**Terms of Reference (ToR) for engaging Local Service Providers (LSP) on SUPREME Project implementation.**

**Background**:

On July 27th, 2020 SNV became a member of a consortium of 4 development organisations implementing EU TF funded initiative named Security, Protection and Economic Empowerment Program (SUPREME). Under this program, the lead consortium member-World Vision UK signed a contract with EU and sub contracted 3 other NGOs (ZOA, SNV and RICE West Nile) for a joint implementation of the project.

* The Project geographical coverage: 4 districts in West Nile Uganda: Terego (odupi, omugo Uriama sub counties, Madi Okollo (Ewanga & Rigbo sub counties), Obongi (Itula, gimara and palorinya) and Moyo (Moyo, lefori and metu).
* The project targets to benefit both host community and refugees at a ratio of 50% by each category. The refugees and host community will be targeted through community structures known as Savings and Development Clusters (SDCs)- being community groups formed and carrying activities including savings and lending, farming and other group enterprises.
* Project duration is 4 years from 28th July 2020 to 28th July 2024.

**Project goal**: Improved overall economic well-being for refugees and host communities

**Outcome**: increased access to decent employment and economic opportunities for refugees and host communities.

**Project Outputs**

The project has 3 output areas:

**Output 1:** Financial inclusion and social cohesion among Savings and Development Clusters (SDCs) increased.

**Output 2:** Sustainable agricultural value chains and non-agricultural enterprises developed.

**Output 3:** Young women and men (aged 18-30 years) from SDC member households linked to private sector employment.

SNV is responsible for delivering on:

* output 3 targets of 2000 young men and women from SDC member households linked to private sector employment. The indicators against this output include *young men and women received training certificates (85%); young men and women complete internship and apprenticeship (75%); young men and women employed through formal employment (50%)*.
* Part of output 2 which focuses on activity 2.6 Facilitate increased market linkages for private sector actors and off takers through challenge fund and activity 2.7 Facilitate increased access to agro-input dealers.

**Purpose of the ToR:**

In order for SNV to deliver its SUPREME component output and activities successfully on the ground with sustainable results and impact, SNV seeks to engage the services of well organised local service providers-LSPs (organisations or individuals) that share in SNV mission and with relevant technical capability to work together with SUPREME project team in implementing the activities and deliverables. Therefore, the ToR is aimed at supporting the identification of qualified LSPs for engagement in the project.

