



Iraqi Al-Amal Association  
**Terms of Reference (ToR)**  
**Peace Skills Trainers for Iraqi Youth**  
July 10, 2019

### GENERAL INFORMATION

**Project Title:** Education for Peace in the Higher Education System II  
**Location:** Erbil, Iraq  
**Duration of Assignment:** 1 month  
**Languages Required:** Arabic (native with high proficiency in writing)  
**Starting Date:** July 26, 2019  
**Deadline for tendering:** July 20, 2019

### BACKGROUND

Iraqi Al-Amal Association (IAA) possess a long and deep experience in the field of peacebuilding Iraq as it has contributed in building peace capacities of Iraqi youth and universities both institutionally by providing resources as translating key texts into Arabic, and drafting manuals and supportive materials; and individually by training academics on conflict analysis, dialogue and reconciliation.

This project comes as a continuation of IAA's efforts in promoting peace in Iraq. IAA and the University of Innsbruck have facilitated the development of a curriculum for the first study program in peace and conflict transformation. Which has been established at the college of Arts, University of Baghdad. In line with this substantial achievement, capacities of 76 academics on conflict analysis and dialogue to start running seminars, dialogue sessions and lectures inside their universities and local communities have been developed. The creation of a lexicon for Peace and Conflict Studies, and the translation of 5 books in this nascent field has further contributed to this process. Furthermore, the Iraqi Universities Consortium for Peace Education consisting of 5 universities (Baghdad, Kufa, Anbar, Tikrit, and Mosul) has been established in order to ensure and pursue the implementation of Peace and Conflict Studies at Iraqi universities. IAA has also capacitated 290 Iraqi young students and activists to implement 123 community-based activities. In order to promote peace in Iraq which has proved –according to an impact study done by an external expert- to be very effective in opening communication channels among youth from different backgrounds and areas and led to fundamental changes in attitudes of targeted youth.

IAA targets Iraqi youth in this project to enhance their capacities in conflict transformation and dialogue to promote peaceful transformation, in Iraq and prevent violent extremism; while using community-based activism as main approach.

## PURPOSE AND OBJECTIVES

IAA seeks the services of three highly qualified trainer to undertake this assignment to strengthen peace capacities and resources in Iraq. In addition to achieving the following purposes:

- Strengthen capacities of 50 undergraduate students and young graduates (18-32 years old) from Baghdad, Anbar, Salah Aldin, and Nineveh governorates; to transform conflicts and contribute to prevent violent extremism.
- Provide conflict analysis framework to promote knowledge and understanding of ethnic and religious conflicts.
- Provide the youth with opportunity to practice designing social intervention actions, and identify intervention access points.
- Provide the youth with the skills to run local dialogue sessions about peace and conflict issues.
- Provide the youth with the skills to resolve conflicts on personal, social, and collective levels, in order to prevent violent extremism.

In close coordination with IAA, the trainer will be responsible for carrying out the following tasks:

- Facilitate 2 *five-day* training workshops to train 50 Iraqi youth in (25 participants each) to the topics of conflict analysis, dialogue skills, PVE, social intervention.
- Prepare the necessary materials including handouts and slideshows.
- Provide supporting readings for each of the workshops.
- Develop a pre/post test tool against the objective of the intervention.
- Execute pre and post training assessment of the participants.
- Provide a report after the end of each workshop demonstrating the change in knowledge of the participants before and after the training; in addition to overall workshop evaluation, identifying limitations and lessons learnt, and provide recommendation.
- IAA will be responsible of selecting the 50 youth participants.
- Provide the trained participants with success certificates.

## SCOPE OF WORK

Each of the **introductory workshops** will address the following topics:

- **Conflict analysis:** to provide theoretical background and practical exercises in the topic.
- **Intervention Strategies and Processes:** Negotiations, Facilitation, & Dialogue; provide the trainees with the necessary knowledge and skills to facilitate dialogues and peace initiatives inside their local communities.
- All training sessions and materials provided should be *context driven, context sensitive, and gender sensitive. Elicitive approaches* and training tools are highly preferred.

## **DURATION OF WORK**

Each of the workshops is for 5 days in Erbil, Iraq; workload includes *two days for preparation, five days training* and *one day for follow up* and reporting for each workshop. The proposed rate should depend on these workloads.

## **DELIVERABLES**

The following deliverables are expected:

- Capacities of 50 undergraduate students and young graduates from Baghdad, Anbar, Salah Aldin, and Nineveh governorates; strengthened to transform conflicts and contribute to prevent violent extremism.
- 2 *five-day* training workshops each for 25 youth activists and students conducted.
- Finalization report after the end of each workshop.
- Evaluation report (pre and post knowledge assessment) of the participants after each workshop.

## **ADMINISTRATIVE REQUIREMENTS**

- Trainer will be required to report to the IAA main Office.
- The Trainer must provide a certificate of good health from a recognized medical practitioner.
- The Trainer must provide any study certifications needed.

