

TERMS OF REFERENCE - PR238787

Training Module Content Development for Adolescents on Social Emotional Learning and Educational Pathways for Safe Back to School (SB2S) Program

I. Background

Save the Children (SC) works to ensure that every child survives, learns and is protected. We believe that every girl and boy have the right to thrive and develop to their fullest potential, where they can learn, play, be healthy active citizens and be protected from any type of violence. Currently, there is a global learning crisis, which has been amplified by Covid-19, climate, and conflict, causing millions of children to fall behind, and/or not gain the skills they need to succeed in school and life. Those most affected by inequality and discrimination (including girls, children with disabilities, children living in poverty, refugees, migrating and displaced, and rural children) are most likely to not return to education and/or fall behind in their learning. Long absences from school and learning, due to closures, as well as increased exposure to violence and stress (anxiety, depression, etc.) is putting children's wellbeing, including social emotional learning and mental health, at risk. Teachers/facilitators and parents/caregivers faced with Covid-19, conflict and/or climate change can feel stressed, and when they struggle to manage their own emotions, or are overworked or dealing with large groups of children, their ability to teach or provide nurturing care, and model/provide emotional stability to children becomes more difficult. When families face financial stress and have limited access to cash to support the costs of education, they are unable to support children's access to, and retention in, school and may rely on negative coping mechanisms such as child labour and child marriage. Inadequate infrastructure and materials, including WASH and hygiene facilities, overcrowded classrooms, and teaching and learning materials, inhibit the safe operation of schools. To address these challenges and risks, in the 2022 – 2024 strategic period, Safe Back to School (SB2S) & Learning has become one of the four strategic global goals of Save the Children. In parallel to global SB2S & Learning priorities, Save the Children Türkiye Country Office (TCO) aims to reach vulnerable groups including children at risk of school drop outs and families/caregivers in need of early childhood care and development (ECCD) programmatic support as part of its 2022-2024 Country Strategic Plan.

As part of this priority, Save the Children TCO aims to develop two training modules on 'Educational Pathways', and 'Social Emotional Learning' for adolescents. Save the Children Türkiye is seeking to hire one or two individual consultants to develop the content of the Social Emotional Learning Module and the Education Pathways Module, which are meant to be self-completed by national and refugee adolescents. While the Social Emotional Learning Module aims to advance the social emotional learning skills of adolescents, the Educational Pathways Module aims to increase their knowledge on various educational pathways.

Statement of Purpose

SC is seeking consultants to develop content for two training modules on Social Emotional Learning and Educational Pathways. The Social Emotional Learning module aims to advance the social emotional learning skills of adolescents. The Educational Pathways module aims to increase the knowledge of adolescents on educational opportunities available in Türkiye, including different types of school options for upper secondary and higher education, as well

as funding opportunities. The Educational Pathways module should also include components on preventing school dropouts. The target audience for the modules are both national and refugee adolescents. Each module should be differentiated according to different age groups / stages of adolescence to ensure age-appropriateness. The adolescents will complete the training modules by themselves through the mobile App of SC Türkiye (the digitalization of modules and integration to the mobile app is not the responsibility of the selected consultant/s, but the consultant/s are expected to provide guidance on how the content should be digitalized, and work in collaboration with the firm who will digitalize the content).

II. Purpose of the consultancy

The purpose of this consultancy is to develop two modules on Social Emotional Learning and Educational Pathways, targeting national and refugee adolescents in Türkiye. After the consultant/s complete the training modules, they will be digitalized and uploaded to the SC Türkiye mobile app (digitalization and integration are not the responsibility of the consultant, but the consultant is expected to provide guidelines for digitalization). Adolescents will complete the training modules in the App by themselves. Each module should be differentiated and adapted for different age groups of adolescents to ensure age-appropriateness. As the modules will be digitalized and integrated into Save the Children Türkiye Mobile Application, the consultant/consultants are expected to develop interactive modules that are appropriate for self-completion and digitalization, and include guidelines for the company who will handle the digitalization process (e.g. which information should be highlighted, which parts should be drag&drop, which parts should be flip cards, etc.). The consultant/s should also submit video scenarios and guidelines, because after the consultant/s submit the content, videos will be prepared to be integrated into the digitalized modules. The modules may be prepared in Turkish or English, based on the preference of the consultant/s. Please note that the digitalization and video creation will be handled by other companies selected by SC, and in addition to content development, the consultant/s are expected to work in coordination with the companies who are digitalizing the content and developing videos to ensure coordination.

III. Definition of Services

The service is to develop two modules on Social Emotional Learning and Education Pathways for national and refugee adolescents in Türkiye.

