

Terms of Reference

Consultancy for the Development and Delivery of 3 Curricula on Bullying and Cyberbullying Prevention: Youth Peer Activation, Parent School, and Teacher Response – MIND CRAFT Project

About World Vision Romania

World Vision Romania (WVR) is part of the World Vision International Partnership, a global humanitarian, development, and advocacy organization dedicated to working with children, families, and communities to overcome poverty, injustice, and vulnerability. In Romania, WVR has extensive experience in child protection, education, and mental health and psychosocial support (MHPSS), with a strong track record in implementing participatory, child-centered programming at national scale.

Project and background information

Despite the advancements in anti-bullying policies and educational programs aimed at preventing bullying and cyberbullying in schools, significant gaps remain, especially in rural areas. Teacher-centered approaches contribute to a rigid classroom atmosphere, often leaving adolescents feeling unheard, unsafe and disconnected. Cultural permissiveness around bullying, mental health stigma and victim-blaming attitudes further complicate effective interventions. The widespread lack of understanding about students' rights, reporting mechanisms, and psychosocial support, leaves both victims and perpetrators unsupported.

To address these gaps, the Mind Craft initiative proposes a comprehensive, peer-activation approach that will engage 100 youth leaders aged 10–19 across 10 pilot schools in Bucharest, Dolj, and Vaslui. The initiative aims to build strong, supportive peer networks through a youth-driven model that strengthens intra-generational connectedness, promotes active bystander intervention, and reduces the stigmatization of victims. By empowering students to support one another and mentor their peers in identifying, intervening in, and preventing bullying and cyberbullying within their schools, the project fosters a sense of ownership and shared responsibility. Ultimately, Mind Craft seeks to cultivate a school culture of zero tolerance toward bullying while promoting mental well-being and emotional safety for all students.

In addition, parents from the participating schools will be engaged through a Parents' School program aimed at strengthening intergenerational connectedness and fostering a supportive environment for all students. The program will enhance parents' understanding of early to late adolescence developmental stages, improve their ability to identify and respond to bullying, cyberbullying, and related mental health challenges, and promote healthy, effective communication with teenagers. By strengthening intergenerational dialogue, the initiative seeks to improve the overall community response to these issues and support student well-being.

In parallel, teachers and school staff from the participating schools will be engaged through a dedicated Teacher Training aimed at strengthening their capacity to prevent, identify, and respond to bullying and cyberbullying within the school environment. The training will focus on building practical skills in classroom management, early identification of at-risk students, effective intervention strategies, and fostering inclusive and supportive learning environments. It will also address teachers' role in shaping school climate, promoting mental health literacy, and responding to incidents in a consistent and restorative manner. By equipping teachers with concrete tools and increasing their confidence and readiness to act, the initiative aims to reinforce a whole-school approach to bullying prevention and contribute to safer, more connected school communities.

Key information

Scope of consultancy

The selected consultant will be responsible for the design, development, and delivery of 3 curricula in Romanian language, as well as associated training and capacity transfer components, as follows:

1. Youth Peer Activation Curriculum (Youth Hubs)

- Develop a comprehensive, age-differentiated curriculum (10–14 and 15–19 years) for Youth Hubs, focused on:
 - socio-emotional skills development,
 - conflict resolution and de-escalation,
 - bystander intervention,
 - critical thinking and diversity sensitivity,

-basic legal/juridical awareness related to bullying and cyberbullying,
 -mental health literacy and stigma reduction.

- Develop a facilitator toolkit and 5-6 sessions delivery package for peer-led implementation.
- Design and deliver a 4-day Mentorship Camp training (28 May – 2 June 2026) for 20 Youth Activators, preparing them to cascade the curriculum to peers in their schools (through the Youth Hubs activities).
- Integrate participatory and co-creation elements, allowing adaptation of content based on youth input and school context (iterative refinement approach aligned with project design).

2. Parent School Curriculum (3 Sessions)

- Develop a 3-session structured Parents' School curriculum, focused on:
 - understanding early to late adolescent development stages (10–19 years),
 - recognizing and responding to bullying and cyberbullying, and related mental health challenges
 - supporting children's mental health and emotional wellbeing,
 - strengthening parent-child communication and trust,
 - promoting positive parenting and non-violent communication.
- Ensure content is practical, accessible, and skills-based, adapted to diverse socio-economic and educational backgrounds.
- Deliver a Training of Trainers (ToT) (online) for WVR staff responsible for implementing the Parent School program.

