

## **CALL FOR OFFER**

**For: Training manuals development for the EU co-funded Project “Great Lakes Youth Network for Dialogue and Peace. Our Diversity – our Opportunity!”**

**Submission deadline: no later than 11<sup>th</sup> July 2021**

### **Questions:**

Questions may be submitted, in written form, to: [application@greatlakesyouth.africa](mailto:application@greatlakesyouth.africa)

Questions will be answered by the appropriate individuals within 2 (two) business days via email with a return reply acknowledging receipt of the email requested. Questions and answers will be shared with all bidders.

## **Terms of Reference**

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**Call for a Consultant (Individual or an institution)/Consultancy firm for the development of training manuals that will serve as the Youth Action handbook, a training tool and support**

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**Training manuals development for the EU co-funded Project; “Great Lakes Youth Network for Dialogue and Peace. Our Diversity – our Opportunity!”**

### **Background:**

The youth project implementation consortium is looking for consultants to develop the methodology and training manuals for young people that will serve as youth action handbook for its project implemented in the Great Lakes region. The youth action handbook will help the consortium members firstly in the facilitation of the youth empowerment and capacity building in the relevant fields contributing to the consolidation of peace and the prevention of conflicts and secondly the understanding of how the available opportunities for peacebuilding can be supported and sustained in the region of the great lakes. The training manuals developed will also be used in all the youth groups capacity building process. The consultants will also develop an easily methodology adapted to the capacity building of young people. The training manuals development may involve the field trip to DRC, Tanzania, Uganda, and Rwanda to interview a wide range of key stakeholders and facilitate community- level participatory training tool development.

## Project information

<b>Project Name</b>	Great Lakes Youth Network for Dialogue and Peace. Our Diversity – our Opportunity!
<b>Target Location (project region)</b>	Great Lakes Region (border regions) DR Congo (North Kivu, South Kivu, Ituri, Tanganyika provinces) Rwanda (whole country) Uganda (Western Region, Central Region) Tanzania (Kigoma, Geita, Mwanza, Kagera provinces)
<b>Project goal</b>	To promote the active, cooperative, and sustainable role of youth actions and initiatives that contribute to peace and stability in the Great Lakes Region
<b>Project Outcomes</b>	To support a sustainable regional network of youth initiative and actions for dialogue and exchange
<b>Target Group</b>	Youth groups/initiatives engaging in peace building related activities
<b>Stakeholders</b>	Local, national and international stakeholders in: politics, the private sector, civil society, development, academia, the media
<b>Key Partners</b>	Konrad-Adenauer-Stiftung e.V., Pole Institute, Vision Jeunesse Nouvelle, Cornerstone Development Africa, LÉO Africa Institute and Actions for Democracy and Local Governance
<b>Project period</b>	36 months
<b>Project Hub</b>	Goma
<b>Primary methods</b>	Qualitative and quantitative research; participatory

<b>Start and end dates of assignment</b>	From July to August
<b>Budget</b>	Total 8.000 Euro (Lump sum)
<b>Application deadline</b>	July 9 <sup>th</sup> , 2021

**Project Context**

For many years, the Great Lakes sub-region has been a region in crisis. Some of Africa’s worst conflicts with grave consequences for the wider region have taken place in the region, such as the rule of Idi Amin in Uganda and the fight against the Lord’s Resistance Army, the Rwandan Genocide against Tutsis in 1994, and the wars in the Congo. The political consolidation after the millennium with general elections in Rwanda (2003), Uganda (2006) and the DRC (2006) brought about the first important, promising results of human and economic development. Yet, the countries remain some of the world’s poorest, and peace is fragile. Despite the signing of the “Peace, Security and Cooperation Framework for the Democratic Republic of the Congo and the region” in 2013 by 11 countries, the security situation in the Great Lakes Region remains extremely difficult. Instability and mistrust between neighbouring countries still prevail. An estimated 70 rebel groups are currently active in the DRC where they engage in illegal mining and illegal trade, proceeds of which are used to fund their criminal activities in the Congo and in neighboring countries. These rebel groups also recruit children for labor and as child soldiers.

