



Request for Proposals

Trans Education + Action = Capacity for Health (TEACH) Curriculum Developer

The IRGT: A Global Network of Trans Women and HIV is seeking proposals from qualified consultants to:

1. Conduct a landscape analysis of best practices for trans capacity building at the grassroots level;
2. Develop a capacity building curriculum targeting trans and non-trans led organizations worldwide who deliver HIV prevention and care services to trans people; and
3. Design and deliver a 3 day, in person training of trainers (TOT) in coordination with the IRGT.

Project Objective

Trans Education + Action = Capacity for Health (TEACH) addresses major gaps in programming related to the HIV prevention and care needs of trans individuals worldwide. The primary focus of *TEACH* is to strengthen the capacity of trans-led organizations to more competitively apply for grant funding.

We are searching for a consultant who can create a capacity building curriculum. The curriculum should include modules that cover the basics in:

- Grant proposal development;
- Program design, budgeting;
- Project staffing; and
- Evaluation.

Although the primary audience for *TEACH* is trans-led community-based organizations, the curriculum should take into account the separate learning needs of non-trans training participants who may be serving the transgender community.

All trainees should receive an overview of basic terminology and HIV epidemiology among transgender people and guidance for describing the needs of transgender communities in grant proposals.

The training-of-trainers curriculum should also include modules focused on:



- Training preparation;
- Group facilitation approaches; and
- Adult learning principles.

Organization Background

The IRGT: A Global Network of Trans Women and HIV, was convened in 2011 by transgender leaders and their colleagues at the Global Forum on MSM & HIV (MSMGF) out of the need for specific input on global HIV/AIDS issues from trans communities. The MSMGF and their trans associates felt that there was a distinct gap and aimed to enlist trans people globally to advise MSMGF on trans issues. Composed of members from diverse parts of the world, the IRGT is responsible to initiate and promote advocacy on trans health and rights as they relate to HIV/AIDS.

The MSMGF serves as the organizational home to the IRGT. As such, the MSMGF is the fiscal and administrative conduit through which the IRGT executes its mission and core operating goals. This includes providing administrative and staff support in managing IRGT programs, grants and donor contributions.

Anticipated Scope of Work

The proposed project deliverables will include:

1. 1 high-level landscape analysis of best practices for trans capacity building from select IRGT members and technical advisors;
2. 1 curriculum and support materials (largely based on Ch. 5 of the *TRANSIT*) and
3. Design and delivery of 1 in-person training-of-trainers;
4. 1 evaluation report of the 1st training-of-trainers, with recommendations for improving the curriculum for future trainings.

Project Priority Items (in no particular order)

- The curriculum design process must include close consultation with the Manager of IRGT, designated IRGT members, and technical advisors.
- International travel is required. The final TOT will be delivered in a location outside of the United States, no later than the end of February 2017. Date and location TBD. Travel support will be provided and arranged by the Manager of IRGT.
- Use of and reference to *Implementing Comprehensive HIV and STI Programmes with Transgender People*, informally known as *TRANSIT*, as a guiding document is required. *TRANSIT* can be accessed at



<http://www.undp.org/content/undp/en/home/librarypage/hiv-aids/implementing-comprehensive-hiv-and-sti-programmes-with-transgend.html>.

- A draft curriculum must be submitted by **15 December 2016**. Final edits to the curriculum must be completed no later than **15 January 2017**.

Submission Guidelines

To receive consideration, proposals must include:

- Cover page;
- Narrative project plan of no more than 4 pages;
- Proposed timeline with major milestones; and
- Cost Estimate
- References (see below)

Cover page must include submitter's name, company affiliation and contact information for submitter's project leader. The narrative project plan must include:

- Overview of project's proposed processes;
- A description of how the submitter plans to address each RFP priority item;
- A discussion of project management and proposed processes for evaluation of curriculum and first training-of-trainers;
- Well-articulated project outcomes, deliverables and timeline, including major milestones.

Proposals should address how TEACH instructors will be trained. Proposals must also discuss the use of adult learning theory principles through the use of highly interactive activities and, if practical, immersive technology in support of participant learning. A review of existing relevant content assets available for the subject matter should be presented.

Proposals should be sent to mbahati@transglobalactivism.org with the subject "Proposal – Curriculum Developer" by **11:59 PM PST on 15 September 2016**.

By submitting a proposal, the consultant authorizes the IRGT to contact references to evaluate consultant's qualifications for this project.

Notes

- Proposals **must** clearly outline the responsibilities both of the IRGT and the selected consultant.



- Completed curriculum must set expectations of participant outcomes in specific, measurable terms.
- The actual numbers of training participants must be considered in design and will vary between 12-25 participants to allow sufficient individual attention to training participants.
- Accepted curriculum and associated materials delivered to IRGT will become the intellectual property of IRGT with all associated rights and privileges.
- Selected candidate must demonstrate cultural competency and a clear understanding of the sensitivities related to sexual orientation and gender identities.

References

Please list the organization name, contact person, title, telephone number, and email addresses of three references for similar projects, as well as a brief description of each project. Please also provide a brief description of the project's outcome.

Evaluation Criteria

All proposals will be evaluated based on the following key criteria:

- Depth, quality, and completeness of proposal
- Cost Estimate
- Qualifications of development professional providing services, including feedback from previous clients

Interviews

Top-rated candidates may be invited for an interview by IRGT staff.

Contract Award

The IRGT plans to select and award a contract to the best qualified consultant by **1 October 2016**. The selected individual/firm and the IRGT will then mutually discuss and refine the scope of work for the project and shall negotiate final conditions, compensation and performance schedule for the subsequent contract to be executed.

For More Information

For questions about this RFP, please contact Mahri Bahati at mbahati@transglobalactivism.org or by phone 510-359-4518.