



Call for Consultant – FPF110

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Date: 4 March 2022

Call for Consultant for documenting the “Youth Citizens of Today” as a model for civic engagement

Masar is a Lebanese non-governmental organization that was founded in 2005 with the aim to contribute to local and national development processes and the advancement of society. Masar works in holistic development with an equal focus on community and policy levels, thus constantly promoting development, policy change, and good governance. Masar’s programs are based on human rights and the promotion of citizenship while ensuring that empowerment and advocacy are key approaches in the association's work. It cooperates with youth as an initial point of contact, since it profoundly believes in their abilities.

1. To enable you to submit an expression of interest to this call for consultant, please read the following attached documents carefully:
 - Instructions to Bidders Annex I
 - Financial Proposal Template Annex II
2. The expression of interest shall reach Masar association no later than 11 March 2022 at 4:00 PM. Lebanon time by email to submissions@masarlb.org. Quotes received after the indicated deadline may be automatically disqualified.
3. Any questions relating to this Call for Expression shall be addressed in writing to Ms. Mirna Sabbagh at manager@masarlb.org no later than 7 March 2022. Replies shall be posted or emailed to all those who expressed interest in applying.

Yours sincerely,

Kamal Shayya
Masar Association, Chief Coordinator/ Head of Office

ANNEX I - INSTRUCTIONS TO BIDDERS

A. PURPOSE AND SCOPE OF WORK

This consultancy's objective is to document a model of youth civic engagement based on the implementation of the "Youth Citizens of Today" project in partnership with UNICEF over 5 years between 2016- 2021. The aim of it is to inform our future programming and advocacy actions. Also, it will be used by youth as a guiding tool to initiate civic engagement work in their local communities.

Methodology

1. Desk review based on documents to be provided by Masar.
2. One to two Zoom meetings with youth to validate challenges/ strength, and success stories.
3. One to two meetings with municipality leaders (Mayors).

The Contractor shall perform the following tasks:

- Develop guidelines, do's and don'ts to inform our partners and the Youth on how best to design and implement civic engagement future programs/projects, collaborate and initiate a structured dialogue with local stakeholders (municipalities), and implement community level advocacy initiatives/projects. This should include ones on project initiation/kickoff preparations, skills development, stakeholders' meetings, Participatory Action Research implementation and the advocacy projects components.
- Document two sample successful cases of best practices, showing the impact of the project at the individual youth, at family, community, and municipality level. Cases will be identified in consultation with Masar.
- Identify the innovative and successful approaches of the project: What is special about it? What are the success factors and challenges? Identify key program gaps and challenges, and draw practical recommendations at program level, based on the identified gaps and learnings. Based on this, produce a report summarizing good practices and lessons learnt from the program. The proposed report outline is below.
 - Title
 - Acronyms, table of contents
 - Executive Summary
 - Introduction
 - Background
 - Purpose
 - Methodology
 - The Lebanon Youth Context (past and present situation, strengths and challenges)
 - Findings (Challenges, Successes, Lessons Learned):
 - Recommendations (based on Lessons Learned)
 - Summary and Conclusion

Deliverables expected are shown in the following table:

Deliverable	Timetable
Guidelines, Dos and Don'ts	End of assignment
2 success Stories	End of assignment
Final report	End of assignment

Experience

- Previous consultancy expertise and skills in producing guidelines, manuals, success stories, lessons learnt on youth empowerment and engagement is mandatory.
- Previous experience and demonstrated ability to interact at very high levels in a multicultural local organization.
- Previous experience in youth and community development work experience is an asset.

Language

- Fluent in spoken and written Arabic & English

Location:

- The assignment will be home-based with a telecommuting/Zoom arrangement to various localities, with a possibility of a few in-person meetings.

Duration of assignment:

The assignment will be carried out in a period of 15 working days from the date of signing of contract.

B. CLARIFICATION OF SOLICITATION

A prospective applicant requiring any clarification on the Call for Consultant may send an email to submissions@masarlb.org by 11 March 2022 at the latest. Masar Association shall respond to any request for clarification by posting or emailing answers to all interested bidders.

C. PREPARATION AND SUBMISSION OF EXPRESSION OF INTEREST

A quote shall consist of two parts: the technical proposal and the financial proposal submitted in separate files by email.

The technical proposal shall clearly outline the methodology to be adopted. Additionally, the proposal shall include: (a) CV, and (b) a sample of similar work done.

The financial proposal shall indicate the unit prices and total price of the tasks to be supplied. All fees shall be quoted in US Dollars (US\$) and shall be all-inclusive.

The quote prepared and all correspondence and documents relating to this Call for Consultancy shall be written in English and have a validity of 90 days after the closing date of bid submission as specified by Masar Association. A proposal valid for a shorter period may be automatically rejected as non-responsive. Masar Association may solicit the applicant's consent for an extension of the period of validity under exceptional circumstances. Additionally, Masar Association reserves the right not to grant the bid to any bidder.

D. Compliance to the Protection from Sexual Exploitation, Abuse, and Harassment Policy

Masar Association commits to a zero-tolerance policy to Sexual Exploitation, Abuse, and Harassment (SEAH), hence all forms of SEAH are prohibited and constitute serious misconduct. Masar "personnel" (referring to employees on full or part time agreements, board members, volunteers, interns, partners, consultants, suppliers, and associated personnel), shall not engage in any sexual activity with persons



(adult or child) that look to or benefit from the Association's services, or with any person under the age of 18 years, regardless of legal age of majority, local norms, or consent. Masar Personnel have an obligation to report SEAH allegations, suspicions or concerns to the PSEAH designated focal points (whether it is an allegation against a fellow Staff or an individual working for a partner organization). All Masar personnel likewise have a duty to fully cooperate in investigations. All allegations of SEAH are to be treated with the highest degree of confidentiality to protect the identities of survivors, witnesses, and alleged perpetrators. Failure to abide by the SEAH policy in place, published on Masar's website, is therefore a ground for initiating disciplinary proceedings, which may ultimately lead to summary dismissal or termination of agreement, and other serious measures in accordance with the legal framework.

ANNEX II: FINANCIAL PROPOSAL TEMPLATE

Budget Breakdown:

#	Service: (including tasks' breakdown)	Unit Price/ Fee	Quantity	Total Price/ Fee USD
1				
2				
3				
4				
5				
6				
7				
8				
Sub-Total				
		VAT		
Grand Total				

Payment Terms:

[Specify full payment amount in text and numbers and any related terms]

Offer Validity:

[Specify offer validity]

[date, sign, and stamp]