**Terms of Reference**

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| **Name of assignment:** | Implementation of the Opportunities for Youth Employment Project Second Phase (OYE 2) in Singida and Morogoro Regions of Tanzania |
| **Terms of reference title:** | Local Service Provider (LSP) |
| **Project:** | Opportunities for Youth Employment phase II (OYE 2) |
| **Geographical focus:** | Morogoro and Singida |
| **Proposed start date:** | 1st July 2021 |
| **Proposed end date:** | March 2022 |
| **Open call to:** | Eligible organizations, institutions, and companies duly registered in Tanzania |

**1.0. Introduction**

SNV Netherlands Development Organization, funded by DANIDA and the Swiss Agency for Development and Cooperation (SDC), is planning to implement the Opportunities for Youth Employment (OYE) project – second phase in Tanzania for the period of three years commencing April 2021 to March 2024. The OYE project has a strong focus on self-employment creation and empowerment of rural, out-of-school youth between the ages of 18 and 30 years. Particular emphasis is placed on gender equality. The direct aim of the three-year second phase is to improve the livelihoods of 4,250 youth; rural (3,200) and peri-urban (1,050) out-of-school youth between the ages of 18 and 30 years. The approach adopted by the project is characterized by localised, flexible, accessible, practical, and market-relevant skills training, and matching skilled youth with markets for employment and enterprise development. The first phase of OYE has demonstrated that the approach produces relatively quick and solid results in terms of (self) - employment creation and improving livelihoods of rural out-of-school youth and for the communities in which they reside. The return on investment is impressive; OYE youth have generated income amounts equivalent to the investment cost within one year of having entered (self)-employment. The OYE project was not intended to completely and finally solve youth unemployment in rural Tanzania, but rather to test an alternative approach that, if further developed, scaled up and replicated by others, could over time become a sustainable and effective solution for the ever-growing challenge of youth unemployment/under-employment, and rural to urban migration.

This next, three-year phase, the OYE project will move to higher strategic levels characterised by: strategically engaging with stakeholders in public and private sectors for longer lasting scale and impact; deepening the quality of our gender strategy beyond achieving quantitative targets; applying more flexible and responsive interventions based on market trends and opportunities and; prioritising youth peer to peer learning and youth leadership development.

**2. Overall aim and objectives for the OYE phase 2 project**

The direct aim of the three-year second phase is to improve the livelihoods of 4,250 rural (3,200) and peri-urban (1,050) out-of-school youth between the ages of 18 and 30 years. Improved livelihoods are defined as consisting of the following key indicators:

1. Improved financial security in terms of regular, diversified, year-round income
2. Key asset acquisition in terms of land, housing, livestock, transportation, and household appliances
3. Increased resilience, self-confidence, and ability to recognize and grasp business opportunities, as well as assuming leadership roles in economic and public life

**3.0. Specific tasks for local partners**

SNV is seeking to sub-contract local service providers that can contribute to implementation of the planned activities outlined in the table below:

