June 2021

Terms of Reference

**Youth RESOLVE Project – Utopia**

**Youth Empowerment Consultancy**

1. **About Utopia**

Utopia is a non-governmental, non-profit, local organization, located in Tripoli, North Lebanon. Utopia is dedicated to abolishing all social discrepancies through specialized projects and programs that rely on voluntary work to acquire social justice among people within the same society regardless of their political or religious beliefs.

To achieve our mission, we invest in the following programs: Community Service, Youth Empowerment, Women Empowerment, Child Development, and Advocacy.

1. **About the Project**

Funded by the European Union's (EU) MADAD Trust Fund, the Youth RESOLVE 2 consortium (composed of the Development for People and Nature Association, GAME, Utopia and World Vision as consortium lead agency) aims to empower youth to contribute to social stability in Lebanon through the establishment of youth committees to foster active participation in decision-making processes and means of advocacy on both local and national levels. In addition, peacebuilding through sports activities will be part of the programme. Through its various activities, the action aims to improve the capacity of 151.000 targeted refugees and host communities across Beirut & Mt. Lebanon, North & Central Bekaa, the South and Tripoli.

1. **Objective**

The overall objective of the document of which this contract will be a part is as follows:

The project seeks a professional consultancy firm's services with substantial experience working on youth empowerment projects and conducting needs assessments for community development projects.

The consultant shall also support Utopia in implementing the local level advocacy component, which is part of the 34-months Youth RESOLVE 2 project. The local level advocacy component is a youth empowerment module implemented in partnership with 4 different municipalities to establish and maintain 4 Youth Committees (YCs) to advocate for youth-related matters and implement quick impact projects in their communities.

1. **Project Background**

Utopia has been actively working with municipalities to establish YCs in 4 target areas (Tripoli, Baddawi, Syr El-Danniyeh and Qalamoun). Each of the 4 YCs will comprise up to 20 Lebanese and non-Lebanese youth volunteer members (aged 18 to 30) who will be supported to voice out Lebanese and non-Lebanese children and youth needs and concerns of their communities. The YCs should enhance their understanding of youth's primary needs and design community projects to address identified gaps and targets both Lebanese and Syrians.

Under Youth RESOLVE 2 Utopia will establish new and enhance the capacity of existing YCs (4 in total), including building their communication capacity, project design and management, peacebuilding, conflict resolution and advocacy, amongst other topics. Youth will be equipped to take the initiative contributing to positive change within their communities.

Utopia will work with the YCs on a range of peacebuilding, leadership and civic engagement skills to lead consultations with the community, including refugee youth, to map needs based on a thorough qualitative and quantitative data collection and develop a plan to lobby and advocate with local municipalities and other local actors to address youth concerns.

Utopia will support the YCs in planning and implementing community projects or initiatives under the theme of public spaces and services to enable these groups to play a leading role in developing their communities, while also directing their attention towards the broader and larger needs are in their communities.

1. **Scope of work**

Utopia will rely on the consultancy firm to work closely with the Utopia project team in implementing the project over two years (July 2021 – May 2023) on the below main components:

1. Methodology and Design: to agree on the project methodology and Design of all the phases, set an expectation and agree on requirements and milestones.
2. Capacity Building Component: to conduct group-level youth capacity assessment for each group and deliver interactive and youth-friendly full-day and/ or half-day training sessions on a range of topics that include but not limited to the below:

* Soft Skills (Communication Skills, Team Work, Conflict Resolution, Time Management, Public Speaking, Stress Management, Negotiation Skills, Leadership, Emotional Intelligence, Active Listening, etc.)
* Technical Skills (Project Design and Management, Fundraising, Community Mobilization, Strategic Thinking, Creative Problem Solving, Assessments and Evidence, Branding & Visibility, etc.)

1. Specialized technical coaching sessions or workshops in different project phases are mainly the design, implementation and needs assessment, qualitative data validation and interpretation, and community initiative implementation).

**4.1 Specific Deliverables**

The consultant should submit an overall offer with detailed pricing for each of the below deliverables.

