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## Terms of Reference

Youth RESOLVE: Youth Empowerment, Participation, and Advocacy for Social  
Stability in Lebanon – Phase 2

*“Capacity Building Consultant”*



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#### A- Contracting Entity: DPNA

Development for People and Nature Association (DPNA) was established in 2003. It is a non-governmental, independent, grassroots-led organization based in Lebanon which promotes sustainable development.

**DPNA Vision:** A non-violent democratic society where individuals enjoy all their rights and freedoms without discrimination.

**DPNA Mission:** To empower, mobilize, and enable citizens to change and meet the needs of the communities, as individuals and/or groups, specifically the marginalized communities in rural, bordered, and poverty areas, through human rights-based approach.

#### B- Project of which this contract will be a part of: Youth Resolve 2

Funded by the European Union's (EU) MADAD Trust Fund, the Youth RESOLVE 2 (YR2) 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.

Under YR2, DPNA has established four (4) Youth Committees (YC) in Bqosta, Saida, Mghayrieh and Barja, aiming at enhancing their capacity in the following domains: communication, project design and management, peacebuilding, and conflict resolution. Youth will be equipped to become agents of change contributing to positive change within their communities.

DPNA will work with the YCs to implement a youth-led local community needs assessment, based on a thorough qualitative and quantitative data collection.



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الممول من الاتحاد الأوروبي DPNA will support the YCs in planning and implementing Quick Impact Projects (QIP) and advocacy campaigns enabling youths to play a leading role in the development and well-being of their communities, also directing attention towards the needs on non-Lebanese population groups.

### C- Overall Consultancy Objective

The project seeks the services of a consultancy firm with substantial experience in working on youth empowerment projects as well as conducting needs assessments for community development projects.

The consultant shall support DPNA in implementing capacity building sessions for youths (set topics; local needs assessment), supporting youths in conducting a local needs assessment, and supporting youths in designing and implementing QIPs and advocacy campaigns. **Scope of Work (Requested Services)**

DPNA will rely on the capacity building consultant to work closely with the DPNA's YR2 project team in implementing the project over 18 months (November 15, 2021 – May 15, 2023) on the below main components:

- 1. Methodology and Design:** to agree on the project methodology and design of all the phases, set the expectation, and agree on requirements and milestones.
- 2. Capacity Building component:** deliver interactive and youth-friendly full-day training sessions for each of the four YCs on the following topics each:
  - Strategic Planning
  - Project Cycle Management
  - Fundraising
  - Team Building

*Note: Each training session is to be followed by a training report submitted to YR2 DPNA Project Manager, based on set requirements and Monitoring & Evaluation standards.*
- 3. Local Youth-Led Context Assessments/Community Needs Assessment:** specialized training sessions/workshops for youths on needs assessment approaches, sampling, design of quantitative and qualitative tools, usage of creative youth-friendly approaches, analysis of the collected data, and submission of needs assessment report per each YC.
- 4. Support Youth Committees in the implementation of community events:** based on the youth-led context assessment/community needs assessment, support youths in the organisation of community events with local stakeholders to present results and decide over Quick Impact Projects (QIPs) and advocacy campaigns to reach the project's objectives.





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**Support Youth Committees in the implementation of local Quick Impact Projects through Coaching Sessions:** support Youth Committees and the project team through specialized technical coaching sessions or workshops in different project phases, depending on the needs and requirements of youths in different areas to reach the objectives of the project

**D- Specific Deliverables**

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

Deliverable	Quantity	Comments
Preparation Days	Consultant to identify the number of preparation days needed and the price per day.	Preparation days to include time needed by the consultant to develop the methodology, tools (capacity assessment, training plan), training materials, and other needed preparation days.
Training days	28 days	28 training days for all 4 Youth committees in the 15 months duration. Trainings will be delivered equally between the YCs. Noting here that the trainings are to be implemented in-person. Each training day is to be followed by a training summary report and submitted to YR2 Project Manager.  DPNA is responsible for identifying: venue fees, youth transportation, lunch, and materials needed by the youth.



