



## **REQUEST FOR PROPOSALS ORGANIZATION TO PROVIDE PARENTING SKILLS TRAINING (KINGSTON, ST. CATHERINE, CLARENDON)**

<b>RFP #:</b>	RFP-202401-01
<b>Issue Date:</b>	26 January 2024
<b>Response Deadline:</b>	11 February 2024
<b>Award Type:</b>	Firm Fixed Price Subcontract
<b>Expected Award:</b>	February 2024
<b>Refer Questions to:</b>	InfoJamaica@democracyinternational.com

---

### **1. PROJECT BACKGROUND**

The United States Agency for International Development (USAID) Positive Pathways Activity in Jamaica, implemented by Democracy International (DI) Inc., is a five-year activity that aims to build community and family resilience to reduce youth involvement in crime and violence. Through a community-driven approach, Positive Pathways strengthens the capacity of parents, caregivers, and communities to leverage economic and social resources to prevent youth violence, while establishing pathway programs to build the resilience of youth at risk of involvement in crime and violence. The Activity utilizes cross-cutting tools and approaches such as social and behavioral science, positive youth development, sport-for-development, positive deviance, and other strategies that focus on impact at the individual, community, and systems levels.

The USAID Positive Pathways in Jamaica Activity is seeking to support the parents and caregivers of vulnerable and at-risk students engaged in our school-based programs across Kingston and St. Andrew, Clarendon, and St. Catherine. To help strengthen protective factors for these youth, 240 parents and caregivers are being targeted to receive parenting skills training to increase positive interpersonal environments through skills building and general support resources. The selected organization will be responsible for delivering parenting skills training sessions from agreed upon curricula as part of this activity.

### **2. OBJECTIVES**

Democracy International is seeking to contract an organization to deliver evidence-based parenting skills training to 240 parents and caregivers of students across four target parishes (Kingston and St. Andrew, Clarendon, and St. Catherine). The service provider must have experience in delivering interactive and engaging sessions that focus on positive parenting skills, in areas to include positive discipline, conflict resolution, financial literacy, and communication.

The parenting skills training will engage parents and caregivers to improve their parenting/coparenting skills, strengthen protective factors that increase resilience, and provide

access to the resources necessary to build more peaceful and supportive families to create better, more positive interpersonal environments for at-risk youth involved in Positive Pathways' partnership with the Ministry of Education and Youth (MOEY).

### **3. REQUIRED SERVICES**

The organization will perform the following tasks to fulfill the objectives of the contract:

- Provide a suitable curriculum and develop training outline, presentations, materials, and activities to be used in delivering the curriculum to beneficiaries. The trainings must cover the following areas: positive discipline, conflict resolution, financial literacy, communication, engaging and supporting academic development.
- Lead the mobilization of participants in all four parishes to ensure the target of 240 is met.
- Facilitate 24 engaging and interactive parenting skills sessions for 240 parents and caregivers with child/ren attending Garvey Maceo High School, Denbigh High School, Gregory Park Primary, Eltham High School, Tivoli High School, and Denham Town High School. The organization should utilize participatory methodologies, case studies, role-plays, worksheets, handouts, feedback forms, and group discussions to ensure active participation and learning.
- Develop tools to monitor the effectiveness of the sessions and gather feedback from participants. Assess the impact of the sessions on participants' knowledge, attitudes, and behaviors related to parenting after each session through pre- and post-tests.
- Prepare a comprehensive final report documenting the activities conducted, outcomes achieved, challenges encountered, and recommendations for future interventions.

### **4. PROGRAM APPROACH**

This intervention is designed for parents and caregivers who have a child/ren receiving psycho-social interventions in eight schools across four parishes in Jamaica. At least 240 parents and caregivers will be identified through referrals from Positive Pathways and the Ministry of Education and Youth for the following schools: Garvey Maceo High School, Denbigh High School, Gregory Park Primary, Eltham High School, Tivoli High School, and Denham Town High School. Parents and caregivers will be engaged to improve parenting skills and build parent-child relationships to ensure a more supportive family environment. After the referral/mobilization process, the organization will be required to consult with the prospective participants and adjust the curriculum to ensure that their needs will be met.

The actual trainings will begin after the full cohort of participants have been identified for each school. The organization will engage six groups of approximately 40 participants each. Each group will participate in four sessions that are at least two hours in length per session. The organization will deliver the trainings through individuals who have delivered parenting skills trainings in the field, especially in volatile and vulnerable communities. The individuals should be capable of effectively engaging the participants and delivering the materials.