- Each module should be around 3000 words, and should be submitted to SC in Word format.
- The modules may be submitted in English or Turkish, based on the preference of the consultant/s.
- Each module should be adapted to different age groups of adolescents (two or three age groups for each module) to ensure age-appropriateness.
- Each module should include guidelines (not included in the 3000 word limit) on how the modules should be digitalized to be submitted company who will digitalize the modules and integrate them into the mobile application of SC Türkiye. The consultant/s are expected to have meetings with the digitalization company to ensure coordination.
- Each module should include scenarios and guidelines (not included in the 3000 word limit) for 5-minute videos for each module that will be developed by the video company. The consultant/s are expected to have meetings with the video company to ensure coordination.

- The module should include interactive opportunities such as interactive questions, visualization of certain aspects of the modules to increase interactive aspects, drag & drop, matching pieces of information, pop-ups, pop-quizzes, various ways to highlight certain information and aspects, multiple choice and/or yes/no questions assessing knowledge, embedded audio for certain key messages, interactive tables/cards to present information within the module, visualization of key learnings from the module, dialogue simulations, digital storytelling, role-play, etc. for each module.
- The consultants are expected to work closely with the SC team to receive feedback and revise documents as per the feedback received.
- The consultant/s are expected to coordinate one consultation meeting to get feedback from SC team, external NGOs and experts after the module drafts are completed.

Scope of Work

a. The Overall Process

The Applicant(s) will undertake the following tasks in consultation with SC and its partner organizations:

Examine the relevant packages and common approaches of Save the Children regarding subjects related to social emotional learning and educational pathways, as well as the SC Türkiye mobile application to be informed about where the modules will be integrated.
Present in a meeting with SC team (in-person or online) the outlines and details of the content that the consultant/s plan to develop.
Go through a briefing on Save the Children’s Safeguarding Policy and Code of Conduct
Submit the drafts of the modules in English or Turkish in Word format adapted for different adolescence age groups (around 3000 words for each module adapted to a certain age group), as well as guidelines for how to digitalize the modules (not included in 3000 words) and scenarios and guidelines for the 5-minute module videos (not included in 3000 words)
Examine the feedback provided by SC experts on the modules
Facilitate a meeting to get and discuss feedback for the revision of modules from SC team and external experts and NGO representatives
Revise and finalize the modules based on feedback provided by SC and external experts

- For each submission, the draft version will first be submitted, and finalized based on feedback from SC team.
- All deliverables will be subject to Save the Children’s approval before payments can proceed.
- The Applicant should work closely with Save the Children’s technical team while developing the deliverables.
- The consultant/s should collaborate closely and have regular coordination meetings with SC team, as well as the companies that will digitalize the modules and prepare videos.
- As the modules will be digitalized after the content is finalized, when preparing the modules, the applicant is expected to consider universal design for learning and minimum standards for accessibility in digital applications.
- The applicant shall not have the copyright of the content.

b. Duration of the consultancy and sample timetable

The contract signature day will be considered as the beginning of the service provision. Below is the **sample timetable** for the tasks. **Applicants should submit their own timetable** in the technical proposal.

The consultant is expected to start on February 06, 2022.

Below is a tentative/sample timeline:

TASKS	Week				
	1	2	3	4	5
Examine the relevant packages and common approaches of SC, as well as the SC Türkiye mobile application	X				
Present in a meeting the outlines and details for the planned content	X				
Go through a briefing on Save the Children's Safeguarding Policy and Code of Conduct	X				
Submit the drafts of the modules	X	X	X		
Examine the feedback provided by SC experts on the modules				X	
Facilitate a meeting to get and discuss feedback (SC & external experts)				X	
Revise and finalize the modules					X

c. Standards and Procedures

The following standards should be mainstreamed throughout the assignment:

- The principles of Inclusiveness and Non-Discrimination, as well as Accountability, should be central throughout the process.
- Adherence by all staff to SC's Code of conduct, Child Safeguarding practices and confidentiality throughout the process.
- All data (hard and soft copy alike) should be safely stored and access should be limited to the data set based on the role of the staff.
- Regular briefings will take place between the consultant and SC, to reflect on any adjustments necessary.

d. Organizational Roles and responsibilities

Save the Children's responsibility:

SC, through its focal points, will be involved throughout the process and provide technical assistance (i.e., provision of the necessary documents and information, review of the submissions) as well as sign-off of critical mile stones. Practical/administrative assistance will not be provided (i.e., in-country travel, accommodation).

Applicant's responsibility:

The consultant will develop two modules on Social Emotional Learning and Educational Pathways for national and refugee adolescents in Türkiye.

Please note that SC will have exclusive copyright of the training content/modules.

