

Terms of Reference

Teaching Material for EU Youth Project “Peer Up! – Jugend bildet Zukunft!”

Short project description

The three-year EU-project “Youth envisioning the future in Europe and Africa – strengthening capacity for innovative approaches to development education” (hereinafter referred to as “the project”) aims at involving youth aged 14 to 18 in peer-to-peer education. The project is conducted in three different European countries – Germany, Romania, and Austria. It has a different topic for every year: HIV/AIDS in 2010, Child and maternal health in 2011, and food security in 2012.

Required qualifications

The assigned consultant has a pedagogic background and already collected experience in composing and generating teaching material. He or she has experience in teaching youth aged 14 – 18 as to be able to evaluate different methods with regards to their value for the package. The consultant has, at least, a proven basic understanding of the three different yearly topics. He or she has proven proficiency in writing and speaking German and English.

Teaching package

Aim and objectives

Collecting, composing, and, if necessary developing, teaching material for peer-to-peer education which enables youth aged 14 – 18 years from Germany, Austria, and Romania to educate their peers about development issues and at the same time encourages them to create activities on their own.

Method

The main section of the teaching material informs about the method of peer-to-peer education. A profound explanation of the concept is therefore, the core of the material. Equally, the method is presented in such a way that it can be used for the next three years independent of the concrete year’s topic. The presentation of the method as well as the whole teaching material is self-explanatory so that interested youth can teach themselves about the method of peer-to-peer education.

The method also entails the strong possibility to be constantly improved by the participants’ experiences. It is meant to be flexible following the insight that peers know best how to teach their peers.

The method is not necessarily generated but can also be collected from trusted sources. In any case, the chosen material has already been used in different environments and proved useful. If a collection of methods is not possible or not adequate for the teaching package, the method is generated. Before generating new methods, the project’s coordinator needs to be consulted.

Activities

The material includes examples of activities which can be organized by the participating youth. This is especially important for initial events. At the same time, participants are encouraged to think about their own activities and present them to the broader community via the project’s home page and thereby, participating in the competition about the most innovative activities.

The activities train (directly or indirectly) soft skills of the participants.

The activities include at least:

- Interactive activities – e.g. games or theatre plays
- Introduction/examples/training material for one-on-one talks about the year’s issue
- Indoor activities – e.g. talks or benefit concerts

- Outdoor activities – e.g. sports activities

In total, the teaching pack includes a minimum of 7 activities which are not only concentrating on a school's environment but can also be conducted by sport's clubs etc. The teaching package is meant to be used in a formal and a non-formal education environment. Content specific activities are indicated as such so that they can easily be adjusted to the following years' topics.

Materials

The package includes enough material for the participants to immediately start their activity of peer-to-peer education. At the same time, the included material entails a (possible) structure of their intervention. The material includes:

- Possible teaching schedules/time tables for their intervention.
- List of further material – e.g. movies, books, internet resources
- Concepts for workshops, seminars, church services or classes – e.g. liturgies or presentations

Campaigning

The campaigning section enables the participants to quickly identify key players in their community who can improve and/or decide about issues. Therefore, this section includes a brief introduction about advocating issues and it equips the participants with examples of letters to majors, headmasters, politicians and alike. This section encourages the participants to take political actions for their own activities and/or for issues related with these activities.

Content

The content section of the teaching pack gives an appropriate overview on the issue of HIV/AIDS. It enables the participants to adequately address the issue in peer-to-peer education. This section can be easily removed from the whole package and be exchanged with the next years' topics. The necessary information is provided by World Vision.

Competition

The packages informs about the competition and how it is possible to participate in it. It also presents the competition's award of visiting the field. The details are defined in cooperation with the project's coordinator.

Feedback

The teaching package entails feedback form(s) which

- allows the participants to anonymously give feedback about the teaching package,
- allows the participants to easily give feedback about the peer education,
- allows the participants to easily monitor and evaluate their own activities and project.

The given feedback can be easily communicated with the participants by using the web page and the e-learning modules.

Layout

The material contains ideas/concepts for an innovative presentation/printing of the material. This might also include innovative ways to print the teaching package. The details will be worked in cooperation with the project's coordinator and the printing agency.

Ethical guidelines

The complete teaching material complies with the following ethical standards:

- Respect, promote, and protect human and child rights.
- Show cultural sensitivity.

- Respect diversity.
- Promote gender equality and equity.
- Assure and protect confidentiality.
- Promote self-examination of values; do not impose values.
- Avoid personal misrepresentation, while respecting disclosure boundaries.
- Provide updated, correct, and unbiased information.
- Be aware of individual limits and how behavior affects peers.
- Refrain from abusing one's position with peers or the peer education program.

E-Learning

An e-learning concept is developed on the basis of the teaching package. This is done after the teaching package is agreed upon by the sponsor. The realization of the e-learning modules is conducted in close cooperation with the project's coordinator and the web developer responsible for the webpage of the project.

The e-learning modules fulfill the following requirements:

- Similar to the teaching package, the modules tell about the core method of peer-to-peer education and inform about the yearly topic.
- The modules are self-explanatory.
- The duration of a single module is not longer than 20 minutes.

Formalities

- *Size:* The material has a minimum of 15 and a maximum of 30 pages. These limits can be adjusted if necessary.
- *Language:* The teaching material is written either in German. English resources will be translated into German by the consultant. The content of the material will be communicated to the Romanian office in English.
- *Abstract:* There will be an abstract of the teaching package's content in English which will be provided to the Romanian office together with the first draft of the package.
- *Changes:* Any changes to these terms of reference need to be suggested to the project's coordinator who will communicate a decision as soon as possible to the consultant.
- *Communication:* The consultant will mainly communicate with the project's coordinator who takes care of informing the involved World Vision offices.
- *Legal responsibility:* The contracting party is World Vision Germany e.V.

Deadline

A proposal including a concrete and realistic timetable and a final price (incl. VAT) is handed in until the 22nd of February 2010. Equally, the consultant may contact the project's coordinator to express interest.

The involved partners (WVD, WVA, WVR) have one week to give feedback on the proposed teaching package. After another week, the suggested changes and adjustments are included.

The desirable latest date for the teaching material to be ready for designing is the 9th of April 2010.

The concrete deadlines are agreed upon before starting to compose the material between the consultant and World Vision Germany.