in the field of peacebuilding
- ...have identified some of the most common entry points and approaches to civil conflict transformation
- ...have developed a better understanding of their own role as peace workers and the knowledge and skills that they will need.

By the end of week 2, participants...

- ...have reflected on the challenges of intercultural teams, their own biases and the role they play in cross-cultural team dynamics
- ...have practiced and acquired certain skills related to non-violent communication, congruent communication, active listening and/or intercultural communication
- ...have explored the importance of self-care and stress management in the field of peacebuilding and have developed their own understanding of a self-care strategy

- ...feel empowered and confident to begin their new roles as Civil Peace Service staff

### **3. Timeframe and course Structure**

#### Dates:

Week 1: September 20 – 24

Week 2: September 27 – October 1

#### Structure:

The course will take place every weekday for two weeks. From Monday to Thursday, there shall be two online sessions per day: one in the European time-zones morning (eg. 9:00 – 11:00) and one in the afternoon (eg. 15:00 – 17:00). On Fridays, there shall be one online session in the morning. Up to 90 extra minutes per day can be dedicated to individual / group work.

Annex 2 shows a possible course structure and weekly schedule, which we encourage you to use as a basis for developing the details of your proposal.

### **4. Learning Platform(s)**

The online course will be conducted on the learning platform ILIAS. For the live sessions we use BigBlueButton. After a detailed briefing we expect the facilitator to be able to use these platforms independently. Additional software and platforms, such as interactive whiteboards or brainstorming tools, can be used and offered by the Academy if agreed to in advanced.

### **5. 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 1\_Terms of Reference. This document complements the contract and is part of it.

### **6. Requirements to apply**

The following criteria have to be fulfilled:

- 1) Substantial knowledge of the theories of the course subject, as well as hands-on experience on the topic
- 2) Substantial experience as a trainer and/or in adult education in intercultural contexts
- 3) Excellent skills of the course language (English)
- 4) Relevant professional experience
  - substantial experience in a project in the areas of Civil Peace Service, Development Aid, Humanitarian Aid, Civil Protection or International Peace Work
  - broader field of peacebuilding and conflict transformation processes
- 5) Previous experience with online learning processes, dynamic and interactive online tools and the creation of safe spaces in the virtual environment
- 6) Strong communication skills, ability to recognize and respond to participants' needs, willingness to implement constructive feedback

## 7. Annex

Annex 1\_Terms of Reference

Annex 2\_Proposed Schedule

## 8. Submission of proposals

The proposals should include:

- A short CV with a focus on qualifications/ educational background and work experience
- A course concept with the structure, the content of each unit (around 2 – 3 bullet points per session) and the online tools and methods that will be used. We encourage you to use Annex 2, the proposed course schedule, as a basis for developing the details of your proposal.
- A short motivational statement explaining your approach to training and your **expected daily rate and total fee**

Please submit all documents in English.

We look forward to receiving your expression of interest **by August 8, 23:00 CEST.**

In case of questions, do not hesitate to contact María Requena López, advisor for Cooperation and Development ([requena-lopez@forumZFD.de](mailto:requena-lopez@forumZFD.de)).

In order to submit your application, send an email to [akademie@forumzfd.de](mailto:akademie@forumzfd.de) with all the necessary documents and the subject “Proposal Training Peacebuilding and Conflict Transformation”. Please state clearly whether you are submitting a proposal only for week 1, only for week 2, or for both weeks.

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