

TERMS OF REFERENCE

Consultancy to develop a youth mental health learning guide

Location: Remote, with virtual consultations as required

Duration: 20 working days

Expected Start Date: 21 September 2026

Expected Completion Date: 10 October 2026

Application Deadline: 15th September 2026

1. BACKGROUND

Restless Development is a youth-led development agency whose mission is to place young people at the forefront of change and development. The organisation works with and for young people to support them to become leaders and agents of positive change in their communities and beyond. We are seeking to strengthen access to practical, relevant and youth-friendly learning resources that enable young people to develop knowledge, skills and confidence to support their own wellbeing and mental health and that of others.

The organisation already has an existing resource titled **"Everyday Is Your Day – Mental Health Toolkit for Young People."** The existing toolkit provides a useful foundation for youth mental health learning. It covers five main areas: Understanding Mental Health; Stigma around Mental Health; Practicing Mindfulness; Communicating & Sharing; and Self-Awareness & Wellbeing. It also includes practical exercises, reflection activities, mindfulness exercises, communication activities and personal commitments.

However, the existing resource was developed with a specific Nepal context and during Covid times. It therefore contains references to Nepal-specific circumstances, policies, programmes and experiences, including references to the National Youth Policy, Youth Vision 2025 and other country-specific issues. While this contextual content was relevant to its original purpose, we would like to transform the resource into a universal learning resource that can be used by young people across different countries, cultures and contexts.

The resource is also quite limited in the essential knowledge it covers as well as the practical solutions young people can use to improve their own mental health and wellbeing.

The assignment will therefore require a combination of content review, contextual adaptation, and expansion so that it eventually covers all the essential knowledge we want young people to have on mental health, together with practical tools they can use for themselves.

2. PURPOSE OF THE CONSULTANCY

The overall purpose of this consultancy is to review, adapt and expand the existing youth mental health toolkit into an engaging, inclusive, accessible and universally relevant learning resource for young people. The final product should be a guiding document young people can read on their own to learn more about mental health and learn practical ways to improve their mental health / seek help.

The specific objectives of the consultancy are to:

- Review the existing Mental Health Toolkit and assess its content, structure, language, activities, references.
- Identify and revise content that is overly specific to Nepal/COvid or otherwise limits the resource's applicability to young people in other countries and contexts.
- Adapt the content into a universal and culturally responsive resource that can be used by young people regardless of their country or location.
- Expand the document to include key knowledge and concepts (resilience, self-esteem, mental health conditions, causes of mental health issues, stress/anxiety, social media and peers as well as referral mechanism, etc.) as well as possible ways to improve one's mental health
- Ensure that the resource incorporates appropriate safeguarding, wellbeing and help-seeking guidance for young people.

3. SCOPE OF WORK

The consultant will be expected to undertake the following tasks:

3.1 Review and Assessment of the material

The consultant will:

- Conduct a comprehensive review of the existing toolkit and assess its overall structure, learning flow, content, language
- Identify strengths, gaps, duplication, outdated material and areas requiring clarification.
- Identify Nepal/COvid-specific references, examples, policies, terminology and contextual content requiring adaptation.
- Review the existing references and sources and identify areas requiring updating or verification.

3.2 Universalisation adaptation and expansion

The consultant will:

- Remove or appropriately adapt Nepal-specific content and replace country-specific examples with universally applicable examples.
- Ensure that examples reflect diverse social, cultural, economic and geographical contexts.
- Avoid assumptions that all young people have access to the same services, technology, healthcare or support systems.
- Ensure that language and examples are inclusive of young people with diverse backgrounds, identities, abilities and circumstances.

- Identify gaps in key knowledge and concepts, as well as solutions to mental health issues

3.3 Youth-friendly content development and editing

The consultant will:

- write any complex or overly academic language into clear, accessible and youth-friendly language; and use a conversational and encouraging tone.
- Ensure content is concise and easy to understand.
- Break lengthy text into manageable learning sections.
- Use examples and scenarios that young people can relate to.
- Ensure that the content does not stigmatise mental health conditions or experiences.
- Promote positive and appropriate help-seeking behaviours
- practical activities will be removed but concrete examples of possible solutions to improve mental health should still be described and included, expanding on the examples of the breathing exercise, mindfulness activities and personal commitment exercise.

