



1 December 2021

REQUEST FOR TECHNICAL & FINANCIAL PROPOSAL

Consulting Services Related to the SDGs: Organizational Development Consultant, Guide Development & Training of Trainers

About Aie Serve

Aie Serve is a youth-led, youth empowerment NGO established in 2007 with the core values of Respect, Acceptance, and Love. We believe in the model of empowering youth, acting as an enabler, for them to serve and develop their local communities. We have several programs operating for more than 12 years: Aie Clubs, Aie Consult, Aie Skills, Aie Power and Aie Exchange. We have implemented small projects that lasted between a few months to more than a year. Some of them include youth capacity-building workshops, camps and Training of Trainers (ToT), assessing and consulting youth on establishing or enhancing their own NGOs, youth exchange programs, youth mental health-related programs, youth economic empowerment (employability, upskilling, and entrepreneurship), among others.

About the Project & Scope of Work:

Aie Serve has received financing from the Flash Forward Program by Fast Forward 2030-Lebanon toward the cost of the SDG Streamlining for Youth NGOs & Clubs Project and intends to apply part of the proceeds to contract a consultant or firm with expertise in SDGs as well as NGO capacity development to help streamline Aie Serve's work, policies, procedures and publications in line with the SDGs, develop an SDGs Streamlining Guide based on Aie Serve's experience and Train a group of youth on how to use the guide to support other NGOs in the future.

Main Activities & Deliverables:

Meetings & Documentation Review to assist Aie Serve in becoming more streamlined with the SDGs.

SDG Streamlining Guide for Youth NGOs that will be used to by other youth NGOs to become more aligned with the SDGs. Thus, it should be easy to follow, youth friendly, contextualized for Lebanon and practical.

Training of Trainers for youth who know how to deliver training or do facilitation, but want to have the know-how of how to utilize the above mentioned guide and how they can use it to help other youth NGOs to streamline their work with the SDGs.



Project Duration

A project schedule ought to be shared in the proposal noting that the total duration of this project ought not to exceed 90 days.

Proposal Structure

Please note that the Technical and Financial Proposal should include and not restricted to the following:

- Overview on your organization
- Methodology of work
- Implementation schedule
- Key experts in your team with their respective CVs
- Previous Similar Experience/Projects (if available)
- Suggested outline of the SDGs Streamlining Guide
- Detailed Budget

Selection Criteria

The application is open for firms and individuals. The below factors will be looked at positively in the selection process:

1. Experience in consulting and capacity building for NGOs in Lebanon
2. Experience in working on guides or manuals for SDGs.
3. Experience in facilitating discussions with organizations to help them streamline with SDGs or new strategies.
4. Experience in designing and delivering Training of Trainers.
5. Experience in working with youth, or youth NGOs or youth issues.
6. Firm is led by a female or has female consultants/coordinators/managers.
If individual applicant, female consultants get a plus.
7. Good understanding of the Lebanese context, dynamics of NGOs in Lebanon and their needs.

To Apply:

Interested consulting firms or individuals are invited to submit a Technical and Financial Proposal to the following email address: yaziz@aieserve.org, not later than December 9 midnight, Beirut timing. For more information, you can contact Mr. Youssef Aziz on yaziz@aieserve.org

Regards,