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Terms of Reference

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

“Capacity Building Consultancy Firm”

Background

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 a human rights-based approach.

Project Background

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. Also, 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 the Youth RESOLVE 2 project, DPNA will establish new and enhance the capacity of four Youth Committees (YC) in the following districts: Bqosta, Saida, Mghayrieh, and Barja. Including building their capacity in communication, project design and management, peacebuilding, and conflict resolution. Youth will be equipped to take the initiative in making positive changes within their communities.



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DPNA 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 for local municipalities and other local actors to address youth concerns.

DPNA 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 the development of their communities, while also directing their attention towards broader and larger needs that are in their communities such as those of Syrian/ Palestinian refugees. DPNA will provide coaching and/or training on community needs assessment skills. In order to create positive change in their communities, DPNA will support the trained YC members in conducting local-level advocacy at the municipality level. In doing so, the project aims at reinforcing among these formally developed bodies responsibility, and accountability.

Scope of Work

(Requested Services)

DPNA will rely on the capacity building consultancy firm to work closely with the DPNA YR2 project team in implementing the project *over two years* (January 2021 – January 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:** to conduct youth capacity assessment for each group and deliver interactive and youth-friendly full-day training sessions or training camps on a range of topics that include but not limited to the below:

The training topics include but not limited to the following:

- Soft Skills (Communication Skills, Team Work, 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, Data Analysis, Creative Problem Solving, Assessments and Evidence, Branding & Visibility, etc.)
 - Health care (Physical and mental)
- 3. Community Needs Assessment** (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.)



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Requested Outputs

The required outputs resulting from the successful implementation of this assigned position are as follows:

- **Capacity building days:** the listed above training topics will be implemented with four committees.
- **4 quantitative needs assessment reports:** The consultancy firm is responsible for submitting 4 full reports (one per YC) taking into consideration the methodology, design, tools, and data collected. The tools and reports will be reviewed and approved by DPNA, MADAD Phase II Program, and Project Manager.
- **4 interpretation workshop:** Each YC will attend a one-day interpretation workshop to interpret the findings of the needs assessment report, analyse and prioritize the needed intervention, and agree on the next steps.
- **Preparation days (# TBD):** Preparation days to include time needed by the consultancy firm to develop the methodology, tools (capacity assessment, training plan), training materials, and other needed preparation days.
- **4 final reports:** The consultancy firm should submit a final report, one per each group for the whole duration of the project including milestones, achievements, methodology, risks, and challenges, lessons learned, and next steps. The reports will be reviewed and approved by the DPNA YR2 Program Manager, Project Manager, and M&E Officer.

In addition to the above-mentioned deliverables, the capacity building consultancy firm should:

- Attend regular **meetings** with DPNA YR2 Program and Project Managers;
- Submit **monthly reports** to DPNA YR2 Program and Project Managers;
- Provide **relevant input** for reporting and evaluation purposes that improve the project and contribute to the project's overall objective;

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.



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Consultancy Firm Profile

- 3 to 5 years' experience in local development projects, working with NGOs, doing needs assessments, delivering training workshops, and working on youth-related projects and issues;
- Proof of experience in youth development and active citizenship projects. Previous projects with municipalities is a plus;
- Sample 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;
- Registered (In case of a consultancy firm);
- Experience in engaging youth in research projects using creative and youth-friendly methods;
- Significant knowledge in municipality law and governance issues;
- Evidence in conducting, analyzing, and documenting needs assessment. The consultancy firm 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;
- Record of accomplishment for consultancy and coaching services;
- Flexibility to work on weekends and in the afternoon;
- Knowledge in child protection and facilitation skills (Certificates is a plus);

Technical and Soft Skills

- Good interpersonal skills
- Demonstrate fairness, integrity, and impartiality
- Diplomacy, problem-solving, and mediation
- Strong communication skills
- Ability to work with youth communities
- Knowledge of setting work-plans and following up on activities and timelines
- Analytical skills
- Strategic thinking
- Facilitation skills
- Reporting skills
- Team-oriented

Proposal and required documents

Interested candidates should send the following documents to dpna@dpna-lb.org before 10/1/2021:

- A cover letter of no more than a page introducing the consultancy firm and how the skills and competencies described above are met, with actual models (Profile outlining similar experience including the 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.
- CVs of the proposed trainer including references.
- Two certificates of experience in a similar position.