



**Foundation for
Youth Initiative**
Driving Innovation for Social Progress

TERMS OF REFERENCE FOR TRAINING

**TENDER FOR THE TRAIN OF STAFF OF FOUNDTION FOR YOUTH INITIATIVE IN
MONITORING AND EVALUATION**

PLOT NO : 60 & 61

HAI THOURA, BULUK – UNIVERSITY ROAD

DEADLINE: JUNE 15TH 2023



<p>Context and Issues</p>	<p>Foundation for Youth Initiatives is a non-governmental organization formed in South Sudan in 2011. The main activity of the foundation is to empower youth and marginalized individuals to generate prosperity through entrepreneurship, in turn, build assets, create jobs, generate income, and establish sustainable livelihoods.</p> <p>Beyond the fundamental mission of Foundation for Youth Initiative, which is to alleviate poverty through entrepreneurship, it is predominantly focused on the economy and wishes to support its members in obtaining better production and better markets to increase their revenues. For this purpose, it intends to work not only on its own governance and management/administration, but also to assist its members to perform better in the field of agriculture, renewable energy, fishery, livestock, social finance, climate change and Digital media.</p> <p>It is in this sense that the foundation seeks participatory approaches in bringing a solution to poverty. This streamlines resources mobilized to empower youth, women, farmers, and marginalized people to create innovative social enterprises and scalable startups.</p> <p>To achieve these results, one of the identified constraints of Foundation for Youth Initiatives is the mobilization and commitment of its members around its mission and its new challenges. Indeed, even the understanding of members in relation to issues, vision, and opportunities to come together is not sufficiently known and not integrated by all members. This hinders the implementation of activities and achievement of organizational goals.</p> <p>The basic texts, governance, and communication between members, are aspects upon which to build and this requires an understanding of all its members on key elements that have the shared interest in their organization, the common challenges, issues, and opportunities related to synergy around a vision, organization, and joint action.</p> <p>It is in this context that these terms of reference (TOR) are pointed, which aims to recruit the services of an expert (specify individual consultant or company) that can help Foundation of Youth Initiative in this sense, to prepare and conduct training for the benefit of its members.</p>
<p>General Purpose</p>	<p>The overall objective of the mission is to audit Financial Statement of Foundation for Youth Initiative in the life of their organization.</p>
<p>Specific Objectives</p>	<p>The specific objectives are:</p> <p>The overall objective of this assignment is to support the MEL products at FYI, ensuring that high-level quality tools and frameworks are developed and implemented; meaningful and verifiable data is collected for the monitoring, evaluation, and learning needs of programs and projects. The specific objectives below describe the overall scope of work for possible assignments under the MEL Consultancy Pool. The overall scope of work below only serves as “umbrella” of future, possible assignments that will be brought to the MEL Consultancy Pool.</p> <ul style="list-style-type: none"> - To enhance and accelerate the effective delivery of program outcomes through the upgrade of key competencies in the management, monitoring and evaluation of the various aspects and phases of the project cycle among staff - Develop a framework that links project activities to outcomes and impacts (goals) - Develop indicators that effectively identify progress toward project outcomes