3. Teacher Curriculum (Bullying & Cyberbullying Response)

- Develop a teacher training curriculum focused on:
 - identifying and responding to bullying and cyberbullying,
 - managing classroom dynamics and conflict,
 - applying child protection and referral mechanisms,
 - fostering inclusive and safe classroom environments,
 - supporting students' mental health and wellbeing.
 - strengthening teacher-student communication and trust,
- Align content with existing school policies and child protection frameworks, while addressing practical gaps in implementation.
- Deliver a Training of Trainers (ToT) (online) for WVR staff and/or facilitators who will implement the training at school level.

Deliverables

All deliverables will be submitted electronically, in Romanian language, and must meet agreed quality standards.

1. Youth Peer Activation Curriculum Package, including:
 - Age-differentiated curriculum (10–14 and 15–19)
 - 5-6 Sessions plans and facilitation toolkit for the implementation of the curriculum in the Youth Hubs
 - Mentorship Camp in-person Training Package, including training agenda and session design, training materials (presentations, exercises, tools), brief training report (summary of delivery, participation, key observations)
2. Parents' School Curriculum Package (3 sessions), including:
 - Parents' School Curriculum
 - 3 Sessions plans (90 minutes each) and facilitator toolkit, including practical tools and exercises for parents
 - Supporting materials (presentations, handouts)
 - Training of Trainers (ToT) Package, including training agenda and brief training report (summary of delivery, participation, key observations)
3. Teacher Curriculum Package, including:
 - Teacher Curriculum on bullying and cyberbullying institutional response

- 1 session (3 hours) plan and facilitator toolkit, including practical tools for classroom and school-level application
- Supporting materials (presentations, case scenarios, exercises)
- Training of Trainers (ToT) Package, including training agenda and brief training report (summary of delivery, participation, key observations)

Quality Requirements for Deliverables

All content must:

Be age-appropriate, inclusive, and child-friendly

Be practical, applied, and easy to use by facilitators

Reflect evidence-informed approaches (e.g., socio-emotional learning, bystander intervention, conflict resolution)

Be adapted to the Romanian school context, including vulnerable and underserved groups

Clearly articulate expected learning and behavioral outcomes

Methodological Approach

The consultancy will be grounded in the following principles:

Youth-centered and participatory approach – recognizing young people as active agents in peer protection systems.

Evidence-informed and practice-oriented design – combining validated approaches (e.g., socio-emotional learning, bystander intervention, psychological first aid) with practical application.

Intergenerational systems approach – addressing both youth behaviors and adult response capacity.

Contextual adaptation – ensuring relevance for Romanian school environments, including rural and underserved urban contexts.

Iterative refinement – curricula will be adapted based on feedback from WVR, youth participants during Mentorship Camp, and early implementation insights.

During the consultancy, the selected consultant will work closely with World Vision Romania project staff.

Location	Hybrid: Remote work combined with in-person delivery (Mentorship Camp, location in Romania TBD)
Planned Start date	April 27 th , 2026, TBC
Planned End date	June 30 th 2026, TBC
Estimated Level of Effort	120 hours
Contracting party	The selected consultant will be contracted by World Vision Romania. The selected Consultant will be contracted by World Vision Romania through either a Service Agreement or a Copyright Assignment Agreement, depending on the legal status of the Consultant. During the pre-contracting phase, the selected Consultant will be required to submit proof of legal status, such as a Trade Registry Certificate (Certificat Constatator) or an Extract from the National Register of Associations and Foundations (Extras din Registrul Asociatiilor si Fundatiilor), as applicable to their legal form, or an equivalent official document.
Payment terms	The total available contract value is 31,800 RON (including VAT, where applicable) and will be disbursed in 3 performance-based instalments, upon successful completion and approval of deliverables, as follows: 35% of the total contract value Upon successful development and submission of the Youth Peer Activation Curriculum (including facilitator toolkit and session materials), in line with agreed quality standards and successful delivery of the Mentorship Camp (in-person 4-days training of 20 Youth Activators) and submission of all related deliverables (training agenda, materials, report).