According to the UNHCR, 880.000 South Sudanese sought refuge in Uganda, mostly in its Northern Region, following the post-independence crisis in South Sudan in 2013. Elections in Burundi in 2015 caused 330.000 people to flee, most of them to northern Tanzania. Past tensions have made many Congolese and Rwandans deeply suspicious of each other. Mistrust and prejudices also flare up between other countries as recently between Rwanda and Uganda over allegations of smuggling and supporting foreign rebel groups. The row between Uganda and Tanzania over fisheries grounds in Lake Victoria instilled feelings of nationalism. Uganda is accused of allowing illegal trade of gold from the DRC to the United Arab Emirates (UAE). All this bears the risk of new violence between countries whose populations want to live peacefully, having crossed their countries’ borders for years without obstacle for trade, services, education or simply visiting friends and families abroad.

In this fragile environment, facing an unsure future and a lack of opportunities, many young citizens in the Great Lakes sub-region have become active and want to improve the situation. With a combined population of 228 million people and more than 60 percent of them aged 24 years and under, the potential of youth as agents of positive change, peace, innovation and social cohesion in Burundi, the DRC, Rwanda, Tanzania and Uganda is undoubted. Many of the youth groups and initiatives **(the target group of the project)** do important work and are involved in work around

challenges that pose potential threats to peace in the region if left unresolved. These include gender equality, environment (including natural resources) and climate change, political representation, democracy and good governance, land and inheritance, economic stability and employment, media, education, culture and religion and forced migration.

### **Project objectives, Target Group, Stakeholders, Activities**

The EU co-funded project “Great Lakes Youth Network for Dialogue and Peace” is based on the conviction that youth are a fundamental agent for creating **lasting peace among communities and contributing to successful development**. However, without a strong network of peers and good contacts with other relevant actors, youth’s voice remains weak and its impact very limited. Therefore, it is crucial to promote the **positive, cooperative, and active role of youth in the Great Lakes sub-region as an actor for more peace and stability**.

Through a set of intensive capacity training workshops, cross-border meetings, dialogue fora, practical hands-on activities developed by the participating youth groups/initiatives (i.e. by using sub-grants), strong external project visibility, and regional, high-level networking events, the project aims to increase the internal, organizational capacities of selected youth groups and initiatives (**target group**) in the four project countries, foster cross-border dialogue and exchange between them, and connect them with local, national and international **stakeholders** in politics, the private sector, civil society, development, academia and the media. Participating youth groups/initiatives and their members will be selected in an open call in the four project countries. They have to have a record of at least two years of proven activity in the following fields contributing to peace: gender equality, environment (including natural resources) and climate change, political representation, democracy and good governance, land and inheritance, economic stability and employment, media, education, culture and religion and forced migration.

### **Project Consortium**

The project is executed by a consortium of organizations that have been working in the region for several years. These are organizations which are directly located in the countries targeted by the implementation of the activities of this project, in particular: the German publicly-funded political foundation Konrad-Adenauer-Stiftung (KAS) with its three Country Offices in the DRC, Uganda and Tanzania and the five local partners Pole Institute in Goma, DRC; Vision Jeunesse Nouvelle (VJN) in Gisenyi, Rwanda; Cornerstone Development Africa (CDA) and LÉO Africa Institute (LAI) in Kampala, Uganda; Actions for Democracy and Local Governance (ADLG) in Mwanza, Tanzania.

### **Scope of the consultant Work**

Many youths in the region are taking actions and are part of the solutions that the Great Lakes Region needs. They actively engage in various fields that contribute to peace. However, the challenges they face are many and prevent them from being more impactful and making their voices heard. Thus, to contribute to the management of this challenge, the intervention approach of this

program is based on the capacity building of target beneficiary groups of young people. Hence the relevance of developing a training tool that meets the needs of young people.

It is in this regard that the consultants in close collaboration with the consortium will develop the training manuals with a comprehensive theoretical and practical training manuals that will serve as Youth Action Handbook and the skills curriculum. It is to be a reference guide for the capacity management activities in the four project countries considering local contexts, for the Trained Trainers (TT) of the action, and future actions by Target Groups (TG) members in the Target Regions (TR) during and after the project implementation of the action. It is therefore fundamental for the sustainability of the project. The Youth Action Handbook will be important in supporting the active, cooperative, and sustainable role of youth actions and initiatives that contribute to peace and stability in the Great Lakes Region. It will be reproduced and integrated in the projects' mobile application which allows the TG to easily carry and use the Youth Action Handbook wherever they are. It will also be made available on the project website.

