

LET US GET IN THE MIDDLE.



INDEPENDENT CONTRACTOR (TRAINER) REQUEST FOR PROPOSAL

New York Peace Institute

New York Peace Institute is one of the nation's largest non-profit conflict resolution organizations, helping thousands of people peacefully, creatively, and durably resolve their disputes each year. We provide free conflict resolution services, including mediation, conflict coaching, facilitation, arbitration, and restorative justice processes virtually, and through our Brooklyn and Manhattan Centers, and in cooperation with courts, community-based organizations, schools, and City agencies. In addition, we train and credential mediators, host public events on peacebuilding, and provide customized training and consulting services in New York City and beyond.

For more information, visit our [website](#) or find us on [Instagram](#), [Facebook](#), and [LinkedIn](#).

Request for Proposal

NYPI is seeking an independent contractor to work with our Training Team to provide conflict resolution skills training to organizations and individuals under the direct supervision of NYPI's Director of Training & Conflict Consulting from February 1, 2022 - June 30, 2022, for the sum of \$10,000 to be paid in 5 monthly installments of \$2,000 for 40-50 hours per month for a maximum of 250 hours in total over the 5 month period. At least 60% of total hours worked will be delivering training to others, either individually or supporting NYPI Staff. Individuals interested in submitting a proposal to become an independent contractor must submit an application no later than **January 26, 2022**, by email to **Ayanna Behin, Director of Training & Conflict Consulting**, at abehin@nypeace.org, with a copy to **Rachel Bai, Training Associate**, at rbai@nypeace.org.

Proposals should include: (1) a resume, (2) 3 references, (3) information about availability (i.e. dates and hours), and (4) a cover letter explaining what you hope to bring to NYPI's training program as an independent contractor, and a description of your previous experience as a trainer/educator, including an anecdote about a challenge that you overcame.

Required Qualifications

- Significant knowledge and experience of conflict resolution practices (including, but not limited to - facilitation, circle keeping, conferencing, mediation, and/or conflict coaching)
- At least 3-5 years of experience training and/or teaching others
- Ability to coordinate among various stakeholders to complete projects and activities
- Ability to work collaboratively and independently
- A demonstrated commitment to social change
- High level of cultural competency (the ability to communicate and interact with people across cultures who have varying beliefs)
- Vaccinated for Covid-19

Scope of Engagement and Deliverables

- Participate in training and observation of New York Peace Institute training sessions to better understand NYPI's curriculum, objectives, in order to lead and support these training sessions in the future.
- Provide conflict resolution training sessions to organizations and individuals in person or via zoom, as needed (with or without technical support from the Training Associate or other NYPI Staff). This includes preparing for the training, reviewing the training outline and concepts with NYPI Staff, communicating with the client about zoom/location set up and other technical issues, following up with the client with a performance survey, submitting invoice requests and supporting documentation to the Training Associate for invoicing purposes, and participating in post and pre-training feedback/planning sessions.
- Provide de-escalation and conflict resolution training to NYPD law enforcement, in person or via Zoom. This includes preparing for the training, supporting NYPI staff members who are leading the training, leading the training with some support from the Training Associate and/or other NYPI Staff), maintaining and submitting supporting documentation (attendance sheets, evaluation forms, etc.) to the Training Associate at the completion of each training session.
- Lead 2.5-hour weekly group sessions during the 12-week classroom portion of the New York Peace Institute Apprenticeship Program as a Mentor, which includes preparing lessons, liaising with apprentices, and evaluating performance, as needed. Either in person or via zoom.
- Participate in feedback conversations and check-ins with the Director of Training & Conflict Consulting, and/or Director of Mediator Education & Quality Assurance.
- Participate in at least 1 roundtable at the request of New York Peace Institute.