	<p>32.5% of the total contract value Upon successful: development of the Parent School Curriculum (3 sessions), and delivery of the Training of Trainers (online) for WVR staff, along with all associated materials and documentation.</p> <p>32.5% of the total contract value Upon successful: development of the Teacher Curriculum (1 session), and delivery of the Training of Trainers (online) for WVR staff, along with all associated materials and documentation.</p> <p>All payments are conditional upon formal approval of deliverables by World Vision Romania.</p> <p>World Vision Romania will cover the following costs related to the in-person Mentorship Camp (currently planned for 28 May – 2 June 2026, to be confirmed): Accommodation for one person for the duration of the camp, meals, in line with the arrangements for all training participants, local logistics related to training delivery, travel to and from the training location, if the Consultant will travel from Bucharest/Negresti/Craiova. Accommodation and meals will be provided within the same facility as the training participants, selected and organized by World Vision Romania. The covered stay is limited to the official duration of the training (estimated 4–5 days / corresponding nights). The consultant is responsible for any additional accommodation or subsistence costs outside the officially covered training period, any other costs not explicitly listed above as covered by World Vision Romania.</p>
Project focal point	<p>Technical: Chiriac Ilona, CP&MHPSS Technical Advisor Contractual and Managerial Lead: Florina Drăgulin, Project Manager</p>
Application deadline	<p>April 20th, 2026, 5 PM</p>

Responsibilities of the Contracted

The selected Consultant is expected to:

- Perform all tasks in accordance with the signed contract, Terms of Reference, and approved Technical and Financial Proposal, as well as World Vision Romania policies (including safeguarding and child protection standards)
- Deliver all agreed deliverables within the established timeline and quality standards
- Participate in regular coordination and check-in meetings with the project team
- Proactively communicate any risks, delays, or constraints that may affect implementation, and propose mitigation measures
- Collaborate closely with WVR technical staff to ensure alignment with project objectives and contextual relevance
- Ensure that all materials, curricula, tools, and deliverables developed under this consultancy are original and do not infringe any third-party intellectual property rights
- Acknowledge and agree that all deliverables produced under this consultancy, including but not limited to curricula, training materials, tools, and reports, shall be the exclusive property of World Vision Romania. Full intellectual property rights, including the rights to use, reproduce, adapt, publish, and disseminate the materials, are transferred to World Vision Romania upon full payment under the contract
- Refrain from using, reproducing, or sharing any materials developed under this assignment for purposes outside this consultancy without prior written consent from World Vision Romania

Specific Responsibilities

The Consultant will:

- Design and develop the 3 curricula (Youth Peer Activation, Parents' School, Teacher Curriculum) using a participatory, evidence-informed and context-adapted approach
- Develop all training materials and facilitator resources required for implementation

- Prepare and deliver the Mentorship Camp training for Youth Activators (in-person) in collaboration with WVR staff
- Prepare and deliver Training of Trainers (ToT) sessions (online) for WVR staff for both the Parents' School and Teacher Curriculum
- Integrate feedback and inputs from WVR and participants into final versions of the curricula (iterative refinement)

Time frame:

Activity/Milestone	Efforts estimate (hours)	Estimative Deadlines	Location
Contract start & inception meeting with WVR team (alignment on methodology, expectations, deliverables, timeline)	4	27 April 2026 (TBC)	Remote
Development of Youth Peer Activation Curriculum (including methodology, session plans, facilitator toolkit, materials for 2 age cohorts: 10–14 and 15–19, iteration rounds)	28	- Draft: within 9 working days from contract start - Revised version: +3 working days - Final version: latest 2 weeks before Mentorship Camp (mid-May 2026)	Remote
Development of Mentorship Camp Training Package (agenda, sessions, materials, facilitation plan, exercises)	10	Final package: at least 5 working days before camp (by ~23 May 2026)	Remote
Delivery of Youth Mentorship Camp (Training of 20 Youth Activators) (4 full training days) + preparation & reporting	34	28 May – 2 June 2026 (4 training days within this period) Report: within 5 working days after completion	In-person (Location TBC)
Development of Parent School Curriculum (3 sessions) (including methodology, tools, materials, iteration)	16	- Draft: within 5 working days from start of this phase (~early May) - Revised: +3 working days - Final version: by end of May 2026 (before ToT)	Remote
Delivery of ToT for Parents' School (WVR staff) (1-day online training + preparation)	6	End of May 2026	Online
Development of Teacher Curriculum (including modules on bullying/cyberbullying response, practical tools, materials, iteration)	10	Draft: early June 2026 -Revised: +3 working days - Final version: by mid-June 2026	Remote
Delivery of ToT for Teacher Curriculum (WVR staff) (1-day online training + preparation)	4	End of June 2026	Online
Final revisions, integration and handover package (alignment across all 3 curricula, incorporation of feedback, final refinement and formatting)	8	By 30 June 2026	Remote
TOTAL LEVEL OF EFFORT (hours)	120		