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| **#** | **Task area** | **Details** | **Total targets** |
| 1 | Youth enrolment | Identification, screening, and registration (baseline data collection) of new youth as per OYE criteria | 360 youth |
| 2 | Youth trainings Basic Life Skills, Gender Training, Youth Saving and Lending and Business Skills trainings, Technical Skills Training (OYE curricula are available for Basic Life Skills, Gender Training, Youth Saving and Lending and Business Skills trainings), | Basic Life Skills (5 days)  Sub-sector-specific Technical Skills (10-14 days)  Business Skills (10 days) | 360 youth  360 youth  360 youth |
| 3 | Facilitation of internship placements | On-the-job training for selected youth with private or public companies/institutions | 50 youth |
| 4 | Select and train OYE Champions | Train OYE Champions with peer to peer facilitations skills | 13 Champions |
| 5 | New youth-led enterprise (YLE) development | Group formation  Constitution development  Business plan development  Enterprise registration and bank account opening  Access and manage finance (savings & lending groups, youth funds, and MFI services)  Market linkages support  Coach and mentor businesses | 20 YLEs |
| 6 | Train YSLAs in financial literacy and facilitate registration | Establish and promote internal savings and lending services, coach them to establish, manage and sustain their savings and lending schemes. Support registration of the established YSLAs with relevant authority. | 90 youth |
| 7 | Support YLE business plan development | Help and facilitate youth to identify their businesses of interest, facilitate them develop simple business plans which they own. | 18 business plans |
| 8 | Coach and mentor youth enterprises and financial linkages | Assess financial providers to identify youth friendly financial products, facilitate linkage of youth enterprises with the identified providers. | 18 businesses |
| 9 | Use OYE champions to educate youth on loans and youth enterprise establishments | Facilitate peer to peer lessons learnt in financial management | 90 youth |
| 10 | Coach and Mentor YLEs and self-employed youth on business performance and group functioning (leadership) | Lead youth to find and make decisions on various self-employment options | 18 businesses |
| 11 | Provide additional coaching to young women aiming at improving their capacity to reduce income gap at household level | Undertake assessment of challenges faced by young women in relation to their participation, decision making and benefits from household resources and revenues, conduct trainings, coaching and mentor young on women economic and social leadership at household and community levels. | 18 self-employed, 3 in green businesses, 4 in cook stoves |
| 12 | Select women role models | Select successful women to inspire fellow women, facilitate sharing events among the role models and young women. | 18 women role models |
| 13 | Conduct ToT female leadership of role models | Organize and conduct ToT to identified women role models aiming at equipping them with facilitation skills. Mentor the roles models during training of other young women | 18 women |
| 14 | Conduct female role models peer to peer learning and communication with female OYE youth in female WhatsApp groups | Facilitate establishment of WhatsApp group among women role models and young women for the purpose of sharing information and inspiration events. Guide users in development of rules in using the WhatsApp group. | 18 women |
| 15 | Conduct household dialogues to ensure family support for young women to take part in project activities | Men and women parents and guardians recognise importance young women participation | 18 women |
| 16 | Undertake follow-up, business coaching and mentoring of YLEs | Develop a plan for follow up, coaching and mentoring of YLEs, implement the plan, and compile a regular progress report. | 18 YLEs |
| 17 | Establish and strengthen youth enterprise clusters | Formalise roles of champions for improved access to products and services | 35 youth |
| 18 | Connect Local skills training and business development service providers to private sector and local markets aiming at developing their youth-market matching capacity | Develop local skills training and business service providers, link them with private sector and local markets for the purpose of training them on business skills. | 42 youth |
| 19 | Facilitate collaboration between private sector firms with OYE to provide opportunities for youth and increase their youth inclusiveness in their business operations | Identify private sector firms willing to partner with youth and facilitate business partnership among the private firms and YLEs. | 42 youth access private sector opportunities |

1. **Timeframe**

The assignment will run from 1st July 2021 to 31st March 2022. The following timeline should be adhered to:



1. **Deliverables**

Individual delivery-based contracts will be developed for each local partner, and contain a detailed work plan and budget, broken down into sets of activities with clearly stipulated activities, deliverables presented in section 3.0 and activity plan presented in section 4.0 above will be constituted in submitted quarterly reports. All deliverables compiled in quarterly reports will be independently verified by SNV prior to any payment being made.

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| **S.No.** | **Deliverables** | **Timeframe** |
| 1 | Inception report – detailing implementation of initial activities carried out after contract signing, implementation strategies and plan of next activities through end of contract period. | 4 Weeks after contract signing |
| 2 | Quarter 1 report presenting accomplishment of the following:   1. Enrolment of 360 youth 2. Basic life skills, Gender, YSLA training to 360 youth 3. Business skills training to 360 youth 4. Technical skills training to 360 youth 5. Identification of 13 Champions 6. On the job placement of 50 youth | 30th September 2021 |
| 3 | Quarter 2 report presenting accomplishment of the following:   1. 20 new youth-led enterprise (YLE) development 2. Training YSLAs in financial literacy and facilitate registration for 90 youth 3. Supporting 18 YLE business plan development 4. Coaching and mentoring 18 youth enterprises and financial linkages 5. Using OYE champions to educate 90 youth on loans and youth enterprise establishments 6. Coaching and Mentoring 18 YLEs and self-employed youth on business performance and group functioning (leadership) 7. Provide additional coaching to 18 young women aiming at improving their capacity to reduce income gap at household level 8. Selection of 18 women role models 9. Conducting ToT to 18 female leadership of role models 10. Conducting female role models peer to peer learning and communication to 18 female OYE youth in female WhatsApp groups | 31st December 2021 |
| 4 | Quarter 3 report presenting accomplishment of the following:   1. Conducting household dialogues to ensure family support for young women to take part in project activities targeting 18 young women 2. Undertaking follow-up, business coaching and mentoring of 18 YLEs 3. Establish and strengthen youth enterprise clusters for 35 youth 4. Connecting Local skills training and business development service providers to private sector and local markets aiming at developing market matching capacity for 42 youth 5. Facilitating collaboration between private sector firms with OYE to provide opportunities for 42 youth and increase their youth inclusiveness in their business operations | 31st March 2022 |

1. **Reporting**

Each local service provider will work under the direction of, and report to, a Project Manager from the OYE 2 Project in Dodoma.