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| **Deliverable** | **Quantity** | **Comments** |
| Group-level capacity assessment | 4 assessments | 4 group-level capacity assessments for 4 YCs (this is a complementary activity to the individual capacity assessment already achieved). |
| Comprehensive Capacity assessment reports | 4 reports | 4 comprehensive capacity assessment reports for the 4 YCs stating the needs of each of the 4 YCs (based on both individual and group level assessments). |
| Capacity Building Plan | 4 plans | 4 capacity building plans set through a participatory approach with the 4 YCs based on the capacity assessment. |
| Training Sessions | 32 training sessions | 8 half-day training sessions to each of the 4 YCs, 32 in total.  The consultant is responsible for the curriculum, for the knowledge pre and post testing, and for providing adequate human resources for the delivery of the sessions.  Utopia is responsible for identifying public or private venues for all youth meetings and covering any venue fees, transportation and accommodation of youth in training camps, lunch and materials needed by the youth. |
| Session reports | 32 reports | 32 brief session reports, 8 for each of the 4 YCs. Stating the training deliverables information, evaluation, recommendations, knowledge testing results, and any useful information coming out of the session. |
| Overall Capacity Assessment evaluations | 4 Assessment | 4 Overall Capacity Assessment/ Evaluations reports evaluating the level of knowledge improvement to be provided by the consultant at the accomplishment of the capacity building activities. |
| Coaching Sessions | 40 sessions | 10 coaching sessions to each of the 4 YCs, 40 coaching sessions in total, related to the needs assessment design, data collection, analysis, validation and interpretation, in addition to matters supporting the advocacy campaigns and the community initiative implementation. |
| Community Needs Assessment | 4 assessments | The consultant is responsible for the design and the implementation of the community needs assessments. Precisely, the consultant will set methodologies, provide the tools, set samples and targets, support and supervise the YCs to conduct the quantitative and qualitative data collection, analyze and validate the data, and formulate community needs assessment for the 4 locations.  The report will be reviewed and approved by Utopia and YR2 Management Hub. The consultant should expect several reviews. |
| Community Needs Assessment reports | 4 reports | The consultant is responsible for submitting 4 full designed and structured reports. Each report should include a narrative description and visual information materials presenting the results. The report should include clear description on the process and the findings, including but not limited to tools, methodology, samples, targets, challenges, mitigation measures, results, recommendations, etc.  The report and the materials will be reviewed and approved by Utopia and YR2 Management Hub. The consultant should expect several reviews. |
| Workshops | 4 days | The consultant will conduct at least one workshop with each of the 4 YCs, to interpret the needs assessment report's findings, analyze and prioritize the needed intervention, and agree on the next steps. |
| Workshops' reports | 4 reports | 4 reports will be submitted by the consultant describing the results and the information related to the 4 interpretation workshops. |
| Contributing to the Community Needs Assessment findings’ presentation in community events. | 4 Community Events | The consultant will support UTOPIA and the YCS in presenting findings of the community needs assessments, including the solutions proposed by the YCs related to Quick Impact Projects and Advocacy Campaigns, to local authorities, and other stakeholders, during community events in the 4 locations. |
| Final Reports | 4 reports | The consultant firm should submit a final report, one per each group for the project's whole duration, including milestones, achievements, methodology, risks and challenges, lessons learned, and recommendations.  The reports will be reviewed and approved by Utopia and YR2 Management Hub. The consultant should expect several reviews. |

The consultant should state the VAT cost in a separate row.

Utopia is seeking a partner for this project rather than a service provider. For that, applicants are encouraged to identify any specific services, deliverables, or tools utilized in the project yet not charged.

**4.2. Needed Qualifications:**

A qualified candidate for this consultancy should abide by the below requirements:

* Registered consultancy firm with more than 6 years' experience in local development projects with youth.
* Evidence for Local and Regional experience in youth development and active citizenship projects. Previous projects with municipalities is a plus.
* Previous experience with international non-profit organizations is mandatory. The consultant should submit with his application a contact person in each organization for a reference check.
* Consultancy team should comprise experts in different fields with more than 5 years of experience of similar projects.
* Resources availability to fulfil all project requirements within the agreed time frame, noting that that same activity will be implemented in parallel in 3 different areas.
* Experience in engaging youth in research projects using creative and youth-friendly methods.
* Extensively knowledgeable in municipality law and governance issues.
* Evidence in conducting, analyzing and documenting needs assessments. The consultant should submit a sample needs assessment report with his offer.
* Creative in delivering training and workshops.
* Excellent record of accomplishment for consultancy and coaching services.
* Availability to work with the youth groups at different times, mainly on weekends and in the afternoon.
* Proven experience in the "Do No Harm" approach, and willingness to abide by the safeguarding policies.