World Vision Romania staff has the responsibility to coordinate the activities and logistics for organizing the activities. World Vision Romania will monitor the quality of the activities and give feedback accordingly.

Required experience and skills of the Consultant:

World Vision Romania (WVR) invites applications from qualified non-governmental organizations, companies, authorized individuals, academic institutions, or other legally registered entities, as well as individual consultants (natural persons). Applicants must either hold valid legal tax registration and the capacity to issue invoices in accordance with Romanian or applicable national legislation, or, in the case of individual consultants without such registration, have the legal capacity to enter into a contract for assignment/transfer of intellectual property rights (copyright assignment agreement – contract de cesiune drepturi de autor) in line with applicable Romanian legislation. Applicants must demonstrate proven expertise in curriculum design, training delivery, child protection and mental health and psychosocial support (MHPSS), particularly in relation to adolescents and school ecosystems.

Required Experience and Skills:

- **Education:** MA degree in psychology, sociology, educational sciences, child development, or a related field.
- **Professional Experience:** Est. 3-5 years of relevant experience working with national and international organizations in the areas of mental health and psychosocial support/child protection/prevention of bullying and/or violence in schools/education/socio-emotional learning
- **Proven expertise working with adolescents (10–19 years old):** Deep understanding of the teenage developmental stage, experiential learning methodologies, peer-to-peer or youth-led approaches group and facilitation in school or community settings
- **Bullying, Cyberbullying & Mental Health Literacy.** Strong understanding of:
 - bullying and cyberbullying dynamics
 - bystander intervention approaches
 - mental health literacy and stigma reduction
- **Demonstrated experience in developing structured curricula, training modules, or educational programs,** including facilitator guides and applied learning tools.
- **Training & Capacity Building:** Experience designing and implementing workshops, trainings, coaching, and mentoring activity packages for adolescents, parents and teachers and delivering Training of Trainers (ToT) programs and preparing non-specialist facilitators (NGO staff, youth leaders) to deliver interventions.
- **Diversity & Inclusion:** Strong knowledge of diversity, inclusion, and intersectionality principles. Demonstrated ability to design inclusive content, including for vulnerable groups (children with disabilities/SEND, LGBTI, minority groups, rural communities).
- **Communication Skills:** Strong written and spoken English skills with the ability to convey information and knowledge in a clear, audience-tailored manner;
- **Legal & Administrative Requirements:** Applicants may include non-governmental organizations, companies, authorized individuals, academic institutions, or other legally registered entities that hold valid legal tax registration and have the capacity to issue invoices in accordance with Romanian applicable national legislation, as well as individual consultants (natural persons) who can legally enter into a contract for the assignment of intellectual property rights (copyright assignment agreement – contract de cesiune drepturi de autor) in accordance with applicable legislation.

Selection process

The selection will be conducted based on a technical and financial evaluation of submitted proposals.