3.4 Safeguarding and Wellbeing Considerations

Given the subject matter, the consultant will ensure that the resource:

- Clearly communicates that it is an educational resource that does not replace professional mental health care.
- Encourages appropriate help-seeking when additional support is needed.
- Provides general guidance on identifying when to seek support.
- Avoids language that could unintentionally cause harm, shame or stigma.
- Uses appropriate and responsible language when addressing distressing experiences.
- Includes a generic “Where can I get help?” section that young people can use to investigate what is available in their various contexts.
- Applies appropriate safeguarding principles throughout the resource.

4. PROPOSED STRUCTURE

The consultant should;

- Propose a new structure that will best fit the new content.
- Consider different title, expanded modules such as; how boys and girls are affected differently with mental health etc add models that speak of solutions to mental health issues
- Consider an approach that allows the audience (young people) to read and learn on their own.

5. KEY DELIVERABLES

The consultant will be expected to produce the following:

- Inception report, methodology and detailed work plan
- Content review and gap analysis of the existing learning guide
- Revised universal content and proposed learning structure

- Editable source files and publication-ready PDF
- Final reference/source list and, where appropriate, localization/adaptation guidance

All source and editable files produced through the assignment should be handed over to Restless Development

6. EXPECTED DURATION AND TIMELINE

The consultancy is expected to take approximately 20 working days commencing on 21st September 2026. The consultant should provide a detailed work plan and may propose a timeline based on their methodology.

7. CONSULTANT QUALIFICATIONS AND EXPERIENCE

The consultant should demonstrate:

- Relevant professional and academic qualification in education, instructional design, psychology, mental health, communications, social sciences, youth development, or a related field.
- At least 5 years of relevant professional experience in developing learning resources.
- Demonstrated experience developing youth-friendly educational or behaviour-change materials.
- Demonstrated understanding of youth mental health, psychosocial wellbeing or related areas.
- Experience adapting content for different cultural or geographic contexts.
- Excellent writing, editing and communication skills.
- Strong understanding of safeguarding and inclusive approaches when working on youth-focused content.

8 REPORTING

The consultant will report to Project Lead at Restless Development Tanzania and will work closely with relevant Restless Development staff designated by the organisation.

Restless Development will:

- Provide the existing learning material for reference and relevant background materials.
- Provide feedback on proposed approaches and drafts.
- Facilitate access to relevant stakeholders where appropriate.
- Review and approve deliverables.
- Provide consolidated feedback on draft outputs.
- The consultant will be responsible for incorporating agreed feedback and delivering outputs within the agreed timeline.

9. OWNERSHIP AND INTELLECTUAL PROPERTY

- All materials, content, designs, source files, illustrations, templates and other outputs developed specifically under this consultancy shall become the property of Restless Development unless otherwise agreed in writing.
- The consultant shall not reproduce, publish, sell or distribute the final product or substantial parts of it for commercial purposes without prior written authorization from Restless Development.

- Where third-party materials, images, illustrations, research or other copyrighted resources are incorporated, the consultant must ensure that appropriate permissions/licensing and attribution requirements are observed.

10. APPLICATION REQUIREMENTS

Interested consultant should submit:

- Technical proposal demonstrating understanding of the assignment and proposed approach.
- Detailed methodology and work plan, including proposed timeline.
- Financial proposal indicating the consultant's professional fees and any anticipated costs.
- Consultant/team CV(s) highlighting relevant experience.
- Portfolio or examples of similar work, particularly youth learning resources, toolkits, self-paced learning materials or digital educational products.
- At least two relevant references from previous clients/assignments.
- A brief statement confirming availability during the proposed consultancy period.

Applications should be submitted electronically via email procurementtanzania@restlessdevelopment.org with subject line **Application-Youth Mental Health Material Consultancy**, deadline **15th September 2026**. Only short-listed applicants will be contacted.

11. ETHICAL, SAFEGUARDING AND CONFIDENTIALITY REQUIREMENTS

The consultant will be expected to comply with Restless Development's relevant policies and standards, including applicable safeguarding, child/youth protection, data protection, confidentiality and ethical requirements.