

REQUEST FOR PROPOSAL - TERM OF REFERENCE
RESEARCH AND CAPACITY ASSESSMENT CONSULTANT
FOR YOUTH CIVIC ACTION ACADEMY PROJECT

- **Organisation:** Institute for Strategic Dialogue (ISD)
 - **Reporting to:** Program Manager, Youth Civic Action Academy
 - **Location:** Jordan
 - **Preferred Start Date:** mid-December 2021
 - **Remuneration:** following competitive tender process – budget ceiling US\$ 20,700
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About ISD

For more than a decade, the UK-headquartered [Institute for Strategic Dialogue \(ISD\)](#) has pioneered global responses to the interconnected challenges of polarization, hate, disinformation and extremism, transforming public, private and civic sector innovation and prevention online and in local communities around the world.

In partnership with the U.S. Department of State (DoS) Bureau of Counterterrorism, ISD launched the [Strong Cities Network \(SCN\)](#) at the 2015 UN General Assembly, uniting mayors and city leaders as well as frontline practitioners around the world in sharing best practice and developing effective locally-led preventing/countering violent extremism (P/CVE) approaches. Now with a global membership of 145+ cities across more than 40 countries, the SCN is a unique mechanism to drive cooperation between local government and civil society in order to implement [locally-tailored prevention models](#).

For nearly five years, the Strong Cities Network (SCN), led by the Institute for Strategic Dialogue (ISD), has worked with Jordanian partners to institutionalize and train multi-stakeholder Local Prevention Networks (LPNs) in three critical municipalities: Irbid, Karak and Zarqa. Composed of more than a dozen local public service representatives and civic leaders, LPNs serve to develop and deliver preventing and countering violent extremism (P/CVE) initiatives at the community level in partnership with municipalities and in line with national strategy.

About Youth Civic Action Academy

This program harnesses the LPNs to build out dedicated support for Jordanian youth. It aims at bolstering the capacities and capabilities of the LPNs to (i) empower youth to take an active role in preventing violence and building social cohesion in their local communities; (ii) engage diverse stakeholders to promote media literacy and combat hate speech, cyberbullying, misinformation and violent extremism, as well as (iii) increase knowledge through virtual exchanges between American SCN cities and their Jordanian counterparts. The LPNs will work with youth to address hate speech, cyberbullying, mis/disinformation and violent extremism through the development of a unique and innovative online *Youth Civic Action Academy* supported by key cities, civil society groups and multimedia partners across Jordan. By leveraging the existing structures of the LPNs and their ties to both national government and local leaders, civil society groups, and youth, the SCN will engage youth in the process of enhancing their:

- Understanding of civic processes and action, including sessions on civic responsibilities and offline and online citizenship

- Understanding of hate, misinformation/disinformation and extremism online
- Skills for initiative and campaign design, development and delivery with experts from ISD’s Young Cities program, civil society partners, youth multimedia hubs — including the largest Jordanian online production and dissemination platform in the country — steeped in civic action, as well as online and offline campaigning and initiative design
- Skills for project management (including proposal development, financial management, monitoring and evaluation, and reporting)

Scope of work

To build local and national policy and action that responds to youth concerns and grievances, the project will be informed by a comprehensive evidence base developed at the start. The support this program provides to Jordanian civil society is designed to be institutionalized and sustainable, and will develop significant profile across the region as well as with U.S. cities and the global SCN network.

The selected bidder will conduct desk-based research, focus group discussions, online surveys, and semi-structured key informant interviews in order to provide national and local stakeholders with an up-to-date evidence base to inform policy and programming. This will be supported by an assessment of capacity gaps amongst local stakeholders in the key municipalities, in order to develop training modules that can address these gaps. The research will set the tone for the development of policy and programming at both the national and local levels and similarly be leveraged for the design of the *Youth Civic Action Academy*.

Programme Phases and Deliverables:

The scope of work has been divided into two phases, with activities and deliverables for each phase outlined below:

Project Activity	Delivery Dates	Milestones
Assessment of Youth Challenges		
Desk research & literature review	Mid-Jan 22	- Desk research/litt. review finalized
Conduct Youth Focus Group Discussions (3 per municipality), balancing gender, employment status and educational attainment	Mid-Jan 22	- 9 Youth Focus Group Discussions conducted
Conduct Online Youth surveys	Mid-Jan 22	- 3 wider online youth surveys conducted
Conduct Semi-structured Key Informant Interviews with relevant municipal officials, public services and civil society organizations working on youth issues across target municipalities	End Jan 22	- 9 semi-structured KII conducted
Develop, Publish and Disseminate localized youth research reports,	End Jan 22	- 3 localized youth research reports disseminated

via 3 municipal briefings to LPN members		
Local gap assessment		
Conduct Document review, LPN interviews, surveys	Mar 22	- Document/survey review finalized
Develop recommendations and report for local/national policymakers	Apr 22	- 1 report with recommendation disseminated
Support the provision of LPN/municipality briefings with ISD	May 22	- 3 LPN/municipality briefings supported
Support the organization National youth policy roundtable with ISD	July 22	- 1 National Youth Policy Roundtable supported
Support the provision of Ongoing local-national coordination dialogue session with ISD	Sept 23	- support ongoing throughout the project.

The selected bidder will report into ISD's *Youth Civic Action Academy* Program Manager, with oversight from a regional team. They will be supported by the Program Manager and Coordinator in executing their deliverables.

Key information for bidders

Eligibility

- Legally registered organisation or consortia of registered organisations with the ability to conduct work in Jordan and demonstrated experience working in the country
- Bidder must hold, or commit to securing, all the appropriate permits to conduct research activities in Jordan, in line with the Scope of Work
- For-profit organisations are eligible to apply, but are restricted to the same indirect cost limits as non-profit organisations and may not charge a fee
- All applicants will be subject to ISD's due diligence checks and will be required to demonstrate evidence of robust policies for fraud prevention, anti-corruption and safeguarding
- Demonstrable expertise and capacity to work in Arabic
- Bidder must have experience working with US Government funding

Selection criteria

Bids will be evaluated and scored by a panel of ISD's senior programme and operations staff, in line with the below selection criteria and weighting.

Experience and qualifications of key personnel	20%
Quality of technical proposal and methodological approach	40%
Evidence of contextual awareness and responsiveness	20%

Cost

20%

The maximum budget limit for this contract is US\$20,700.

Timetable

22 nd November 2021	Request for proposals published
6 th December 2021	Deadline for registering interest and any queries on the RFP, to be submitted to tenders@isdglobal.org
7 th December 2021	ISD to share responses to queries with bidders
10 th December 2021	Applicants submit complete proposal package to tenders@isdglobal.org by 12 midnight, UK time
17 th December 2021	Preferred bidder to be notified, start of due diligence checks
1 st January 2020	Start of contract

Submission guidelines

All bidders must register their interest by 6th December 2021, via email, to tenders@isdglobal.org. Bidders should also submit any questions on the RFP by this date.

The deadline for submission is **12 midnight GMT on Friday 10th December 2021**. Applications submitted after this time will not be eligible.

All bidders must submit the following documents:

- Technical proposal in PDF format (maximum 20 pages)
- CVs for all key personnel in PDF format (maximum 3 pages per named individual)
- Detailed budget, in Excel format

Documents must be submitted to ISD via email, to tenders@isdglobal.org