**Call for Individual Consultant**

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1. **PURPOSE AND SCOPE OF WORK**

**Background**

The “Youth Citizens of Today (CoT)” is a partnership project between Masar Association and UNICEF in Lebanon. The project was launched and initiated in 2017 in 6 Lebanese localities, and then expanded to 10 localities in its second phase. Today, the fourth phase of the project, extending from March 2021 to March 2022, it is being implemented in 21 localities, in cooperation with local Youth Initiatives (YIs).

The CoT project operates within the framework of Masar Association and UNICEF's work to enhance youth civic participation in their local communities and public life, by enabling them to identify their community needs and priorities based on the methodology of "Participatory Action Research” (PAR). Furthermore, planning Advocacy projects based on those needs and priorities, and implementing them in cooperation with local authorities and various stakeholders.

**Rationale**

Masar and UNICEF are in the process of establishing a “Citizens of Today Alumni”, with a role of supporting young advocates through knowledge and expertise transfer. The aim of this initiative is to establish a national platform to promote youth participation, engagement, and volunteerism.

The Alumni is expected to consist of past 63 members from Youth Initiatives (YIs), who were active coordinators, core team members, researchers, young advocates in their respective YIs. To be part of the COT Alumni youth must be between 25 and 30 years old and willing to assist current and new core teams in their civic engagement efforts and advocacy project implementation.

The Alumni is a capacity-building initiative that provides previous YI members with an opportunity to enhance their leadership skills and give back to CoT. The Alumni consists of male and female youth from across the country who serve as ambassadors for CoT by supporting in planning networking events, serving as PAR trainers, participating in advanced leadership trainings, serving as Mentors for current YIs.

**The objective** of this assignment is to hire a consultant to develop “Youth Citizens of Today (CoT)” alumni governance structure, bylaws, role, membership, engagement with Masar, UNICEF and other key players. The consultant will also develop a 3-year actionable strategic plan for the alumni.

The Consultant shall perform the following tasks:

* Define the vision, mission, and values of the Alumni including duties and responsibilities of the members.
* Develop and propose the organization of the Alumni including: membership, the internal governance, regulations and bylaws, operational structure, frequency of meetings, sustainability recommendations.
* Propose the engagement/ relationship between the Alumni, Masar Association and UNICEF.
* In consultation with the Alumni core group define the 3-year strategic plan and related action plan to ensure that CoT’s sustainability after the closure of the project.

Deliverables expected are shown in the following table:

|  |  |
| --- | --- |
| **Deliverable (with any relevant specs)** | **Timetable** |
| Consultancy proposed workplan | 3 days after contract signature |
| First draft organization structure including: vision, mission, and values of the Alumni duties and responsibilities of the members.  Organization of the alumni including: membership, the internal governance, regulations and bylaws, operational structure, frequency of meetings, sustainability recommendations. | 3 weeks after contract signature |
| Draft 3-year strategic plan and related action plan | 6 weeks after contract signature |
| Final organization structure, strategic and action plan | 8 weeks after contract signature |

**Competencies:**

* Strong evidence of the following competencies:
* Superior facilitation skills
* Ethical behavior and integrity
* Sensitivity to diversity
* Flexibility
* Autonomy
* Strategic thinking
* Research and analysis
* Intervention design
* Stakeholder management / Building partnerships
* Promotion of organizational change and development
* Written and Oral communication

**Education**

Master's degree in Social Sciences, NGO Management, HR, Management, Change Management, Communications, Development, Knowledge Management, or related field

**Experience**

* Previous consultancy expertise and skills in Alumni development, Change Management, leadership development, and organizational development in a multicultural institution is mandatory.
* Previous experience and demonstrated ability to interact at very high levels in a multicultural international/local organization

**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 in-person meetings.

1. **PREPARATION AND SUBMISSION OF EXPRESSION OF INTEREST**

An application shall consist of two parts: the technical proposal and the financial proposal.

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

**ANNEX II: FINANCIAL PROPOSAL TEMPLATE**

**Applicant Name:** [Specify name]

**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]