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Coaching sessions (2.5 hours)	40 sessions	<p>Each YC will benefit from 10 coaching sessions related to the following:</p> <ul style="list-style-type: none"> <li>- Community needs assessment design, data collection, analysis, validation, and interpretation.</li> <li>- Advocacy and community initiative implementation. Provide information on topics that are deemed important by youths after a certain milestone with youths have been reached.</li> <li>- Support the youth in the local Youth-Led context assessments/community needs assessment.</li> <li>- Any other need requested by the youth.</li> </ul> <p><i>Note: this is a youth-led nature component where youth are to be involved in each and every step and activity.</i></p>
Final Reports	1 report	<p>The consultant should submit a final report, one for all groups for the whole duration of the project including milestones, achievements, methodology, risks, and challenges, lessons learned, and next steps.</p> <p>The reports will be reviewed and approved by the DPNA and WVL project management.</p>
<p><b><u>In addition to the mentioned above deliverables, the capacity building consultant should:</u></b></p> <ul style="list-style-type: none"> <li>- Attend regular <i>meetings</i> with DPNA YR2 Program and Project Manager;</li> <li>- Submit <i>monthly reports</i> to DPNA YR2 Program and Project Manager;</li> <li>- Provide <i>relevant input</i> for reporting and evaluation purposes that elevate the project and contribute to the project's overall objective;</li> </ul> <p><i>All activities shall be covered in a timely and accurate manner, all activities shall be properly documented. Reports and all recent data must be prepared and sent to the Project Manager/Program Manager.</i></p>		



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#### E- Consultant Profile

- Registered consultancy firm with experience in local development projects, working with NGOs, doing needs assessments, delivering training workshops, and working on youth-related projects and issues.
- Evidence for Local and Regional experience in youth development and active citizenship projects. Previous projects with municipalities is a plus.
- Previous experience with international/national non-profit organizations is mandatory. At least 2 references are required.
- The consultancy team should be comprised of experts in different fields with more than 10 years of experience, especially in NGOs and youth matters.
- Resources available to fulfil all project requirements within the agreed time frame, noting that those same activities will be implemented in parallel in 4 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, or the outline of it, with the offer.
- Experience in developing and delivering training workshops and coaching sessions.
- 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.
- Knowledge in child protection and facilitation skills (Certificate is a plus).

#### F- Soft and Technical skills

- Good interpersonal skills
- Demonstrate fairness, integrity and impartiality
- Diplomacy, problem-solving and mediation
- Strong communication skills
- Knowledge and expertise in setting work-plans and following up on activities and timelines
- Analytical skills
- Strategic thinking
- Facilitation skills
- Reporting Skills
- Ability to work with groups





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## G- Proposal and required documents

Interested candidates should send the following documents in PDF format to [dpna@dpna-lb.org](mailto:dpna@dpna-lb.org) by 08/11/2021 CoB:

- A cover letter of no more than one page introducing the consultant/consultancy firm and how the skills and competencies described above are met, with actual models (Profile outlining similar experience including type of task, employer, project title, location, achieved outputs).
- Technical Proposal of no more than 3 pages of the proposed procedures to be taken with this consultancy (methodology to be used, things to take into consideration...).
- Financial Proposal of no more than 1 page reflecting each activity with the cost breakdown.
- CV/s of the proposed trainer/s including references.
- Two certificates of experience in similar position.

## H- Evaluation Criteria

The evaluation of the technical bids, submitted by consultants/consultancy firms, would be conducted according to the following criteria mentioned in the table below.

Only technically approved consultants/consultancy firms will be considered for Financial Evaluation;

Evaluation Criteria	Criteria Scoring (100%)
<b>Technical Proposal</b>	<b>60%</b>
<i>Cover Letter</i>	10%
<i>Proposed Methodology and workplan (including needed time to finalize each deliverable)</i>	30%
<i>Experience in similar position/projects</i>	10%
<i>Qualification and CV of proposed personnel</i>	10%
<b>Financial Proposal</b>	<b>40%</b>



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**I- Other comments:**

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