The content of this tool should meet the training needs of young people but also it should be based on the realities and context of each country. In his/her working methodology, the consultants will have to carry out consultations with the groups of young people and other local leaders to adapt the contents to the real needs of the training.

## The skills sections of the Handbook

Subjects to develop	Deliverables
<ol style="list-style-type: none"> <li>1. Media including social media, communication, visibility, and the use of modern technology (i.e., dealing with the press; storytelling).</li> <li>2. Advocacy skills, data driven advocacy, agenda-setting, and policy dialogue (skills to lobby for your action).</li> <li>3. Gender equality and equity.</li> <li>4. Non-violent communication</li> <li>5. Public speaking and debate</li> <li>6. Critical thinking exercises.</li> <li>7. Training methods (adult learning and appreciative enquiry etc) for the Training of Trainers.</li> <li>8. Organizational development (including fundraising and project management).</li> <li>9. Conflict management.</li> </ol>	<p>The consultants will deliver the following soft copies:</p> <ul style="list-style-type: none"> <li>- A theoretical training manual for each subject listed that will serve as basis for the training modules for the capacity building workshops. Each theoretical subject manual should not exceed <b>10 pages</b>,</li> <li>- To each subject a practical session should be added (learning/test questions, case study exercises, role plays etc). for each subject <b>5 pages</b> maximum of practical session.</li> <li>- A summary of attractive contents of each subject that will be accessible on the project mobile application</li> </ul>

### Important Notes:

Given the interdisciplinary nature of this work, the project encourages the formation of joint proposals from qualified organizations or consultants. Subcontracting is also permitted. You should include descriptions of the specific roles, responsibilities of each team members.

**Proposals should include the following activities:**

Activities	Objective	No. of days (indicative)
<b>A: Preparatory work activities</b>		
1. Methodology for the Youth Action Handbook development (max 4 pages)	orientation meeting with the Consortium team to confirm common understanding of the ToR, expected methodologies and results.  A virtual (zoom) conference is possible	1 day
<b>B: Field Work</b>		
Data Collection	Where applicable for primary data, the consultants will conduct meetings and/or interview with appropriate stakeholders to identify knowledge gap and capacity building need.  The stakeholders will include:  a) Project Manager, Capacity Building Advisor, National Coordinators in DRC, Rwanda, Tanzania, and Uganda, b) Youth groups selected by the project team. c) The locale authorities  The meetings/interviews can be conducted either virtually or physically depend on COVID situation in each country  For secondary the consultants will read project documents, also existing material from Partners or from other projects which have also developed training material.	5 days
<b>Analysis and development of the training manual</b>		
Emerging analysis and Table of contents	Within the first working week of completing the field research, the consultant will share with the project team the emerging need analysis, discuss, and agree the structure of the training tool, including the content table.	5 days
Manual Development	- The consultants will develop a theoretical manual for each subject that should not exceed 10 pages per subject,	30 days

	<ul style="list-style-type: none"> <li>- Practical session should be added (learning/test questions, case study exercises, role plays etc),5 pages maximum per subject for practical session.</li> <li>- A summary of attractive contents of each subject that will be accessible on the project mobile application (the contents for the mobile application will be discussed and agreed with the project team)</li> </ul>	
submission of draft and revision of it	<ul style="list-style-type: none"> <li>- <b>5-days</b> for the consortium team to review the manuals,</li> <li>- <b>1-day</b> joint session of the manual draft's revision with consultants,</li> <li>- <b>5-days</b> for the consultants to include the comments in the manuals</li> </ul>	11 days
final version submission	<ul style="list-style-type: none"> <li>- The consultants will work closely with the project team to produce the latest version.</li> <li>- In collaboration with consultants, the project Capacity Building Team will compile all the manuals into one single final Youth Action Handbook</li> </ul>	5 days
<b><i>The overall assignment should take no longer than 60 days</i></b>		

