

REQUEST FOR PROPOSAL

Development of a curriculum for a programme on Adolescent Health and Wellbeing for Educately.org

ABOUT POPULATION FOUNDATION OF INDIA

Established in 1970 by Bharat Ratna JRD Tata and Dr Bharat Ram, the Population Foundation of India is a national civil society organization, which promotes and advocates effective formulation and implementation of gender-sensitive population, public health, and development strategies, and policies. The Foundation works with the government, both at the national and state levels and with other civil society organisations. The areas of work include family planning, adolescent health and well-being, community monitoring of public health services, and women's rights and empowerment. Population Foundation of India is guided by an eminent governing board and advisory council comprising distinguished persons from civil society, the government, and the private sector. Ms Poonam Muttreja is the Executive Director and she leads an experienced team with specialization in strategic engagement, communication, accountability, program design, monitoring and evaluation, and research.

The website of the organization is: <https://populationfoundation.in/>

BACKGROUND

Population Foundation of India has developed an online resource centre called Educately (www.educately.org) to provide information on adolescent health and wellbeing for teachers, adolescents, and mental health professionals.

The flagship programme on the portal is called ARSH for You - an online training programme for teachers. It enables them to transact information on various aspects of the health and wellbeing of adolescents in a classroom setting. A separate course on counselling for mental health professionals is under development.

ABOUT THE PROJECT

Population Foundation of India is keen to develop a curriculum for adolescents, which will be based on the School Health Programme under the Government of India's Ayushman Bharat. The objective is to introduce adolescents to information that impact their health and wellbeing, which would include topics such as growth and changes in the human body during adolescence, conception, and contraception, factors that impact sex and gender, substance abuse, the importance of emotional and mental health amongst others.

The idea is to deliver accurate, age-appropriate, and culturally relevant. It should be delivered in a positive and progressive manner that helps adolescents (Grade 9 to 12) understand and adopt informed, responsible and healthy behaviours.

COURSE STRUCTURE AND COMPONENTS

The Adolescent Health and Wellbeing course will be structured in modules rolled out in a self-paced manner and cover the following 12 themes:

Part A

Theme 1: Growing Up Healthy

Theme 2: Emotional Well-Being & Mental Health

Theme 3: Nutrition, Health & Sanitation

Theme 4: Promotion of a Healthy Lifestyle

Theme 5: Prevention and Management of Substance Misuse

Part B

Theme 6: Inter-Personal Relationships

Theme 7: Gender and Equality

Theme 8: Reproductive Health and HIV Prevention

Part C

Theme 9: Values and Citizenship

Theme 10: Safety and Security Against Violence and Injuries

Theme 11: Promotion of Safe Use of Internet and Social Media

Theme 12: Building Resilience in Adolescence

Audience: The programme is intended for students of Grade 9-12.

COURSE DURATION

The course is envisioned as a 10-hour course.

COURSE CONTENT/FORMAT

Each module will be a blend of inputs ranging from audio and video aids, animated videos, case studies, reflection exercises, individual exercises, readings, etc.

All material in this course will be learner-centric, and the participants' experience will be central to the aim of each session. The course curriculum may be developed by drawing from existing resources, the School Health Programme, NCERT, and other resources from verified knowledge partners.

The course materials will also incorporate audio-visual aids, podcasts, animated videos, handbooks, tools, and resources produced by organisations working on education, gender equality, health, and child-centred learning and teaching approaches.

SCOPE OF WORK AND EXPECTATIONS

Section 1: Adolescent Health and Wellbeing programme on Educately

Develop the Adolescent Health and Wellbeing programme curriculum to create course material for adolescents, which will involve curriculum development, the content format for digitisation, and assessments.

It will also include additional information like the glossary, FAQ, secondary resources, information about helplines, youth-friendly clinics, laws, rights, and resources. The programme will be available on [educately.org](https://www.educately.org) as a [self-paced online course for adolescents](#).

PFI will provide the basic framework and primary resources, but the consultant will be expected to expand on it and research further to build the curriculum and content.

I. Curriculum Development

- Design and develop all the content, including theory and practical instructions, in digital format, i.e., e-books, e-lessons, PDFs, PPTs, videos, case studies, etc. In a linear, instructionally meaningful, and practical format, one concept after another for an online programme.
- The consultant shall submit the 'story board' for each module for approval and have it approved before commencing the development. The consultant will submit, the structure of the sessions, sequence and flow of ideas, critical take-aways from the sessions, and plan the session using appropriate methodologies that make learning interactive, engaging, and comprehensive for adolescents.
- The content will be in English.

II. Assessments

- Design and develop assessments to measure learner progress in a highly interactive and engaging format involving MCQs, pop-ups, point and click, drag/drop, etc., to be embedded in learning material.
- The assessments should measure against several outcomes, include quantitative and qualitative methodologies, and capture lessons learned in each module.