**7.0. Remuneration**

SNV will pay selected local service provider for staff costs, travel costs, and overhead only. 5% Withholding Tax on all staff costs will be deducted by SNV for onward remittance to the Tanzania Revenue Authority. Payments will be linked to timely submission of quality deliverables and verification by SNV staff and an independent external body.

Please note, SNV will make no advance payments of staff costs/ fees or overheads on these sub-contracts.

Any selected sub-contractors will be required to submit EFD receipts to SNV for all payments they receive for verified services provided.

**8.0 Relevant skills and competencies**

Local service providers need to have demonstrable knowledge, experience, and skills in the following areas;

* Training delivery to rural youth with limited education and entrepreneurship experience, in any of the following two sectors; agriculture and renewable energy.
* Small enterprise development, coaching and mentoring in any of the two sectors mentioned above.
* Linking enterprises with relevant market players such as private sector companies, financial institutions, and local government authorities.
* Experience with gender-based value chain analysis and young women economic empowerment initiatives.
* Knowledge and experience with application of climate smart agricultural practices.

**9.0 Evaluation Criteria**

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|  | 1. **Criteria** | **Maximum score** |
| 1 | **Past Performance** – Quality and relevance of previous work conducted by the firm/Organization. Based on references provided by the contracting companies, and a sample of a piece of comparable, previous work completed by the firm within the last 12 months. | 25 |
| 2 | **Technical Proposal** – demonstrating 1) a clear understanding of the assignment 2) a viable and appropriate methodology, and  3) a realistic operational plan (including with proposed timeline) | 50 |
| 3 | **Team Composition and structure** – Relevance of the proposed team structure to the methodology and the task assigned; Qualifications and relevant experience of the key personnel (CVs) | 25 |
|  | TOTAL | 100 |

**How to apply**

Interested qualified candidates are requested to submit the following:

* A technical proposal containing the following;
  + Proposed targets regarding youth enrolment and training, and (self) employment – including detailed outline of how the applicant intends to achieve the 50:50 gender balance in terms of quantitative and qualitative indicators. The application must clearly demonstrate that the applicant has the resources in staff and vehicles to cover their proposed targets.
  + Proposed geographical focus and sector/sub-sector selection.
  + Proposed activity plan and methodology, taking into account the aspects mentioned in section 2 of this ToR, and clearly showing which staff proposed will be conducting which activities. To be verified by their CVs at a later stage.
  + Indication of available in-house skills and competencies/areas of expertise related to section 8.0 above and provide at least two examples of similar assignments (outside of SNV) successfully completed over the past three years with contact details of the contracting party.
  + CVs and commitment letters of the key personnel that will participate in the assignment – clearly showing the skills that they bring to the target areas of the assignment outlined in Section 8. Please note - failure to provide listed key personnel shall result in cancellation of the awarded contract.
* **Financial Proposal**
* A financial proposal (detailed activity-based budget breakdown including salaries/ fees, transport costs, and overhead costs only). Applicants will not be conducting any procurement under these contracts for any services.
* A realistic breakdown of costs required to deliver the assignment that demonstrates value for money (including clear units/unit costs, separating professional fees, per diems and other reimbursable costs). The budget should be detailed enough to show number of days, involved professional, breakdown of office and field days etc

* Mandatory Requirement - Organization Documents
  + Company profile
  + Copies of TIN certificate and Tax Clearance Certificate
  + Copy of company/NGO registration certificate
  + Proofs and confirmations that statutory social insurance contributions, taxes, etc required by the national law have been paid
  + Audited Financial Statement for the last two financial years

Failure to provide any of the above mandatory Organisation Documents will result in elimination of the applicant’s bid.

All submissions should be sent electronically to: Tanzania[procurement@snv.org](mailto:procurement@snv.org) with the heading “OYE Phase II LSP”

The deadline for sending in submissions is **8th June 2021.** Only applicants that have been selected for further discussion will be contacted. If you do not hear from us by 20th June 2021 consider your application unsuccessful.

We do not appreciate third-party mediation based on this advertisement. SNV believes in and follows competent selection procedures to ensure quality outcomes in all of its assignments.

