



Fresh Lifelines for Youth (FLY)

Request for Proposals – Consultant to Support FLY’s Transition-Aged Youth (18-21) Law Curriculum Design

February 2, 2018

Project Overview:

At FLY we believe that all our children deserve a chance to become more than their past mistakes. Dedicated to breaking the cycle of violence, crime, and incarceration of teens, FLY works with youth ages 14-18 in the juvenile justice system and those at risk of entering the system. FLY’s mission is to prevent juvenile crime and incarceration through legal education, leadership training, and one-on-one mentoring. FLY serves approximately 2,000 young people a year and operates programs in three San Francisco Bay counties: Alameda, San Mateo, and Santa Clara. FLY is a youth-centered service provider that partners with systems to improve the outcomes for youth impacted by them.

Spearheaded by California state legislation (SB1004), the Santa Clara County Justice System is piloting a new court and probation program for transition-aged youth and has asked FLY to participate as a partner. Today, 18-21 years olds are tried and charged as adults, but in the pilot these young adults would be diverted through a different process that focuses on whole person care and wrap-around services. FLY will be reimagining their law-related educational services and implementing them in a format that is appropriate for this age group and this program. The T Lab research and development team from the Tipping Point Community has joined with FLY to research, prototype, and test this new learning experience.

FLY will hire a curricula designer (can be an individual or a small team) to lead efforts to develop a curriculum and facilitator’s training guide that incorporates key principles and approaches from FLY’s existing law-related education curriculum along with learnings that emerge from the research and prototyping phase (see timeline below) of this project. The curricula designer will bring expertise and content knowledge in curriculum design and delivery and will be comfortable working with a cross-disciplinary team of professionals to develop a product that is reflective of the collective knowledge of the full team. The curricula designer will lead efforts to ensure a version of the curriculum is ready for piloting in accordance with the timeline set for the project.

Timeline:

Research: December 2017-March 2018

Prototyping: March 2018-May 2018

Micro Pilot Design: May 2018



Micro Pilot Implementation: June 2018-October 2018

Final Program Design: October 2018-December 2018

The role you will play as a Curricula Designer:

- Prototyping Phase:
 - Co-create and prototype potential service and digital solutions to test with community members, with a particular focus on delivery of educational curricula, instructional design of learning material, and other forms of support for youth
 - Define learning outcomes for curricula, with a focus on social-emotional learning and navigating the legal system
 - Review and audit existing curricula and instruction for educational programming in support of those outcomes
- Micro Pilot Design:
 - Develop a rubric to aid program staff in measuring outcomes on a per-class and overall program level
 - Create new curricular content to test and integrate into class material
 - Identify metrics to measure before, during and after tests to aid in evaluating learning efficacy
- Micro Pilot Implementation:
 - Provide instructional design support for program implementation
- Final Program Design:
 - Build out final curriculum based on micro pilot findings

Curricular Designer(s) will have a successful track record and/or skills in the following areas:

- **Relevant Experience:** 5+ years of professional experience, including 2+ years of experience in developing curricula for use in in-person and digital educational programs. Understanding of the criminal or juvenile justice system and awareness of the system's disparate impact on vulnerable communities including people of color and LGBTQ folks.
- **Non-profit, civic and/or NGO experience:** Experience working on service initiatives that address social issues. Experience working with transition-aged youth and incarcerated youth is a plus.
- **Professional curricular design experience:** Has a portfolio of work that demonstrates the ability to create curricula and course materials. Experience working with multidisciplinary teams (research, service design, digital design, and experience prototyping) is a plus.
- **Strong communicator and collaborator:** Ability to articulate complex solutions clearly, and solicit the best work from peers and community members.
- **Thrives in early stage environments:** Is comfortable with ambiguity and managed chaos; at ease with "building the plane while flying it." An entrepreneurial spirit, unflappable optimism and a healthy dose of realism.
- **Bilingual:** Proficiency in Spanish and English is a plus.



Costs and Funding Availability:

FLY has allocated \$25,000.00 in its current budget to complete the scope of work included in this project. This amount is fixed and must cover all costs including: labor, materials and supplies, travel, and any costs associated with the use of any tools or instruments used to conduct a pilot and/or inform final recommendations.

Proposal Components:

Full Proposals must include the following:

- 1) A written narrative detailing your approach to conducting the activities and completing the tasks and objectives outlined in the above Scope of Work;
- 2) A brief summary of the individual(s) who will take on the responsibilities of completing the tasks, including a clear delineation of roles, responsibilities, and clearly identifying the project lead;
- 3) A work sample that demonstrates curricula design skills;
- 3) Resumes or CVs of the project lead and any other key members of the team or group undertaking the significant parts of the tasks and objectives of this Scope of Work;
- 4) A summary of costs to complete the tasks and objectives outlined and the Scope of Work, including a cost break down of completing each objective; and
- 5) A list of at least two references who can speak to the competency and quality of the work of the team or the project lead—references must include individuals with a formal business relationship, current or within the last two years.

Important Dates:

Full proposals are due to FLY's Director of Innovation and Growth by March 12, 2018. FLY expects to begin working on this part of the project in March 2018. FLY anticipates that work on this project can be complete by December 2018. Please send proposals to Cassidy Higgins at cassidy@flyprogram.org.

FLY shall be entitled to sole ownership of any intellectual property rights including but not limited to the curriculum that is created, developed and discovered by contractor during the course of this project with T Lab.