REQUEST FOR PROPOSAL

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

Established in 1970 by Bharat Ratna JRD Tata and Dr Bharat Ram, the Population Foundation of India is a national civil society organisation, 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.

Headquartered in New Delhi, we have three state offices in Bihar, Uttar Pradesh, and Rajasthan. We work through the government in 24 states and our adolescent health programs include over 15,000 adolescents in Rajasthan, Bihar, and UP. We have been a pioneer in the use of technology for social and behavioral change communication to effect change and challenge social norms and our work has reached over 200 million people.

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

BACKGROUND

Population Foundation of India has developed an online resource center 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 counseling 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 information should be 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 behaviors.

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 11 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 1: Inter-Personal Relationships
Theme 2: Gender and Equality
Theme 3: Reproductive Health and HIV Prevention

Part C
Theme 1: Values and Citizenship
Theme 2: Safety and Security Against Violence and Injuries
Theme 3: Promotion of Safe Use of Internet and Social Media
Theme 4: 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.

Participants will have the option of exploring additional resources to gain further understanding of the issues.

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 will 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.

The Adolescent Health and Wellbeing programme will be developed by a team of academics and practitioners building on the existing rich body of knowledge, available in the form of modules, handbooks for learners and educators across several states in India.

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 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 e-copies of objectives of sessions, 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. Curriculum Digitisation
- 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 that has to be digitized.
- 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.

III. 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.

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, assignments, 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.

TIMELINE AND PROCESS

The consultant will need to provide services and complete tasks based on the timelines of the work segments as outlined in this ToR and as 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
8	Peer/TAG review of the entire programme
9	Incorporating feedback from the peer/TAG review
10	Presentation of the final programme

Section 2: Classroom Version of the Adolescent Health and Wellbeing programme

The Adolescent Health and Wellbeing programme will be available as an online programme for adolescents on Educately.org. 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 programme will be transacted in a smart classroom. A smart classroom is a technology-enhanced learning classroom that enhances the way of teaching and learning digitally.

Basic Set-Up: It involves a projector, a computer, and a screen. The system will be preloaded with lessons (on a USB drive) that utilize visual and auditory learning.

Course Duration : The programme has been envisioned as an approx. 10 hour-long program with the medium of instruction in Hindi and English.

Course Content/format
The format of the course will be a blend of the following:
1. Audio Visual Aids (video, PPT, etc.)
2. Discussion/Activity
3. Assessments

Educator
The course material should be self-explanatory. The educator's role will only be to facilitate the classrooms sessions as part of the programme. The educator will need to have basic knowledge of adolescent reproductive and sexual health and a broad overview of adolescent health and wellbeing so as to be equipped to answer any queries the adolescents might have on the topics. The educators facilitating the classroom sessions should have completed the ARSH for You programme on Educately.

The educator will require some additional instructional planning resources as the educator will possibly also have to facilitate a discussion or some activity in the class.

Assessment Pattern

A. Pre-Test

The programme will have a pre-test at the end of the Introduction module to get the participants started and gauge the current understanding of the topics in the programme.

B. Final Test

The participants will be evaluated on each module. There is also a possibility to introduce a final test at the end of the programme to assess their understanding of the course material after completing the programme.

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 have to be evaluated by the educator facilitating the classroom sessions. Alternatively, the students can take the assessment quizzes on Educately.org and get certified on the portal.

TERMS

1. The agency should submit the financial proposal for Section 1 and Section 2 separately.
2. The course structure/topics are divided into 3 parts (A, B and C). The financial proposal has to be submitted for all the 3 parts separately.
3. 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.
4. The materials cannot be shared further by the vendor.
5. 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

1. Please follow the below instructions to send your proposal:
2. Please submit a detailed Technical proposal with bio-data in one file and a separate Financial proposal.
3. Please submit both the technical and financial proposals in one email to sshankar@populationfoundation.in **by EOD November 17, 2021.**
4. While submitting the proposal, please write the email subject as - **"Proposal for developing a curriculum on Adolescent Health and Wellbeing for Educately - (Your name or agency 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.

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