

GLOBAL DEVELOPMENT AWARDS COMPETITION

TERMS OF REFERENCE

Consultant - Capacity Building Curriculum Development

The Global Development Network (GDN) is a public international organisation that supports high-quality, policy-oriented, social science research in Low- and Middle-Income Countries (LMICs), to promote better lives. Founded in 1999, GDN is headquartered in New Delhi (India), with offices in Clermont-Ferrand (France) and Arlington (USA). Our work spans the Global South.

Background

The [Global Development Awards Competition](#) is an innovative award scheme administered by the [Global Development Network \(GDN\)](#), funded under the Policy and Human Resources Development Fund (PHRD) trust fund managed by the World Bank, and generously supported by the Ministry of Finance, Government of Japan. This programme has 2 categories open for interested applicants:

- Japanese Award for **Outstanding Research on Development (ORD)** - Competitive research grant programme that identifies and funds outstanding research proposals from researchers from low and middle-income countries (LMICs) that have a high potential for excellence in research and clear policy implications for addressing development issues.
- Japanese Award for **Most Innovative Development Project (MIDP)** - Competitive grant programme that supports NGOs from LMICs to recognise the innovative approach of their projects.

This competition has been running uninterrupted since 2001, with over 100 Awards and USD 4.2m in grants. Some of the winners have gone to occupy prestigious roles in governments, academia and in global development institutions.

It is important to note that the participants involved in GDAC come from two different backgrounds:

- Young researchers from different fields of knowledge that apply for the ORD category with research proposals addressing development issues with policy implications, and high potential for excellence
- Representatives from non-governmental organisations (NGOs) or civil society organisations (CSOs) that apply for the MIDP category with projects currently at the stage of implementation

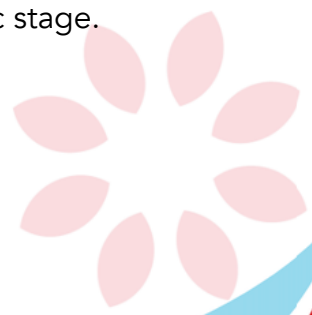
GDN previously conducted a capacity building assessment for the GDAC programme which produced examples of capacity-building approaches undertaken by innovation awards and funding programmes, to guide GDN's approach to capacity sharing components for GDAC. This current assignment builds upon the findings and recommendations of that initial assessment to develop a flexible and comprehensive capacity-building curriculum.

Objective of the Assignment

To maximise the impact and sustainability of GDAC-related activities and key players, GDN aims to develop a flexible and comprehensive capacity-building curriculum. This curriculum will be implemented by GDN staff and designed to benefit individuals at various stages of their engagement with GDAC: **(prospective) applicants** (including those that applied but didn't win), current **GDAC grantees**, and **former GDAC grantees**.

Therefore, the primary objective of this consultancy is to **develop a flexible and adaptable capacity-building curriculum** for the different target groups.

This curriculum will be implemented by GDN staff and tailored to support individuals at these different stages of their engagement with the competition. The curriculum should enhance their abilities in areas such as research design, proposal development, project management, research communication, policy engagement, impact assessment, and sustainability planning, as relevant to their specific stage.



Scope of Work

The elements below are named according to GDN's priorities for the management and evolution of the programme to guide prospective applicants on what they should focus on when submitting the application considering the budget available/timeline:

- REQUIRED – These are the key elements of this assignment which must be accomplished
- DESIRED – These are elements that follow the mandatory ones and would be expected to be addressed with at least their definition
- SECONDARY – These are elements that would be interesting to be addressed but are not a priority within the assignment

[REQUIRED] Comprehensive Needs Assessment

Conduct a thorough needs assessment that specifically addresses the distinct capacity-building requirements of individuals at each stage of their engagement with GDAC:

- **Prospective Applicants (including those that applied but did not win):** Focus on skills related to understanding the competition guidelines, research design, proposal writing, developing impactful project ideas, and addressing feedback on the application.
 - **Goal:** increase the number of high-quality applications and reduce the number of ineligible applications.
- **Current GDAC Grantees:** Focus on skills related to project management, financial management, project implementation, data analysis, monitoring and evaluation, and reporting.
 - **Goal:** develop their skills beyond the funding provided for their projects.
- **Former GDAC Grantees:** Focus on skills related to dissemination, policy engagement, scaling up impact, sustainability planning, network building, and potentially mentoring future applicants or grantees.
 - **Goal:** support interactions of current and past grantees, enable a dynamic network of individuals, strengthen their profiles.

[REQUIRED] Modular Curriculum Design

Design a flexible and modular curriculum framework that can be tailored to the specific needs of researchers and NGOs at different stages of their engagement. Each

module should have clear learning objectives, content outlines, suggested delivery methods, and assessment strategies relevant to the target group.

[DESIRED] Content Development

Develop detailed and adaptable curriculum content for each module, including training materials, case studies, practical exercises, templates, and relevant resources. The content should be designed to be delivered in various formats (e.g., workshops, webinars, online modules, mentoring sessions).