### **Travel:**

- Before each workshop, IAA will pay for Trainer travel to Erbil in economy class via the most direct and economical route.
- After each workshop, IAA will pay for Trainer repatriation in economy class via the most direct and economical route.
- IAA will pay travel expenses necessary to reach the airports.

### **Insurance:**

- Trainer will arrange for his or her own insurance at his/her own expense, such as life, health and other forms of insurance, covering the term of this contract.

### **Per Diem:**

- Upon production of valid receipts and invoices, IAA will reimburse Trainer for out-of-pocket expenses associated with travel outside of Erbil by paying an amount equivalent to the daily subsistence allowance that would be paid to staff members undertaking similar travel for official purposes.

### **Accommodation:**

- IAA will arrange the Trainer's accommodations.

### **Equipment:**

- IAA will provide to the Trainer the necessary equipment to successfully conduct the workshops for the duration of his/her contract such as projector, and stationary.

### **Miscellaneous:**

- IAA will be responsible for organizing the workshops, including identifying participants, sending invitation, booking and arranging venue, logistics of the workshops such as any travel of the participants, food, refreshments, accommodation of participants, if any, payment of any allowances for the participants, etc.

- IAA will also be responsible for receiving any documents from the Trainer, circulating it to stakeholders, follow-up on comments and feedbacks, collect, compile and forward the consolidated comments to the Trainer in a timely manner.

## **ELIGIBILITY REQUIREMENTS**

The applicant Trainer should possess the following qualifications at least:

### **Education:**

Masters' degree in peace and conflict studies or another relevant field of social science.

In case of collective tenders, at least one of the trainers should have Masters' degree in peace and conflict studies, and should have a leading role.

### **Work Experience:**

Five years progressively responsible professional experience in peacebuilding work, designing, and conducting of peacebuilding trainings, facilitation, and conflict analysis. Work experience with UNDP is a plus.

### **Specialized Knowledge and experience:**

- Strong experience working on facilitating and debriefing workshops;
- Strong experience in developing, implementing, and managing complex, workshops for diverse or even conflicting group;
- Strong experience in reporting.
- Good knowledge of Iraqi and regional context.
- Experience working with UNDP.
- Strong experience in conducting pre and post assessments.

## **PAYMENT SCHEDULE**

IAA will pay the contracted trainer within two weeks after receiving and approval of each of the conducted workshop final report

## **AMENDING OR WITHDRAWING TENDERS**

Tenderers may amend or withdraw their tenders by written notification prior to the deadline for submitting tenders. Tenders may not be amended after this deadline.

## **COSTS FOR PREPARING TENDERS**

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs must be borne by the tenderer, including the cost of interviewing proposed experts.

## **OWNERSHIP OF TENDERS**

Iraqi Alamal Association retains ownership of all tenders received under this tendering procedure. Consequently, tenderers do not have the right to have their tenders returned to them.

## EVALUATION OF TENDERS

The quality of each technical and financial offers will be evaluated in accordance against the below evaluation grades. The award criteria will be examined in accordance with the requirements indicated in the Terms of Reference.

- Overall obtainable points: **50 points**.
- **Education (0-15 points)**: Determination of relevant educational background.
- **Work Experience (0-10 points)**: Evaluation of previous work experience, including references.
- **Specialized Knowledge (0-5 points)**: Evaluation of specialized knowledge and demonstrated range of skills and.
- **Training Structure (0-10 points)**: Evaluation of previous training material samples.
- **Cost effectiveness of the financial offer (0-10 points)**

## PROCEDURE OF TENDERING

Tenders should be submitted **not later than 20 July 2019** to: [MH@Iraqi-alamal.org](mailto:MH@Iraqi-alamal.org)

The following documents constitutes a tender:

- Technical and financial proposals meeting this ToR requirements;
- CV of the tenderer, and a copy of the last and highest degree transcript.
- supporting documents such as training material samples, letters of recommendation or documents demonstrate previous experience.

**Maximum number** of training workshops that a **single trainer** can tender to is **two**. Collective tender of more than one trainer can be made, but should clearly outline the roles of each person.

## CONFIDENTIALITY

The entire evaluation procedure is confidential, subject to Iraqi Alamal Association legislation on access to documents. The Evaluation Committee's decisions are collective and its deliberations are held in closed session. The members of the Evaluation Committee are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the tenderers nor to any party other than IAA, UNDP, and contracted auditors.

## ETHICS CLAUSES / CORRUPTIVE PRACTICES

- Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the Evaluation Committee or IAA during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its tender and may result in administrative penalties.
- The tenderer must not be affected by any conflict of interest and must have no equivalent relation in that respect with other tenderers or parties involved in the project.
- IAA reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or

- commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with IAA.
- IAA reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the Contract, IAA may refrain from concluding the Contract.