Interested applicants are requested to submit all the following:

1. Technical Proposal (3 pages max, Calibri, 11, EN, template of choice), including:
 - Proposed structure and content for developing the 3 curricula (youth, parents, teachers) and on delivering the Youth Training in the Mentorship Camp and of the 2 ToTs, focusing on peer-to-peer learning, behavioural change, norms shifting and youth engagement for driving bullying and cyberbullying prevention in school setting in Romania
 - Proposed workplan aligned with the TOR timeline
2. Financial Proposal, including total cost (RON, including the VAT, where applicable) and costs breakdown (template of choice). **The Financial Proposals who exceed the maximum allocated budget, will be rejected and will not enter the evaluation phase.**
3. CV(s) of the consultant or team members, clearly indicating roles and responsibilities (if applicable) – EN/RO
4. Relevant portfolio / examples of previous work, particularly: curricula or training programs developed, youth engagement or MHPSS interventions. (EN/RO, max 3 examples of previous work, if applicable; links can also be submitted, with description of why they are relevant)
5. World Vision Romania's Registration Form completed by the applicant.
6. World Vision Romania's Code of Conduct signed by the applicant.

All interested applicants are invited to submit their proposals or address any clarification questions via e-mail to olga_cojocari@wvi.org, **no later than 20 April 2026, 05:00 PM**. The e-mail subject line should be: "MIND CRAFT –

Curricula Consultancy Application”. **Failure to submit all the 6 documents mentioned above, in the mentioned deadline, will disqualify the applicants, who will not enter the evaluation phase.** All applicants will be informed of the outcome of the selection process by e-mail after the contract is concluded with the selected applicant.

Proposals submitted will be evaluated based on the following criteria:

Area	Category	Sub-criteria	Maximum Score	
Technical proposal	1. Understanding of Assignment & Project Context	1.1 Understanding of MIND CRAFT approach: demonstrates clear understanding of peer activation model, youth-led approach, intergenerational component (youth–parents–teachers), and school ecosystem dynamics	5	
		1.2 Relevance to bullying/cyberbullying & MHPSS: demonstrates understanding of behavioural change, norms shifting, bystander intervention, and mental health literacy	5	
	2. Technical Approach & Curriculum Design Quality	2.1 Overall methodological approach Clarity, coherence, and feasibility of the proposed approach for developing the 3 curricula	5	
		2.2. Youth curriculum design Quality, structure, age-appropriateness (10–14 / 15–19), peer-to-peer methodology, practical applicability	5	
		2.3 Parent School curriculum design Relevance, practicality, intergenerational communication focus, applicability to real-life parenting situations	5	
		2.4 Teacher curriculum design Practicality, classroom application, response to bullying/cyberbullying, school climate improvement	5	
		2.5 Learning outcomes & behavioural change logic Clear articulation of expected learning outcomes and link to behaviour change (not just knowledge transfer)	5	
	3. Workplan feasibility	3.1 Workplan clarity and sequencing Logical sequencing of activities aligned with TOR milestones	5	
		3.2 Timeline realism Feasibility of deadlines and allocation of effort (aligned with 120 hours)	5	
		3.3 Risk awareness & mitigation Identification of potential risks (delays, engagement challenges, etc.) and mitigation measures	5	
	4. Training of Trainers (ToT) & Mentorship Camp	4.1 ToT and Mentorship Camp methodology Clarity and quality of approach to preparing WVR staff/youth activators to deliver curricula	5	
		4.2 Practicality & sustainability Extent to which knowledge is transferable and usable by youth and non-specialists	5	
	5. Experience and Past Work	Portfolio of previous work (mandatory scoring rule) - 1 relevant example provided → 3 points - 2 relevant examples → 6 points - 3 relevant examples → 10 points	10	
	Total Maximum Score Technical Proposal			70
	Financial proposal*			30
Total			100	

**The financial proposals will be evaluated based on a comparative scoring method, with a maximum score of 30 points allocated to the lowest-priced offer. The proposal with the lowest total price will receive the full 30 points. All other financial proposals will be scored using the following formula:*

$$Pf(n) = (\text{Minimum Price} / \text{Offered Price}) \times 30,$$

where Pf(n) represents the score of the evaluated financial proposal, Minimum Price is the lowest price submitted among all eligible offers, and Offered Price is the price of the proposal being evaluated. This method ensures a fair and transparent assessment of value for money across all submissions.

Child Safeguarding and Protection Requirements

All individuals engaged under this consultancy, including consultants, subcontractors, and any associated personnel, are required to comply with World Vision Romania's Child Protection Policy and Behaviour Protocols. Upon successful selection, the Consultant will be required to formally sign and adhere to these policies as part of the contractual agreement.