	<ul style="list-style-type: none"> - Develop a system to collect and compile data - Determine an appropriate method of analyzing, presenting and disseminating information to different stakeholders - Demonstrate the ability to use information to identify problems and implement changes - 												
Consultant Tasks	<p>The consultant's tasks will be:</p> <ul style="list-style-type: none"> - Determine the relevant stakeholders involved in monitoring and evaluation of projects - Clarify key project results levels - Design a project using a logical framework - Develop indicators and targets for each result level - Track performance indicators over the life of the project - Evaluation of a project against the set results - Develop and implement an M&E system - Develop a comprehensive monitoring and evaluation plan 												
Expected Results	<p>The expected results are: The key results will have an impact on effective monitoring and evaluation of the reconstruction works for planning and policy feedback. This will help to design and implement evidence based reconstruction planning for resilient building construction.</p>												
Term	<p>The duration of the service is 1 months from the signing of the contract until the final report. Within this period, the consultant will propose the effective number of days to be remunerated.</p>												
Profile Sought	<p>A consultant with the following skills is needed:</p> <ul style="list-style-type: none"> - At least 5 years' experience in the field covered in the support of the activity performed. - CVs of all members of the audit engagement team must be provided to the FYI. The CV of each team means must include details on relevant professional qualifications, education and experience in undertaking audits of similar size and nature. Work experience descriptions must include details on the responsibilities assumed for completed and ongoing audit engagements. - Proven performance of at least 3 similar mandates in favor of similar organizations. - The audit firms based in South Sudan having affiliation/membership with an internationally reputed audit firms will be eligible to apply. 												
Deliverables	<p>The following is requested in electronic and paper versions: The deliverables of the assignment could include one or more of the following, depending on the type of assignment brought to the MEL Consultancy Pool. The list below describes the overall scope of work that is inclusive of all future assignments. The deadlines for these assignments are dependent on the nature of the assignment and the project timeline the assignment is associated with.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Deliverables of assignment (by Consultancy Pool Sub-Categories)</td> </tr> <tr> <td style="width: 5%;">1.</td> <td>Capacity building on M&E topics</td> </tr> <tr> <td>2.</td> <td>MEL framework development</td> </tr> <tr> <td colspan="2">A business unit, program, or project Theory of Change/Logic Framework</td> </tr> <tr> <td colspan="2">Program/project measurement framework/MEL system Indicator development and definitions MEL plan/system for programs/projects Improved indicator measurement guidance document Program research agenda and learning priorities</td> </tr> <tr> <td>3.</td> <td>Evaluations</td> </tr> </table>	Deliverables of assignment (by Consultancy Pool Sub-Categories)		1.	Capacity building on M&E topics	2.	MEL framework development	A business unit, program, or project Theory of Change/Logic Framework		Program/project measurement framework/MEL system Indicator development and definitions MEL plan/system for programs/projects Improved indicator measurement guidance document Program research agenda and learning priorities		3.	Evaluations
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	<p>Evaluation framework for a program/project, that includes sampling strategy and methods, data collection tools and management system to extract insights from implementation Indicator data collection methodology (sampling, tier-based strategy)</p> <p>Baseline or midline reconstruction methodology for a program/project</p> <p>(Digital) Tools for data collection</p> <p>4. Remote sensing, GIS data collection and analysis</p>
Special Clauses	<ul style="list-style-type: none"> - The training fees will be fixed through a competitive bidding process. - The client and FYI, which shall sign the contract and ensure payments in accordance with contractual terms that will be agreed;
Content of the Offer	<p>The consultant will submit a technical and financial proposal on paper directly to Foundation for Youth Initiative with electronic copy to the following addresses mentioned below.</p> <p>The technical proposal must include:</p> <ul style="list-style-type: none"> - Comments and critical analysis of TOR; - Understanding of the mandate (context, objectives, expectations or outcome); - The methodological approach used to deliver; - The detailed schedule of tasks from the first task until the last task; including the scheduled or planned training; - Summary of your most relevant experience related to the mandate (in the case of a research firm, the technical offer should include records of experience related to the mandate); - The list of consultants assigned to the mission and their specific role in the mission; if the expert intends to mobilize more than one consultant for the mission; - The curriculum vitae (CV) of the consultant(s) assigned to the mission <p>The financial proposal must include:</p> <ul style="list-style-type: none"> - The fee detail (currency, number, unit cost, total cost per line item and total amount of the proposal) - Details of other expenses (transportation and travel, lodging, food, secretarial costs, etc.). For each element you should provide as many details that can help us better understand your proposal.
Date and Place of Bid Submission and	<ul style="list-style-type: none"> - Deadline for submission: August 18, 2023 - Submission location: <ul style="list-style-type: none"> • Deposit of the physical file with officials to Foundation for Youth Initiative at Hai Thoura Plot 60&61, CES, Juba • With electronic copy sent to the following email addresses info@fyisouthsudan.org
Person to contact if necessary	<ul style="list-style-type: none"> - Albino Gaw Dar, CEO, Foundation for Youth Initiative. Email: albino@fyisouthsudan.org - Luk Tot Dong, Finance Manager, Foundation for Youth Initiative. Email: luk@fyisouthsudan.org - Please contact only in case of need for information about technical details.
Final Provisions	<ol style="list-style-type: none"> 1. Bidders are bound by the technical and financial offer for a period of 30 days after the deadline for submission of tenders. 2. FYI reserves the right not to proceed with all or part of this invitation to tender or to postpone the deadline. 3. Any record filed in this tender remains the property of the FYI and shall in no case be returned to the bidder

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| | <ol style="list-style-type: none">4. Only successful candidates will be systematically contacted. It is up to the other candidates to get in touch with FYI for information on the results of the award5. The funder, which is USADF, has a specific policy regarding the experts who are civil servants; the expert will be ready to review its financial proposal based on this policy.6. All proposals are also subject to the technical advice of FYI, beyond the role of selection of the consultant which falls on the organization; the contracts are also subject to the agreement of the financial backer which has the right of review of last resort at the technical and financial proposals. |
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