1) Essential Criteria

Bidder must meet the following criteria;

- Bidder's main line of business activity shall be education, research or consultancy (SCI has the right to request further documentation such as trial balance).
- Financial statement of 2021 and 2022.
- Please provide the necessary documentation for proof of your registration in-country (Trade Registry Gazette, Chamber of Commerce Registration, Tax Documentation, Circular of Signature for signatory person for the offer submitted).
- Full compliance with SCI standard policies (Please sign and stamp the document namely SCI Policies and send it together with your proposal).
- Full compliance with the technical and administrative terms of reference. Please provide a confirmation letter and/or submission of signed and stamped ToRs.
- Offerors shall provide the CV of the key personnel for the requested services along with a cover letter and a detailed financial statement.
- Offers must be in US Dollars. The supplier will receive payments within 30 days after the completion of each project.

2) Technical Qualifications and Requirements

The Applicant should have the necessary expertise to carry out the consultancy of highest possible quality. The technical expertise and practical experience should consist of one that can deliver the scope of work and deliverables, in particular, with regards to:

- **Technical skills:** The Applicant should possess the proven technical expertise and excellency in education, training module development, adolescence, social emotional learning, social emotional development, education system in Türkiye, and educational pathways and opportunities available in Türkiye for nationals and refugees. The consultant/s should provide CV/CVs, explaining educational background and experiences in relevant areas by attaching related certificates.
- **Language Skills:** The Applicant must possess advanced Turkish and English writing and speaking skills.
- **Legality in Türkiye:** The Applicant must either have a legitimate business /official premises, and must be registered for trading and tax as appropriate.
- **Guiding Principles and Values:** The Applicant must commit to adherence to SC's Code of conduct, Child Safeguarding practices, confidentiality and Best Interests of the Child at all times.
- **Skills and personal traits:** The Applicant must demonstrate respect for diversity and the principle of non-discrimination.
- **Technical Proposal:** The applicant should submit a technical proposal including an outline (e.g. headings, activities) for both modules, work plan and the timetable. The

technical proposal should include previous work samples of training module development.

Technical Criteria #	Technical Criteria	Technical Evaluation Points
1	<p>Demonstrable knowledge on and experience in:</p> <ul style="list-style-type: none"> • Experience in raining module development in the field of education for children and adolescents • Knowledge of social emotional learning for adolescents, preferably also for social emotional learning for refugee adolescents • Knowledge of the education system of Türkiye, and educational opportunities and pathways in Türkiye for adolescents <p><i>The application should include a cover letter outlining previous relevant work, proof of previous deliverables, and at least one reference from similar types of assignments.</i></p>	15
2	<p>Relevancy of University Degrees and professional experiences</p> <p><i>The application should include the CV/CVs for the consultant/s. The consultant should have valid work permits or Turkish citizenship.</i></p>	10
3	<p>Quality of technical proposal</p> <p><i>The application should include the work plan, including available start and end dates, and estimated duration for each component. The start date should be as soon as possible. As the project has a tight timeline, being able to complete the modules promptly would be an advantage. In addition to these data, the application must carry a detailed plan for each task listed in this terms of reference.</i></p> <p><i>The Applicant should provide tentative outlines and details for both training modules. Information on how both modules will be divided into age groups, strategies for developing digitalization and video guidelines, as well as interactive strategies for self-learning should be included in the proposal.</i></p>	25
4	<p>The bidder demonstrates experience and understanding of local context and community.</p>	10
	Technical and Sustainability Evaluation Sub-Total	60

Financial Criteria #	Financial Criteria	Financial Evaluation Points
1	Proposals should be sent in a detailed breakdown. Proposals should be all inclusive (VAT and other costs shall be included and detailed)	40
	Technical Evaluation Sub-Total	40

3) Submission of Bids

Deadline for "Request for Clarifications": 27 January 2023, 1700 TK Time

Deadline for "Submission of RFQ": 31 January 2023, 1700 TK Time

Please submit your respective bids electronically to procurement.turkey@savethechildren.org via email before the given deadline above. Any bid received after the mentioned deadline will not be considered eligible.

For clarifications purposes please contact us at procurement.turkey@savethechildren.org

Annex A: Consultant Summary Table

Please include with your application materials a table with the following information at minimum. Columns for additional information or lines for additional team members may be added as needed. **Please indicate which of the named individuals will be the point of contact with Save the Children and will lead the assignment and holding final accountability for the quality of deliverables.**

Name of Individual	Educational/ technical qualifications	Summary of experience	Languages spoken/written and level (Rudimentary, Proficient, Fluent, Native)	Role(s) on assignment (Please indicate project lead) assignment	Approximate total level of effort (number of days)	Daily rate and total cost (incl. tax)