**Terms of Reference for Implementing Partner (IP) for the Youth Leading Peace: Establishing participatory and inclusive mechanisms for implementation of the Youth Peace and Security Agenda in South Sudan Project**

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| --- | --- |
| Country | South Sudan |
| Project locations | Warrap State (Kuajok), Unity State (Bentiu), Lakes State (Rumbek), Eastern Equatoria State (Torit) |
| Duration | 4 months |

To support these processes, UNESCO will establish an implementation partnership agreement with one youth-led organization who will manage funds from UNESCO to facilitate implementation of the specific activities proposed by the partner, in line with the present TOR and. For the purpose of this call for partnership, UNESCO considers an organization youth-led if at least 60% of the employees in the senior and middle level management positions are young men and young women aged between 18 and 35. This age bracket takes into account the definition of a child in the Transitional Constitution of the Republic of South Sudan (as amended) and the operational definition of youth in the Youth Development Policy. The implementing partner will be tasked through an implementing partner agreement (IPA) to execute the following tasks related to three outputs as follows:

**Outputs**

***Output 1:*** Young women and young men mobilized and empowered to effectively engage in national and local peacebuilding processes.

**Activities**

***Activity 1.1:*** Establish and operationalize Youth Peace Forums in Lakes and Eastern Equatoria States.

***Activity 1.2:*** Building the capacity of Youth Peace Forums in Warrap State (Kuajok), Unity State (Bentiu), Lakes State (Rumbek), Eastern Equatoria State (Torit) to operate effectively and help them meaningfully participate in peace building processes.

***Activity 1.3:*** Initiate and support peacebuilding activities and dialogues together with the Youth Peace Forums in conflict hotspots such as Tambura in Western Equatoria State, and Twic-Ngok Dinka in Warrap State and Abyei Administrative Area.

***Activity 1.4:*** Engage with the relevant stakeholders (State Ministry of Peacebuilding; State Ministry of Culture, Youth and Sports; State Peace and Reconciliation Commission; among others) to support the Youth Peace Forums.

**Expected Outputs/Deliverables**

Below (to be further elaborated in the contract) are the expected deliverables.

1. Project implementation activities outlined in this TOR (according to the template provided by UNESCO).

2. Monthly update on progress in the implementation of activities outlined in this TOR.

3. Visibility and advocacy report on youth participation awareness activities on the importance of youth participation in peace processes.

4. End-of-project narrative and financial report.

**Eligibility**

This call for Partnerships is open only to **registered National NGOs** with not-for-profit registered valid legal status and operating since 2019. UNESCO evaluation team will only consider proposals that fulfill the mandatory requirements below:

1. Documented experience in programming youth promotion initiatives.

2. At least three years of demonstrated operational presence in at least one of the above-mentioned states in South Sudan. (Evidence: legal registration certificate; proof of project office; organization profile, and recommendations from the funding partners, etc. required).

3. Capacity of implementing projects with total annal budget of not less than 100,000 USD and above in last two years. (Evidence: Annual financial statements of the partner for year 2022 and 2023).

4. Fully completed UNESCO Form 7-9A (Partner Identification form- ANNEX) and signed by senior management of the organization submitting the proposal.

5. Latest Harmonized Approach to Cash Transfers (HACT) assessment report (if the partner was subject to HACT by any UN entity. the HACT documentation should be attached and confirmation that recommendations if any have been implemented should be provided).

6. Valid registration certificate issued by the Relief and Rehabilitation Commission to proof the “not-for-profit” status of the organization. Those with expired certificates at the time of the submission, should provide proof of submission of request for renewal. This may be in the form of a letter from the Commission.

7. In kind and/or financial contribution clearly stated in USD value and reflected in the proposed budget to show some form of shared costs, value for money. Contribution can include: portion of staff costs, of office rental, of supplies, etc.

8. Evidence of policies and safeguards for cash management (financial policy, segregation of duties, and use of electronic/digital/bank account payments to third parties/individuals).

9. Non-existence on the Consolidated United Nations Security Council Sanctions List, or on the United Nations Global Marketplace vendor ineligibility list. Please see more information in Form 7-9A.

10. Possession of adequate facilities and the capacity to manage the volume of funds and to implement the agreed-upon activities in an efficient and effective manner.

11. Have the capacity to participate in planning, monitoring, and assurance activities.

12. Have managerial and record-keeping competencies, as well as permanent staff and the ability to manage and support staff in the field.

13. The partners not complying with the above mandatory criteria will be disqualified.

**Desirable criteria**

1. Description of alignment to relevant SDGs, regional, national frameworks/strategies, and UNESCO mandate and programmes.

1. UNESCO will assess the IP based on its programmatic, financial, managerial and logistical capacities.

**Application requirements**

All the items listed below must be nested and submitted in one folder. Each file in the folder must have a distinct name so that one can easily tell its content even without opening it and reading through.

1. Technical proposal based on the UNESCO template.

2. Financial proposal based on UNESCO template. The financial proposal should be in United Stated Dollars and should cover period of 2 months beginning in the 1 November 2024. The budget should be prepared in sufficient detail to justify resource requirements, demonstrate cost-effectiveness and, as far as practicable, provide a breakdown of the resource requirements corresponding to the periods for which cash transfers will be made to the implementation partner. The proposed budget will be the basis of the funding agreement if the IPA is awarded. UNESCO reserves the right to negotiate the budget with preselected partners prior to the signature of the Implementation Partners Agreement. Budgets should be prepared for each activity and further broken down by budget line. “Added value' in terms of a monetary or in-kind contribution is a requirement for any Implementing Partner Agreement consideration. In the case of contribution in kind, the amount should be quantified. Overbudgeting for overhead cost will not be accepted. All costs should be direct cost directly attributable to the activities (overheads should be removed or minimized) Purchase of vehicles or motorcycles will not be considered.