Content delivery should be mindful of participants' realities and culture. The selected curriculum should focus on positive parenting skills, positive discipline, conflict resolution, financial literacy, communicating with your child, and engaging and supporting your child's academic development. The organization should incorporate appropriate examples, handouts, practice activities, and group

work into the delivery modality. It is critical for the participants to be engaged in such a way to first get them into the training and then maintain their interest to continue participation.

## **5. DELIVERABLES AND TIMELINES**

The selected organization shall be engaged over a four-month period between February and May 2024, subject to the start date of the subcontract, and team members must be available to deliver face-to-face training between February and May 2024 (these dates are tentatively scheduled). Deliverables for the period will include:

- Inception Report with Implementation Plan. This report will also include a plan on how the organization plans to mobilize and retain 240 parents/caregivers in all 4 skills sessions.
- Curriculum, training materials, presentations, and developed pre- and post-tests. The curriculum will cover the following modules:
  - Positive Parenting Skills
  - Positive Discipline
  - Conflict Resolution
  - Financial Literacy
  - Communicating with your Child
  - Engaging and Supporting your Child Academic Development
- A minimum of 24 parenting skills sessions delivered to 240 parents and caregivers across the four parishes and the completed pre- and post-tests for each topic. The sessions should be delivered concurrently to each of the six groups of approximately 40 parents each, with two (2) groups in each of the four parishes. Each group will participate in four (4) sessions for a total of 24 sessions.
- A comprehensive final report documenting the activities conducted, outcomes achieved, results and analysis of the pre and post-tests, challenges encountered, and recommendations for future interventions.

## **6. PAYMENT TERMS**

All payments under this subcontract will be based on the complete and approved submission of each deliverable. Payments will be made within 30 days of submission of an approved deliverable.

## **7. INSTRUCTIONS FOR RESPONDING**

Detailed responses should be emailed to [InfoJamaica@democracyinternational.com](mailto:InfoJamaica@democracyinternational.com) no later than **Sunday February 11, 2024, at 11:59 p.m.** Please address all questions to [InfoJamaica@democracyinternational.com](mailto:InfoJamaica@democracyinternational.com). If the question/answer applies to all applications, Positive Pathways will update the original posting. Please check the posting back periodically. All submissions should include an outline of the following:

- *Methodology*: Proposed approach to delivering the assignment, to include a suggested training plan
- *Organization Strength*: Describe the organization's strength and approach/methodology in delivering parenting skills training to the parents and caregivers of at-risk youth

- *Past Performance*: Describe the organization’s past performance and experience in working with parents and caregivers of youth deemed at high risk of violent crimes.
- *Comparable Projects*: Provide a detailed description of at least two comparable projects (similar in scope of services to those requested herein) which the Proposer has either ongoing or completed within the past three years. The description should identify for each project – (1) The client; (2) A description of work; (3) The duration of project; (4) The results/deliverables of the project; and (5) The contact person and phone number for reference.
- Curriculum Vitae of the team leader that will have the primary responsibility of managing the day-to-day oversight of this activity. Also include Curriculum Vitae of other key personnel that will work on this project.
- A detailed budget and budget by deliverable in USD to deliver the activities outlined in the required services above. Please use the budget template and complete both worksheets (“Detailed Budget” and “Budget by Deliverable”) linked here: [RFP20240101 Budget Template.xlsx](#)
  - a. All subcontractors must procure and maintain Defense Base Act (DBA) insurance for the duration of the subcontract. Positive Pathways will cover the cost of DBA insurance if it is included in the proposed budget. DBA can be calculated as 0.75% of all paid wages (employee and consultant) for time worked in Jamaica. Please include DBA as a line item in the budget proposal.

## **8. EVALUATION CRITERIA**

An award will be based upon best value (a combination of qualifications and rates), with submissions evaluated in accordance with the following criteria:

- Proposed Methodology (25%)
- Firm Knowledge and Experience (25%)
- Qualification and Expertise of Key Staff (20%)
- Cost (30%)

## **9. STANDARD CERTIFICATIONS, STANDARD PROVISIONS, AND TERMS AND CONDITIONS**

All materials produced under this agreement will become the property of Democracy International, Inc. (DI) (subject to the U.S. Government’s rights) and the United States Agency for International Development (USAID). Please be advised that entering into an agreement with DI, the Prime Contractor for the USAID Positive Pathways activity, will mean that the firm will not possess the copyright or legal title to the products generated in the performance or as a result of this subcontract.

Applicable Standard Certifications and Provisions: [Standard Certifications.docx](#)

Subcontract terms and conditions: [Subcontract TEMPLATE.docx](#)