III. Curriculum Digitisation

- Work with a partner agency, if required, to guide and supervise the production or digitization of any additional content that is required for the delivery of the curriculum. The content format for all lessons, such as text, PPT, graphics, audio, video, etc., would be finalized in consultation with the Educately team.
- Research and collate content for inclusion in the programme for all topics.
- Adapting the relevant content for use in the curriculum.
- Provide scripts for the curriculum/parts that have to be digitized.

IV. Additional Information to be developed

- FAQs
- Case Studies
- Activities for the students
- Glossary
- Secondary Resources, if any

- Information about helplines, youth-friendly clinics, laws, rights, and resources
- Questionnaire for feedback at end of course survey

The e-content including the lecture videos, assessments, activities, practical workbooks, etc. are to be made self-paced.

V. Additional requirements

- Work with the management team and peer partners to seek feedback and review and make improvements before taking the course live.
- Work with the IT team to integrate and test the programme online.
- Work with PFI’s vendor partners, if any, for content production and digitisation (like shooting, dubbing, AV creation, the translation of content, etc.)
- Academic integrity, privacy issues, and internet etiquette expectations regarding lesson activities, discussions, e-mail communications, and rules regarding plagiarism should be clearly stated.
- The curriculum developer is to guarantee in writing that all course materials that they developed comply with copyright laws. The courses must include guidelines for students on the use of copyrighted materials, appropriate use of networked resources, and academic honesty.

VI. Deliverables

- A high-quality online programme for adolescents on health and wellbeing of approx. 10 hours in duration designed for the Educately portal. Details of the deliverables are in Annexure 1.
- Uploading of the digital course segregated into thematic modules (in word file and pdf) along with the soft copies of the curriculum flow, process documents created during the development process, and detailed storyboards.
- A version of this programme is to be adapted for the classroom and will be made available on a USB drive for students of Grade 9-12. The assessments can be provided via a printable file that can be given as a hard copy to the students. The hard copy assessments will be evaluated by the teacher facilitating the classroom sessions.

TIMELINE AND PROCESS

The consultant will need to provide services and complete tasks based on the timelines of the work segments and will be mutually agreed to during the contract finalisation.

The indicated work segments are as follows:

| # | Work Flow |
|---|---|
| 1 | Presentation of the draft storyboard and structure of the entire course |
| 2 | Feedback about storyboard and structure from Population Foundation of India |
| 4 | Presentation of the final storyboard and structure for the programme |
| 5 | Preparing content for each module |
| 6 | Feedback and revisions from Population Foundation of India one module at a time |
| 7 | Presentation of the final module incorporating the feedback |

| # | Work Flow |
|----|---|
| 8 | Peer/TAG review of the entire programme |
| 9 | Incorporating feedback from the peer/TAG review |
| 10 | Presentation of the final programme |

TERMS

1. The agency/consultant should submit the financial proposal and technical proposal separately
2. The course structure/topics are divided into 3 parts (A, B and C). The financial proposal can be submitted for all the 3 parts separately or as a combined cost.
3. The timelines for all the 3 parts should be submitted separately.
4. The curriculum will be developed in English. Population Foundation will have the copyrights to the finalized product and is free to translate and maintain a copy.
5. The materials cannot be shared further by the vendor/consultant.
6. The sources for all the materials used by the vendor to develop the programme will have to be shared with the Population Foundation of India.

INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

Please follow the below instructions to send your proposal:

1. Please submit a detailed Technical proposal with bio-data in one file and a separate Financial proposal.
2. Please ensure to put your organization Legal Name/if individual - as per your PAN CARD in your quotation.
3. Please submit both the technical and financial proposals in one email to parul.satsangi@populationfoundation.in by EOD December 05, 2021.
4. While submitting the proposal, please write the email subject as - **“Proposal for developing a curriculum on Adolescent Health and Wellbeing for Educately (organization's Legal Name/if individual - your name)”**.
5. In case you have any query before submitting the proposal, you may write to priyal.gulati@populationfoundation.in & tejwinder.singh@populationfoundation.in before the last date.

Annexure 1

CONTENT OF EACH MODULE IN THE ADOLESCENT HEALTH AND WELLBEING PROGRAMME

A. Story Board

- Subtopics/topics (syllabus)
- Objectives of the session
- Structure of the sessions
- Sequence and flow of ideas
- Appropriate methodologies
- Suggested digitization of the content
- Critical take-aways from the sessions

B. Content of the module :

- Content of each module
- Content format for the digitization portions such as text, graphics, audio, video, etc.
- List of resources
- FAQs
- Glossary
- Secondary Resources
- Information about helplines, youth-friendly clinics, laws, rights, and resources
- Assessments
- Secondary resources and activities to increase achievement levels;
- Translation as applicable