**The consultants’ responsibilities include the following:**

Under the overall supervision of the Project Manager and Capacity Building Advisor, the Consultants/ consultancy firms will do the following:

- Develop a time-bound proposal (including a work plan and budget) of the methodology that the consultants intend to use to undertake the work of developing the training manuals.
- Develop/adapt (if necessary and for certain subjects) the training manuals (for the different subjects) indicated above in English.
- Develop practical session (learning/test questions, case study exercises, role plays etc),
- Summarize the trainings manuals into attractive contents to be posted on the project mobile application,
- Share the first draft with the supervisory team for reading and comments.
- Discuss and incorporate comments and inputs from the supervision team.
- sharing the final version of the manual with the supervision team for a final reading.
- Finalise the training manuals based on project team inputs.

**Application guidelines**

A complete application must include the following:

1. Application should not exceed ten (10) pages. It should be divided into the following sections:

**Section A.** Overall Objectives and Approach

**Section B.** Related Previous Work (not to exceed 1 page)

**Section C.** Work Plan, Methods, and Timeline

- *Describe the proposed activities. Provide a timeline for these proposed activities that include the deliverables.*
- *Provide clear steps about how the consultants will work with key stakeholders.*
- *Please outline experience in developing training manuals and/or other approaches. Describe what your role was, what the results were, and key lessons learned that can be applied in this project.*

**Section D.** Description of the Team and Roles (1-2 pages)

## **2. CVs /Resume**

- One page for each proposed team member

## **3. Letter of Intent**

- **one page letter of intent that clearly specifies the subjects you are applying for**, demonstrates the applicant's experience, summary of achievements and strengths in developing training materials, including commitment to availability for the entire assignment.

## **4. Narrative Budget**

- Provide an itemized descriptive budget. The narrative budget justification should include descriptions of the specific roles, responsibilities, and compensation for all team members, consultants, subcontractors as well as detailed descriptions of proposed travel if any.

## **5. List of References**

- Provide a list of up to three (3) references including email address and telephone number, proving your ability to develop trainings material for youth and/or adults, conduct Analytical work and your training experiences.

## **Qualifications and requirements**

**As indicated above, given the interdisciplinary nature of this work, the project encourages the formation of joint proposals from qualified organizations or consultants. Subcontracting is also permitted. The below requirements must then be fulfilled from each consultant, subcontractor:**

- Interested candidates should apply for all the subjects,
- Candidates must demonstrate the capacity to develop the manuals for all the 9 subjects,
- specify the roles and responsibilities of each team member in the development of manuals and the lead organization/consultant,
- The selected consultants must therefore, work closely with project team, to contextualize certain subjects such as Media, Advocacy, Gender (travelling to some countries may be required in other to discuss with key stakeholders).

**Education:**

At least Bachelor's degree, preferably with specialization in education, social sciences, conflict management language, communication study or a field relating to any of the subject areas. A Master's degree in the relevant fields would be an advantage.

**Functional Competencies:**

- In-depth knowledge of the socio-cultural, economic, and political context of the Great Lakes project region.
- Demonstrated strong experience in developing training materials specially for youth/young people.
- A strong knowledge of Great Lakes Region, specifically, development, politics, history, society, and conflict issues.
- Tertiary qualification in adult learning and strong experiences in training youth.
- Availability for time-durations specified in this call.
- Demonstrated experience with research and participatory methods.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.).

**Core Competencies:**

- Ability to produce high quality outputs in a timely manner,
- Demonstrated communication, research, analytical and contextualisation skills.
- Ability to work independently, produce high quality outputs.
- Demonstrates integrity by modelling client's values and ethical standards.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favouritism.

**Deadline: The offer should be sent by no later than 11<sup>th</sup> July 2021**

Please submit your application and offer in one single document to [application@greatlakesyouth.africa](mailto:application@greatlakesyouth.africa) by mentioning "**Offer: Training manuals development**" in the subject field of the e-mail. The documents must be submitted as pdf file. The e-mail must not exceed more than 7 MB.

**Only selected candidates will be contacted.**