

TENDER – TERMS OF REFERENCE

YOUNG CITIES: NAKURU PARTNER

- **Organisation:** Institute for Strategic Dialogue (ISD)
 - **Contract type:** Tender
 - **Reporting to:** Project Manager, Young Cities
 - **Location:** Nakuru, Kenya
 - **Duration:** 11 months
 - **Preferred Start Date:** April 2021
 - **Tender Amount:** up to 18,800 GBP
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About ISD

ISD is a global counter-extremism organisation dedicated to powering solutions to extremism and polarisation. For over 10 years, we have responded to the rising challenge of extremist movements and the ideologies that underpin them, delivering cutting-edge programmes built from world-leading expertise in communications and technology, grassroots networks, knowledge and research, and policy advice.

With teams in London, Beirut, Berlin, Toronto and Washington D.C., ISD enjoys strategic partnerships with the world's leading technology companies and supports more than a dozen governments and institutions, as well as managing global networks of community groups and influencers all of which work to blunt the effects of hate, polarization and extremism.

About Young Cities

Young Cities is a joint effort by the [Youth Civil Activism Network \(YouthCAN\)](#) and one of ISD's other longest running programmes, the [Strong Cities Network \(SCN\)](#), bringing youth voices to city halls across Lebanon, Kenya, Senegal and the Western Balkans. Young Cities works in partnership with both young people and local government to enhance and support youth-led solutions to community challenges such as hate, polarisation, extremism and violence.

Young people have the insights, ability and creativity to affect change on deeply entrenched community challenges. Young Cities supports and amplifies these efforts through local research, capacity-building, seed funding and direct support, giving young people the skills and freedom to develop programming that responds to the needs of their communities.

Simultaneously, Young Cities works with local government to support city-level youth collaboration and to develop more effective policy that champions youth as key partners in resilience building efforts. By working simultaneously with both groups – youth and local government – our youth programme fosters a shared understanding of local youth issues, facilitates new opportunities for cooperation, and ultimately enhances both groups' capacity to tackle community-level challenges of hate and polarisation.

Young Cities have been active in Kenya since 2018 training over 80 youth and facilitating over 13 of youth community cohesion projects which have a combined reach of approximately 1000 individuals. Young Cities have been active in coastal Kenya but are not looking to expand inland to Nakuru.

Scope of work

Building on the success of Young Cities in Kenya and Lebanon in 2018, ISD is seeking to appoint an appropriately qualified local partner organisation to support the scaling of the project activities in Nakuru over a 10 months' period. 20-25 young people will take part in a 3-day workshop to learn about and plan community-based social change initiatives, tackling issues such as hate, polarisation, violence and extremism (tentatively planned for March 2021). Following each workshop, ISD and the local partner will continue working with participants and support up to five groups to launch their youth-led online or offline initiatives.

ISD is looking for an organisation to support delivery of the workshop as training facilitators and coordination of youth-led activities following the workshop, including additional follow-up training.

In addition, the local partner will assist ISD and the Nakuru County Government in development and implementing a city grant that aims at improving youth relationship, knowledge, inclusion and understanding of the Nakuru County Government.

Timing

The timeline for the proposal period is as follows:

- **10th February 2021:** Request for Proposals published;
- **15th – 19th of February:** ISD's Grants Manager and Project Manager are available for email discussions and phone calls in relation to the request for proposals;
- **3rd of March:** Deadline for proposal submissions (to tenders@isdglobal.org);
- **3rd of March – 12th of March:** Proposals will be evaluated by a panel made up of ISD's Head of Project Operations, Grants Manager, Deputy Head of Communications, Education, Networks and Technology, and Project Manager;
- **w/c 29th March (Tentative):** in person interviews with top 3 candidates.
- **End of business day on 12th March:** The successful organization will be notified of their appointment by email.

Deliverables	Approximate Deadline	Milestones
1. Workshop Logistics and Preparation	May (<i>tentative based on pandemic</i>)	<ul style="list-style-type: none"> • Assist with Youth recruitment for workshop • Assist with selecting relevant youth attendees, and support their attendance at the event. • Assist with venue and external contractors selection (i.e. photographers etc.).
2. Workshop delivery	May (<i>tentative based on pandemic</i>)	<ul style="list-style-type: none"> • Assist facilitation of the workshop. • Assist with hotel coordination during workshop
3. Post workshop: Support delivery of Youth online and offline initiatives	June – December (<i>tentative based on pandemic</i>)	<ul style="list-style-type: none"> • Ensure the successful coordination of youth groups to ensure the launch of up to five campaigns in line with developed project plans. • Distribute and monitor Youth project plans in-line with their budget.

		<ul style="list-style-type: none"> • Arranging regular meetings with the youth groups to monitor progress against the campaign proposal and budget. • Ensure adequate monitoring and evaluation is recorded from each youth group
4. Youth skills development	June – December <i>(tentative based on pandemic)</i>	<ul style="list-style-type: none"> • Support delivery of youth-led activities and facilitate coordination between youth groups and other relevant stakeholders, including creatives, civil society and government actors where required. • Facilitate skill training workshops with youth where necessary.
5. City grant Management	September – December <i>(tentative based on pandemic)</i>	<ul style="list-style-type: none"> • Coordinate closely ISD and Nakuru County on their city grant deliverables • Manage City Grant budget • Ensure adequate monitoring and evaluation is recorded from city grant.

Selection Criteria

Essential

- Project Management: Strong project management skills, as evidenced by the successful delivery of projects and grants
- Experience with overseeing micro-grants
- Youth Engagement: Experience in working with youth from various backgrounds, training youth.
- Ability to work proficiently in English and Swahili for project management and monitoring and evaluation purposes (with delivery to be conducted in local languages)
- Experience of developing partnerships with local government stakeholders and civil society organisations
- Officially registered organisation in Kenya

Desirable

- Experience with overseeing youth micro-grants
- Strong facilitation and train the trainer experience
- Experience in evaluating the impact of projects, using both quantitative and qualitative methods
- Active member of Nakuru counties actions to prevent violent extremism

How to submit Proposals

All proposals should clearly state:

- The fee for this work, inclusive of VAT or any other taxes or surcharges;
- The Partner’s qualifications as they relate to each of the criteria outlined above;
- The Partner’s proposed personnel to conduct the project activities and trainings with their CVs;
- Two references.

Evaluation Criteria

Proposals will be evaluated based upon the service to be provided weighed against the cost of the service. This will be done in line with ISD's Procurement Policy.

Factors that will be considered include:

1. The responsiveness to the request for proposal and demonstrated understanding of ISD's business, needs and context;
2. Relevant experience and qualifications;
3. The results of the two references provided;
4. Cost and value for money.

ISD reserves the right to reject any and all proposals submitted and to request additional information from all proposers. ISD reserves the right to appoint before the closing date, 3rd of March 2021.

The deliverables outlined in this tender may be subject to change, as required by the donor. The awarding of funding to the successful organisations by ISD is dependent upon ISD's receipt of funds from the donor.

Proposals must be submitted via email to tenders@isdglobal.org by 3rd of March 2021. Subject of the email must be **Young Cities Nakuru Partner**. Shortlisted applicants will be contacted within two weeks from the deadline's closure to conduct a short interview before final selection the week after.

For any questions please contact tenders@isdglobal.org.

ISD reserves the right to interview and appoint applicants prior to the closing date of this vacancy.