Finalisation of Colombo Plan’s
‘Substance Use Prevention Curriculum for Youth’
(SUP)

COLOMBO
October 2020
A. INTRODUCTION

The Colombo Plan was established as a regional intergovernmental organisation for the furtherance of economic and social development of the region nations in Asia and the Pacific through the partnership concept for self-help and mutual help. Colombo Plan consists of 27 member states and has programme activities in over 67 additional partner countries. In 1973, the Drug Advisory Programme (DAP) was established to address the narcotics concerns in the region. Today, DAP brings together government, non-government and international organizations to identify gaps in drug demand and supply reduction, and developing coordinated and unified response to the health and social problems related to Substance Use Disorders.

Colombo Plan DAP also has a mission to organize training projects in conjunction with governments and universities to strengthen the workforce in the areas of prevention, treatment and recovery. It has training materials and qualified international trainers for the implementation of a wide range of curriculum in prevention, treatment and recovery.

The Substance Use Prevention Curriculum for Youth (SUP) was developed in 2019 with funding support of INL. The curriculum was piloted during the 1st Caribbean Youth Forum held in Barbados during the month of October 2019. Revisions were made since the pilot training and Colombo Plan is working towards finalizing the curriculum.

The curriculum to be delivered over five (5) days is designed for young adults between the ages of 18 – 24 years. The curriculum contains seven modules two of which are simple introduction and concluding modules. Five modules contain concepts, principles, knowledge and skills for young people. The whole curriculum consists of a trainer’s manual of 450 pages (approx.) and participant’s manual of 350 pages (approx.), and accompanying PowerPoint presentations for each module.

This document describes the administrative, technical and financial terms of reference for interested individuals/parties to submit proposals.
B. OBJECTIVES

i. Revising and editing the curriculum
ii. Designing of the curriculum

C. ACTIVITIES

C.1. Revising/Editing
- Consult with subject matter expert to design online tasks and creative interactive activities
- Review and edit the content, organisation, flow, and instructions

C.2. Designing the curriculum:
- Create attractive infographics and other art work

C.3. Other:
- Consider the design line and structure of the curriculum, and align it to other Colombo Plan Universal Curriculum.
- The final product will be assessed by Colombo Plan.
- The finalized curriculum will become property of the Colombo Plan and will have the autonomy to edit the materials in the future.

D. WORK TEAM

The editor will be responsible for the revising and editing of the Curriculum guaranteeing that the final product is supported with research and sound evidence in the field of Young Learners, and the graphic designer will be responsible for artwork and designing of the manuals. To satisfy these objectives, the selected individuals/party (editor and graphic designer) must work together. The team will consist of the following:

<table>
<thead>
<tr>
<th>Members</th>
<th>Knowledge and Skills</th>
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<tbody>
<tr>
<td>Editor</td>
<td>Fluency in written and spoken English language, revising, editing, curriculum development, basic substance use prevention principles and standards</td>
</tr>
<tr>
<td>Graphic designer</td>
<td>Designing infographics and other art work</td>
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Subject matter expert (a Colombo Plan staff will be assigned) | Knowledge of drug use among youth, learning and teaching methodologies,

E. PROPOSAL

In order to submit a quote, the applicants must submit a proposal that contains:

E.1. Background information
- Experience of the applicant: must submit the individual’s/organization’s background and experience
- Responsible work team: must submit the résumé of the members of the Work Team

E.2. Technical proposal
- The proposal must be for both editor and the graphic designer. Either two individuals can form a team and apply or an agency with these two personnel can apply as one party.
- Not more than 4 pages of A4 size with Arial font size 11 and 1.5 spacing.
- Submit samples of prior work in the English language. A curriculum in the English language would be a plus point.

E.3. Budget
- Submit a budget proposal of to cover the cost of an editor and a graphic designer.
- Proposal must be economically competitive.

F. TIMELINE

<table>
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<tr>
<th>Date</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>23 October 2020</td>
<td>Announcement of tender</td>
</tr>
<tr>
<td>26 to 30 October 2020</td>
<td>Submission of queries to <a href="mailto:dichen.choden@colombo-plan.org">dichen.choden@colombo-plan.org</a></td>
</tr>
<tr>
<td>9 November 2020</td>
<td>Submission of proposal to <a href="mailto:dichen.choden@colombo-plan.org">dichen.choden@colombo-plan.org</a></td>
</tr>
<tr>
<td>13 November 2020</td>
<td>Awarding the tender</td>
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<tr>
<td>20 November 2021 to 20 February 2021</td>
<td>Working on the final product</td>
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G. CONTRACT AND TERM OF EXECUTION
A Memorandum of Understanding will be drawn up between the team and the Colombo Plan. The curriculum must be finalised between 20 November 2020 and 20 February 2020.

H. METHOD OF PAYMENT
The service fees will be paid in three instalments.

- The first instalment, corresponding to 20 percent will be paid upon the signing of the MOU.
- The second instalment, corresponding to 20 percent will be paid upon the submission of a progress report at mid-term of the total duration.
- The third instalment, corresponding to 60 percent will be paid upon the approval of the final product by the Colombo Plan.

Email the proposals dichen.choden@colombo-plan.org no later than 14 November, 2020.

Be sure to include
  a. Experience of the applicant
  b. Responsible work team
  c. Samples of prior work carried out
  d. Budget Proposal