[REQUIRED] Implementation Strategy for GDN Staff

Develop a clear and practical implementation strategy for GDN staff, outlining how they can effectively utilise the curriculum in different situations, such as workshops, one-on-one support, online platforms, and community forums. This should include guidance on tailoring the curriculum to specific contexts and needs, considering a primary digital platform with a supporting modular manual or a blended approach incorporating online and potentially live components.

[DESIRED] Strategies for Continuous Engagement of Former GDAC Grantees

Develop specific strategies and modules aimed at ensuring continuous engagement and learning for former grantees, such as fostering a learning community, offering professional development opportunities, and facilitating networking and mentorship opportunities with current grantees and even prospective applicants.

[SECONDARY] Monitoring and Evaluation Framework

Design a comprehensive monitoring and evaluation framework to assess the effectiveness of the curriculum and to gather feedback for continuous improvement. This framework should also include mechanisms for GDN staff to track their implementation efforts and identify areas for enhancement. This includes developing a comprehensive plan for piloting and evaluating the effectiveness of the curriculum with a representative group of individuals from all three engagement stages.

[SECONDARY] Training and Support for GDN Staff

Develop and deliver adequate training and ongoing support to GDN staff on how to effectively utilise and manage the new capacity-building curriculum.

[SECONDARY] Phased Approach

Propose a phased approach to the curriculum development process, potentially prioritising the most immediate and pressing capacity-building needs of each group in the initial phases.

Deliverables

The consultant will deliver the following:

- **REQUIRED** - A detailed **needs assessment report** for the different target groups.
- **REQUIRED** - A **comprehensive and modular capacity-building curriculum framework** catering to all target groups.
- **REQUIRED** - A practical **implementation strategy** for GDN staff, outlining platform considerations and usage for all three groups.
- **DESIRED** - Detailed and adaptable **curriculum content and training materials** for all modules relevant to each group.
- **DESIRED** - **Strategies for ensuring continuous engagement of former GDAC grantees**, potentially involving them in activities for prospective and current grantees.
- **SECONDARY** - A comprehensive **monitoring and evaluation framework**, including a pilot plan involving representatives from all three groups.
- **SECONDARY** - A **plan for training and supporting GDN staff** on how to deliver the curriculum to all three groups.

Profile Specifications

The expert/team should possess the following expertise:

- Extensive and demonstrable expertise in adult education principles and effective learning methodologies for diverse audiences.
- Strong expertise in curriculum development methodologies, including modular design and tailoring content for the specific needs of the different target groups.
- A strong understanding of the context of international development, particularly in LMICs, and the challenges and opportunities faced by researchers and practitioners at different stages of their careers and project

cycles.

- Strong understanding of grant lifecycles and the specific needs of applicants at different stages of project development and implementation, as well as the specific challenges faced by unsuccessful applicants.
- Proven experience in conducting comprehensive needs assessments that capture the distinct needs of the target groups.
- Experience in developing implementation strategies and guidelines for trainers or facilitators to effectively work with the different target groups.
- Knowledge of monitoring and evaluation frameworks for capacity-building programmes, including piloting and data analysis across different participant groups.
- Experience in developing strategies for fostering learning communities and providing ongoing support and networking opportunities for individuals at all stages of engagement.
- Familiarity with online learning platforms and blended learning approaches suitable for a global audience with varying levels of access and digital literacy.

Application Structure

Interested consultants must submit a proposal that includes:

1. A **cover letter** demonstrating their understanding of the assignment and clearly highlighting their expertise in adult education, curriculum development, and international development context, with specific attention to the needs of prospective applicants, current grantees, and former grantees.
2. A detailed **methodology** outlining their approach to each task, including how they will ensure flexibility, address the needs of different target groups, and incorporate the recommendations provided.
3. A proposed **work plan and timeline** with clear milestones, including a phased approach that considers the diverse needs of all three groups.
4. A **financial proposal** with a detailed breakdown of costs.
5. **CV(s)** of the consultant(s) involved, clearly highlighting relevant expertise in the areas mentioned above and experience working with applicants, grantees, and alumni of similar programmes.
6. **Examples of previous work** related to the development of flexible and modular capacity-building curricula, preferably with a focus on digital

platforms or blended learning and experience catering to individuals at different stages of engagement with a programme.

Deadline

The deadline for submission of demonstrations of interest is **June 15, 2025**. Applications must be sent to the email addresses awards@gdn.int and jcosta@gdn.int (all communications to be addressed to both emails mandatorily).

Selection Criteria

Proposals will be evaluated based on the following criteria:

- **Demonstrated expertise** in adult education principles, curriculum development methodologies, and understanding of international development in LMICs, with specific experience addressing the needs of prospective applicants, current grantees, and former grantees (30%)
- **Quality of the proposed methodology**, including the approach to flexibility, modularity, and addressing the distinct needs of prospective applicants, current grantees, and former grantees (30%)
- **Understanding of the specific needs** of researchers and practitioners at different stages of engagement with GDAC (20%)
- **Feasibility of the proposed work plan**, timeline, and budget, including the phased approach and consideration for all three groups (20%)

Timeline and Budget

The consultancy is expected to be completed **within 8 months from the start date**. A detailed timeline with specific milestones will be agreed upon with the consultant.

A budget of **USD 14,000** is available for this assignment.

