

REQUEST FOR PROPOSALS FOR LOCAL PARTNERS IN JORDAN (ZARQA AND AMMAN)

About ISD

ISD is a global counter-extremism organisation dedicated to powering new solutions to extremism and polarisation. **Young Cities** is the Strong Cities Network's local youth engagement programme to engage young people as key stakeholders in building community resilience, in partnership with ISD's Youth Civil Activism Network.

About Young Cities

Young Cities works with youth as well as community and municipal leaders to enhance the role of young people in actively addressing hate, polarisation, extremism and violence. Active since 2018, Young Cities has worked in 9 cities across Kenya, Senegal, Lebanon and North Macedonia, training 290 youth and enabling 43 youth-led campaigns with ongoing support and funding totaling more than £129,000. We have also supported municipal leaders in the creation of 4 city grants dedicated to supporting youth in their municipality.

Young Cities works at the community level with youth and local government stakeholders to enhance their capacities, develop a shared understanding of local youth issues, and facilitate new opportunities for cooperation. This joint programme supports a collaborative approach that bridges the gap between municipal efforts to engage youth in P/CVE and the needs and contributions of their young citizens.

Through action-oriented capacity-building, seed funding and direct support, Young Cities facilitates youth-led initiatives as well as city-youth-collaboration, and supports municipal youth engagement strategies. Initiatives have taken on issues such as discrimination, gangs, stereotyping refugees, and the stigmatisation of young people charged with crime.

Request for Proposals

Building on the success of project activities in Lebanon, Kenya, Senegal and North Macedonia since 2018, ISD is seeking to appoint an appropriately qualified local partner organisation to support the implementation of project activities in Jordan in Zarqa over an 8 months' period.

A qualified partner would support the delivery of a capacity-building programme for 20 young people in Zarqa, Jordan. The programme would begin with a 4-day workshop in late July 2020 where the youth would work in 4 groups to learn how to plan community-based social change initiatives. During this workshop, the groups would plan their own projects, which would be delivered in Zarqa between August and December with ongoing support from ISD and the local partner.

Detailed responsibilities and requirements are listed below.

Timeline for Proposals and Period of the Project

The timeline for the proposal period is as follows:

- **21st June:** Request for Proposals published
- **21st– 23rd June:** ISD's Senior Grants Manager and Senior Project Manager are available for email discussions and phone calls in relation to the request for proposals
- **2nd July:** Deadline for proposal submissions (to grantsteam@isdglobal.org)
- **5th – 9th July:** Proposals will be evaluated by a panel made up of ISD's Head of Project Operations, Senior Grants Manager, and Senior Project Manager
- End of business day on **12th July:** The successful organization(s) will be contacted for follow-up interviews, with estimated appointment date of **15th July**.

The approximate timeline for the Project is as follows:

- **15th July – 8th August:** workshop preparation including recruitment, logistical support (such as invitations and participant outreach, venue selection, catering, participant travel and accommodation where relevant), and supporting adaptation of training materials to the local context (approximately 2-3 days per week)
- **11th – 12th August:** 2 days' training preparation
- **14th - 17th August:** 4 days' Workshop delivery
- **17th – 29th August:** Input into finalizing campaign plans, budgets and timelines for youth-led initiatives
- **Starting 29th August:** 5 months' youth-led project implementation, including group coordination and support and financial administration

Current dates are tentative and will be determined together with the local partner organization, and in line with any potential future COVID-19 related government regulations and restrictions. Should it not be possible to deliver offline activities towards the end of the year, ISD will look to work with its local partner to adapt activities to online deliverables where possible.

Key responsibilities of the Local Partners

- Workshop preparations: including recruitment, logistical support (such as invitations and participant outreach, venue selection, catering, participant travel and accommodation where relevant), and supporting adaptation of training materials to the local context (including additional research support where relevant)
- Workshop facilitation: 2 members of staff to help facilitate the workshop and assist participants; availability in the week prior the workshop for learning materials
- Ongoing project administration and management: including regular status meetings with ISD to ensure effective project delivery, as well as supporting with grant reporting as required by ISD.
- Support with planning and delivery of the youth-led projects: Following the workshop, the local partner will work closely with the successful groups on their initiatives. This includes:
 - Coordination and mentorship of the youth groups to ensure the launch **three to four youth-led projects** in line with developed campaign plans per city.

- Arranging regular meetings with the youth groups to monitor progress against the campaign proposal and budget.
- Organising technical support meetings for each group based on campaign requirements, including two follow-up workshop sessions.
- Facilitate coordination between youth groups and other relevant stakeholders, including creative consultants, civil society and government actors where required.
- Reporting on financial aspects of the activities: Handle financial aspects of youth-led activities:
 - Disbursement of funds to youth groups: up to £3,000 per group
 - Financial reporting of said funds in line with ISD and the Norwegian Ministry of Foreign Affairs project guidelines, including providing receipts and signed per diem sheets
- Monitoring & evaluation for overall project and youth-related activities: Support ISD with developing an evaluation methodology, ensuring all surveys are fit for purpose and adapted to the local and legal context of delivery; manage the collection of all evaluation data as required by ISD, including regular M&E status meetings with ISD.

Mandatory Qualifications of the Local Partners

Proposals will only be considered from organisations that can positively confirm and evidence that they meet the following criteria:

Project Management

- Strong project management skills, as evidenced by the successful delivery of projects and grants
- Experience with overseeing micro-grants (desirable)

Local Partnerships

- Experience of developing partnerships with local government stakeholders and civil society organisations

Youth Engagement

- Experience in running and sustaining youth engagement projects
- Experience with youth-led projects and initiatives, online and offline (desirable)
- Experience in working with young people from disadvantaged backgrounds
- Experience in youth engagement
- Experience in training resource development

Training & Facilitation

- Strong facilitation and expertise

Monitoring & Evaluation

- Experience in collecting data, through surveys and/or qualitative methods such as interviews and focus groups;

- Experience in evaluating the impact of projects, using both quantitative and qualitative methods (*desirable*)

Communication Skills

- Ability to work proficiently in English for project management and monitoring and evaluation purposes (with delivery to be conducted in the local language);
- Computer/IT/social media literate.

Registration: Officially registered organisation in Jordan.

Contractual Arrangement

The contract will be awarded by ISD and will enter into force from the date of its signing by both Parties, for the duration of the project until the satisfactory completion of all project deliverables and final reporting. The contract may be modified only through mutual agreement in writing signed by both Parties. The Partner shall not disclose nor communicate any confidential information relating to ISD's business activities to any third party, save where required by law or with the express written consent of ISD.

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
- Latest financial audit report

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, 25th June 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.

The point of contact at ISD is Benjamin Holman on tenders@isdglobal.org.