

Terms of Reference

Curriculum Developer - Youth Leadership Academy

Timeline: April 2025–June 2025

I. Position

Curriculum Developer to design and develop a 4-day in-person Youth Leadership Academy curriculum for youth aged 16 to 18, focusing on global development, global citizenship, and the Sustainable Development Goals (SDGs).

II. Background and Context

The *Aga Khan Development Network (AKDN)* is a group of private, international, non-denominational agencies working to improve living conditions and opportunities for people in the developing world. The Network's organizations have individual mandates that range from the fields of health and education to architecture, livelihoods development, and the promotion of private enterprise. Together, they collaborate in working towards a common goal – to build institutions and projects that can respond to the challenges of social, economic, and cultural change on an ongoing basis.

Aga Khan Foundation Canada (AKFC) is an international development organization and registered charity. AKFC partners with communities, businesses, and governments to find innovative, lasting solutions to promote inclusive development. Working in Africa and Asia, the Foundation invests in local institutions and systems that anchor progress over the long term. In Canada, AKFC mobilizes funding and expertise, and promotes awareness of global issues. AKFC is an agency of the Aga Khan Development Network, one of the world's most comprehensive development organizations. Since 1980, AKFC has helped millions of people to unlock their own potential to build a better life.

AKFC's Public Engagement and Resource Mobilization department is responsible for engaging with Canadians on international development issues. In carrying out this work, the department is tasked with informing and educating Canadians and inspiring them to take meaningful action. Two of the target audiences for this work are youth and educators in Canada. To effectively engage with, educate, and inspire these two interdependent groups, AKFC has a suite of programming specific to youth and educators. AKFC produces a wide range of products and programs including events, workshops, lesson plans, and classroom resources.

One such event is AKFC's Youth Leadership Academy which aims to equip young leaders with the knowledge, skills, and tools necessary to actively engage with global issues, promote sustainable development, and foster global citizenship. The academy will provide a collaborative learning environment where participants explore global challenges, leadership skills, and strategies for effective engagement.

III. Purpose and Objectives

The purpose of this consultancy is to develop a comprehensive, interactive, and youth-centered curriculum for a 4-day, in-person Youth Leadership Academy. The consultant will work in collaboration with AKFC staff and partners to ensure alignment with best practices in youth leadership development, global citizenship education, and experiential learning.

Specific objectives include:

- Designing a structured and engaging curriculum for the academy.
- Incorporating experiential learning activities that align with leadership development and global citizenship.
- Ensuring that SDGs and global development topics are woven throughout the curriculum.
- Creating a facilitator guide to support effective delivery.
- Developing participant materials (handouts, worksheets etc.)
- Integrating diversity, equity, inclusion, and gender perspectives.

The consultant will work with AKFC staff and AKFC's brand guidelines and editorial policy to deliver a finished product of one curriculum document, one facilitator guide, and participant materials in English. AKFC will work with the consultant to ensure that the content adheres to the ethics and standards for AKFC content, and follows AKFC's broader policies and guidelines, including gender equality guidelines and AKF's global safeguarding policy.

IV. Key Activities and Deliverables

Phase 1	Meet with AKFC to discuss project objectives, expectations, and workplan. Read relevant documents.
Phase 2	Draft the detailed curriculum, including workshop modules, activities, case studies, and discussion questions. Submit curriculum draft to AKFC staff for review and feedback.
Phase 3	Revise content based on feedback and submit a finalized curriculum
Phase 4	Develop facilitator guides and participant materials for each session. Submit the draft facilitator guides and participant materials for review and feedback
Phase 5	Revise and submit the finalized facilitator guide and participant materials.

V. Duration of Activities

This consultancy will begin on April 29th 2025, and end on June 30th, 2025. Proposed estimate for this project, including timelines and work breakdown (note that timelines and number of days may change due to nature of the work):

Phase	Dates, 2025	Activities and Deliverables	Days
1	April 29 - May 6	Meet with AKFC to discuss project objectives, expectations, and workplan. Read relevant documents.	2
2	May 7 - 23	Draft the detailed curriculum, including workshop modules, activities, case studies, and discussion questions. Submit curriculum draft to AKFC staff for review and feedback.	8
3	May 24 – June 2	Revise content based on feedback and submit a finalized curriculum.	4
4	June 2 -16	Develop facilitator guides and participant materials for each session. Submit the draft facilitator guides and participant materials for review and feedback.	7
5	June 17-30	Revise and submit the finalized facilitator guide and participant materials.	4
		TOTAL DAYS	25

VI. Qualifications

The consultant should be an experienced professional with expertise in creating cutting-edge curricula that explore international development themes. The consultant should have the technical skills and ability to deliver the scope of work and outputs, in particular:

- a degree in education, international development, youth leadership, or a related field, and a strong understanding of the latest developments in pedagogy, curriculum development, and experiential learning.
- experience in designing and developing workshops, training, and resources for youth (particularly youth between the ages of 16 to 18) in a Canadian context.
- strong creative skills and ability to develop innovative, engaging, and interactive workshops that can capture the attention of youth.
- research and analytical skills, with the ability to conduct research on international development topics, synthesize information, and translate into interdisciplinary learning modules/workshops.
- excellent verbal and written communication skills, with the ability to convey complex information in a clear and age-appropriate manner.
- Familiarity with gender-sensitive and youth-centered learning approaches.
- A commitment to diversity, equity, and inclusion in curriculum design.
- Strong attention to detail.

VII. Gender Equality & Safeguarding

AKFC is committed to advancing gender equality and inclusion through our programming and operations in Canada and overseas. AKFC requires all employees and consultants to review and abide by the AKFC Gender Equality Policy.

AKFC recognizes the importance of safeguarding and is committed to ensuring it manages a wide range of risks such that beneficiaries, staff, other associates, and the organization as a whole are kept safe from harm. All employees and consultants must respect the AKF Code of Conduct and Safeguarding Policy.

VIII. Application

Qualified and interested parties are asked to submit a C.V., an example of a curriculum or module developed, and daily rate (based on 7.5 hours a day) to akfc.hr@akdn.org with a copy to sophia.mirzayee@akdn.org no later than April 21st at 9am ET.