**Activityy, deliverables and LSP qualifications areas**:

The table below provide list of key activity areas (not exclusive) for which the services of the LSPs are sought for; deliverables expected, and qualifications required at each activity area. These activity areas can be handled by different LSPs or same LSP combining activities depending on the expertise/qualifications and operational capabilities.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Activities (ref project activity work plan)** | **Duration (days)** | **Location**  | **Target beneficiaries /group**  | **Expected results/outputs**  | **# of LSP required** | **Qualification required** | **When required** |
| 3:1 Gender inclusive and green employment opportunity: 3.1.1 Conduct a gender inclusive and green employment opportunity identification & market scan (Workshop for two days for 60 youth participants)3.1.2 Conduct a gender inclusive youth identification and selection (youth market assessment)3.1.3 Trainings, Meetings and Workshops for 2000 youth individuals across all districts | 240 | All project districts/ sub counties | young men and women (18-30) from SDC member households | Profile of youth employment opportunities in the targets districtsDatabase of 2000 youth identified and selected | 1 LSP  | Demonstrated Experience with youth employment market, gender and youth selection | Jan 2021  |
| 3.3 Develop a gender-responsive services and curricula for life, business (‘opportunity grabbing’) & leadership skills development:3.3.1 Curriculum development 3 workshops with 60 stakeholders in attendance.3.3.2 Testing the curriculum with a select group of participants for 3 events with maximum of 30 participants.3.3.7 Trainings, Meetings and Workshops for 2000 individuals across all districts | 780  | All project districts/sub counties | Young men and women (18-30) from SDC member HH  | Curricula- developed for life skills, business skills and leadership skills and tested. 2000 youth trained in life skills, business skills and leadership skills. | 6 LSPs (2 for life skills, 2 for business,& 2 for leadership) | Experience in development modules and training of life skills, business& leadership skills. Individuals experts or a company with inhouse experts of all the 3 skill areas.  | Jan/Feb 2021 |
| 3.4 Identify participating BTVETs and youth training and empowerment institutes and build their capacities built to provide market-oriented skills trainings:3.4.1 Participating training institutes and BTVETS identified & assessed3.4.2 Trainings, Meetings and Workshops for 2000 individuals across to validate training materials | 80 | All project districts/sub counties | BTVETS and skills training institutes (formal and non- formal)  | BTVETs and training institutes identified and capacity assessed- the number TBD based on the availability (at least 10 per district)- BTVET/institute profiles and assessment report.Training material validation workshop conducted. | 1 LSP | Demonstrated experience in identifying and assessing training institutes and BTVETs.  | Jan/Feb 2021 |
| 3.6 Participating BTVETs & youth training institutes provide market oriented life skills, leadership skills and basic business training for 2,000 youth:3.6.1 Trainings, Meetings and Workshops for 2000 individuals across all districts | 360 | All project districts/sub counties | Young men and women (18-30) from SDC member HH | 2000 youth trained | Several for facilitating the different skills training. Number will be determined by the market opportunity scan |  | Starts in May and will be ongoing |
| 3.8 Youth mentors selected and recruited: | 15  | N/A | N/A | Youth mentors selection criteria developed. Youth mentors selected.  | 1 LSP  | Previous experience with developing mentorship criteria and identification of mentors | Starts June/July and continues  |
| 3.9 youth mentorship program launched and rolled out:3.9.1 Youth mentorship program conducted across all districts3.9.2 Trainings, Meetings and Workshops for 1000 individuals across all districts3.9.5 Assessment of effectiveness of the mentorship program for all 1,000 participants | 360 | All districts/sub counties  | Youth (18-30) | Identification criteria develop for 1000 youth participants in mentorship. 1000 youth selected and participate in mentorship sessionsEffectiveness of youth mentorship program assessed. (tools, procedures) | 1 LSP  | Previous experience with mentorship and apprenticeship. | July and continues |
| 3.10 Identify and profile private sector entities willing to host youth interns:3.10.1 Profiling of key private sector opportunities for youth internship. | 120 | All districts/sub counties | Private sector entities | Profiles of privates sector entities with youth employment opportunities developed.  | 1 LSP | Experience with private sector youth employment opportunity identification and private sector engagement | July onwards  |
| 3.11 Engage private sector employers to match the trained young women and men to private sector actors for internship &/or employment opportunities:3.11.1 youth internship and linkage workshops for 1000 individuals across 3 districts - 10 Events in 2 districts covering 1,000 individuals @ budgeted at $200 for each youth (Male and/or female) | 540 | All districts/sub counties  | Youth and private sector entities  | 1000 youth participate in mentorship session. Internship effectiveness for both the youth and private sector assessed | 1 LSP | Experience with private sector youth internship and apprenticeship program | July onwards |
| 12.2 A political economy analysis of the youth employment and refugee engagement environment in West Nile | 20 days | All district | Public, private service providers, CSOs working with the target beneficiaries. | 1 report on the political economy in WN- capturing the contextual economic issues, private sector opportunities with respect to youth and SDCs | 1 LSP  | Experience with similar assignment | Jan 2021 |

**Timing of each activity areas**

* The detail of timing of each activity area of services of the LSPs will be in line with the Master Project work plan that the project technical team has developed. The LSPs are expected to sit down and discuss with the project technical team do harmonise the timing of the activity on the ground taking into consideration the different stakeholders that will be involved.

**Evaluation criteria**

Technical and financial proposals will be reviewed separately. Only those Technical proposals that pass the minimum score of 70% will move forward for Financial review. The reviews are a closed process and not open to the public.

The Technical scores will be awarded as follows:

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|  | **Criteria**  | **Maximum score** |
| 1 | Qualifications of firm/ Individual (s) in relevant field.  | 20 |
| 2 | Proven experience of firm/ Individual (s) in conducting similar assignments (show C.V’s of key proposed individuals to undertake the assignment, proof of past similar assignments, hiring organisation, period conducted and cost). | 20 |
| 3 | Proven experience of firm/Individual (s) in working with governement structures |  20 |
| 4 | Methodology proposed and demonstrated understanding of the ToR shown by the Technical Proposal submitted | 30 |
| 5 | Past performance – provide three references from past performance relevant to the consultancy | 05 |
| 6 | Proof of available logistics to move to project areas ( show vehicle/motor cycle log book(s)) or any other proof- including hire vehicle service. Own logistic facilities will have higher advantage | 05 |
|  | TOTAL |  100 |

Technical Scores are weighted at 70%. Financial scores are weighted at 30%.

Financial evaluation will be conducted for those proposals passing the technical evaluation. The lowest price is awarded maximum points and all other bidders are ranked beside the lowest bid on the following basis:

 Bidders Cost – Lowest Cost

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 Lowest Cost

 100-Deduction= Bidders score

**Reporting line**

* The LSPs shall be overall reporting to the SUPREME project manager
* Technically they will also be responsible to the Advisor youth Skilling and Employment and Advisor Private Sector/BDS

**Payment terms** – Payments shall be in line with SNV consultancy payment policy