**NOTES:**

* Technical proposal are weighted at 80%.
* The minimum pass of technical criteria is 60
* Financial proposal are weighted at 20%
* Send two separate files; 1st file - Technical proposal, and 2nd file - Financial proposal.

Advanced due diligence framework

SNV conducts due diligence on all vendors, consultants, and partners with whom we work as part of our commitment to our donors as well as to the delivery of quality services and programming. In this way, we aim to ensure the best use of the funds with which we are entrusted.

The data supplied in this due diligence framework will be validated by SNV through remote or physical checks, or both. In accordance with SNV’s General Data Protection Regulation (GDPR) framework (which complies with the European Union’s GDPR 2018), the hardcopy and electronic data you provide will be kept secure and will only be used by SNV for programming and procurement purposes. Data will be kept for 10 years at which point it will be destroyed. By submitting your signed due diligence framework, you stipulate that you agree with this data use, storage and protection.

Please complete the following form to the best of your ability. If you have any questions, please contact [tanzaniaprocurement@snv.org](mailto:tanzaniaprocurement@snv.org) at SNV.

Please provide copies of all attachments and documents that are requested in the form.

* **Part A – General information**

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| Name of partner/vendor/consultant |  |
| Trading name (if different from above) |  |
| Postal address |  |
| Physical location of business premises | Town: |
| Street: |
| Plot No. |
| Building name: |
| Floor: |
| Primary contact person | Name: |
| Mobile number: |
| Email: |
| Nature of organisation (e.g. sole proprietorship, non-governmental organisation, public limited company, partnership, etc) |  |
| Name(s) of the proprietor, directors or partners and their nationality | |
| Name, nationality and position held |  |
| Name, nationality and position held |  |
| Name, nationality and position held |  |
| Name, nationality and position held |  |
| Vendor/consultant’s operations | Year established/registered: |
| Duration of operation: |
| Objectives, mandate, mission: |
| Outside of your registered physical premises listed above, list the address of any and all offices from which you operate to provide services |  |
| Vendor/consultant registration no. and country of registration (attach copy) | Country of registration:  Number: |
| VAT registration no.  (attach copy) | Number: |
| Tax identification number registration (attach copy) | Number: |
| Trade licence/business permit (attach copy) | Number: |

* **Part B – Financial, organisational and economic information**

In addition to the documents listed in Part A above, partners, vendors and consultants must provide copies of the following documents:

* Annual report (incl. financial report) of last two financial years;
* External independent audit report with management letter of the last financial year;
* Organisation chart and/or bylaws;
* Proof and confirmation that statutory social insurance contributions and taxes, etc. required by national laws have been paid.
* **Part C – Eligibility**

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| Do any of the following apply to your firm/company/organisation or to (any of) the director(s)/partner(s)/proprietor(s) | | |
| Have you or your principals been the subject of legal proceedings for insolvency, bankruptcy or receivership or have your business activities been suspended for related reasons? | *Yes / No* | *If yes, give details* |
| Have you been convicted of a criminal offence related to business or professional conduct? | *Yes / No* | *If yes, give details* |
| Have you had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the client? | *Yes / No* | *If yes, give details* |

* **Part D – Conflict of interest**

1. Please provide answers to the following statements:

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| --- | --- |
| To the best of your knowledge, have you or any employee or staff member of your firm, company or organisation ever been employed by SNV? | 1. *Yes or No* |
| 1. If yes, provide the name of the person in your organisation, and a description of the employment period, including job title, the duration of the employment period and the country of employment. |  |
| Is any employee or staff member of your firm, company or organisation related (by blood, marriage or otherwise) to any employee of SNV in Tanzania? | 1. *Yes or No* |
| 1. If yes, please provide the name of your staff and the name of the SNV staff member they are related to. State the nature of the relationship. |  |
| 1. Are there any other potential conflicts of interest between you/your firm, company or organisation and SNV or any of its partners, staff, offices, contracted consultants or vendors? | 1. *Yes or No* |
| 1. If yes, please provide further information here. |  |

* **Part E - Sworn statement**

1. Having provided the information, we hereby state:
2. That the information furnished in this form is accurate and true to the best of our knowledge.
3. We enclose all the documents and information required for this due diligence check.

Date: ………………………………………………………………………………………………

Represented by: ………………………………………………………………………………

Signature: …………………………………………………………………………………………

Stamp / Seal ……………………………………………………………………………………