3. CVs of the key technical staff (a Project Manager, MEAL Manager, Project Assistant (Programme) and Project Assistant (Logistics Finnane) foreseen to support implementation of the project and the terms of reference for each. Minimum of a post-graduate level of education in related fields (such as Education, Social Sciences, Business Administration/Management, and Peace and Development Studies) and at least years of experience working with I/NGO is required for the position of Project Manager. The MEAL Officer should have a minimum of a post-graduate education level and minimum of 5 years’ experience in MEAL work with an I/NGO. A minimum of first degree level of education and three years in programme execution and finance administration is required for the positions of Project Assistant (Programme) and Project Assistant (Logistics and Finance) respectively.

4. External audit report of annual financial statements of the partner for year 2022 and 2023 conducted by a qualified audit firm.

5. Policy frameworks in place (preferably covering fraud and corrupt practices, gender equality, personal data protection and privacy, protection from sexual abuse and exploitation (PSEA), human resource management, procurement, and assets and inventory management).

6. Completed and signed UNESCO Form 7-9A.

**Evaluation and Selection Process**

**Below are indicative scores:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Technical proposal evaluation** | **Points obtainable** | **Organizations** |
| **#** |  |  | A | B | C |
| **1** | **Eligibility and qualifications of an entity submitting proposal** | **250** |  |  |  |
|  | i) The partner has relevant technical experience in implementing youth promotion initiatives/programmes in South Sudan (proven track record of capacity of implementing projects of 100,000 USD in the last 2 years for at least 2 projects certified by donors/stakeholders (80 points).ii) Organization has a geographical and operational presence in at least five State e.g., evidence of project office and/or community-based presence and can demonstrate the strategic value such presence brings to the project (80 points). iii) Partner has financial capacities/ clean audit opinion on corporate accounts in respect to annual revenue, limited debts, and positive annual results (40 points). iv) Partner has strong policies in place: protection from sexual exploitation (PSEA), personal data protection, strong cash management (50 points |  |  |  |  |
| **2** | **Proposed Methodology, Approach and Implementation Plan** | **250** |  |  |  |
|  | i) Partner presented a clear/realistic **work plan** relevant to the work assignment proportional to targeted number of beneficiaries and areas to be reached and demonstrated careful consideration for timelines required to prepare and implement activities in line with the project timeline (50 points). ii) Partner identified relevant and realistic risks and presented a sound **risk mitigation plan** for the implementation of the project, which includes among others, **strategies to ensure the full participation** of young women and young men and persons with disabilities in all the activities of the project (50 points).iii) Partner openly recognizes concrete risks/barriers and proposes realistic and relevant safeguards against such risks as fraud, corruption, theft, misuse of funds and assets, “ghost participants or beneficiaries” (50 points).iv) The partner clearly shows alignment of the intervention to relevant SDGs, relevant aspects of the Youth 2030-UN Youth Strategy, the AU Agenda 2063, regional and national frameworks/strategies (50 points). v) Organization provided a plan for engagement of all project stakeholders and a sound communication and visibility plan (20 points). vi) Review of budget annex as part of partner’s financial reporting capacity: clear budget breakdown by main cost elements. Costs are direct costs, reasonable (with clear rationale for the cost element), in line with national standards and market prices (20 points). vii) Partner’s contribution is mandatory (30 points). viii) Over 60% young women and young men (between the age bracket of 18 and 35) in the senior and middle-level management positions in the organization (10 points).  |  |  |  |  |
| **3** | **Management Structure and Key Personnel**  | **200** |  |  |  |
|  | i) Partner presented a clear project management structure with Terms of reference for each position is presented, e.g., qualified key project personnel (including CVs) who should contribute directly to the implementation of the project, e.g., a Project Coordinator/Manager/Focal Point, Other project technical personnel, Finance Officer/Assistant, and a MEAL Officer with demonstrated capacity to function as the focal point of data/information collection and entry and providing quality assurance during reporting. For other personnel (160 points) ii) The partner will specify for each key position the amount of time the staff will dedicate to the project (ref Budget annex). and if the personnel is permanent staff or will be hired for this project If personnel are to be hired, these should be limited to three (a project officer preferably with a Master Degree Qualification in the field of Social Sciences, Development Studies, and Education; and a Project Assistant preferably with Bachelor Degree qualification and with experience in Monitoring, Evaluation, Accountability and Learning (40 points).  |  |  |  |  |
|  | **Sub-total for Technical Proposal (applicants must reach a minimum 70%/490 points to be qualified technically and be considered for financial evaluation)** **Financial Proposal Evaluation**  | **700** |  |  |  |
|  | **Sub-total for Financial Proposal (cost of IPA)**  | **300** |  |  |  |
|  | **Total (Technical and Financial) Combined score**  | **1000** |  |  |  |

**List of documents to be submitted with the application**

1. UNESCO Partner Identification Form (Annex 2) -signature required
2. Budget template/Financial Proposal (Annex 3) including the logo of the partner
3. Application form/technical proposal Form (Annex 5 signature required of the authorized representative at the bottom
4. Official Certificate of Legal Status registration
5. Audited Financial Statements (including the balance sheet, the income and expenses account and the annexes) of the last two financial years 2022 and 2023.
6. CVs of relevant positions with terms of reference included.
7. Proof of experience
8. Other relevant documents