

# Terms of reference (ToR) for the procurement of services

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**Project:** EU4Youth: Youth Engagement and Empowerment / Strengthening Civil Society in the Eastern Partnership Countries

**PN:** 21.2235.6-004.00

**Mission:** Strengthening youth organizations by provision of a comprehensive capacity building programme

**Estimated Period:** 16.04.2025 – 16.11.2025

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## General information

### a. Brief information on the project

The ‘EU4Youth: Youth Engagement and Empowerment’ (EU4Y) is co-funded by the European Union and German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) as part of the BMZ project ‘Strengthening Civil Society in the Eastern Partnership’.

The Overall Objective is to contribute to increasing the influence young people in the Eastern Partnership (EaP) region have in determining policy outcomes. The Specific Objectives (SO) are to increase the capacity of youth organisations and public institutions to jointly implement more participatory and structured policy dialogue in the context of the EaP architecture as well as at national and sub-national levels (SO1), and to improve the quality and outreach of youth work for mobilising and engaging more young people from remote / less advantaged and conflict-affected areas in the EaP region (SO2).

### b. Context

Youth organizations, in particular at local level, often lack resources (including access to funding) and have weak institutional and administrative capacity, while heavily relying on external funding and volunteerism to implement their missions.

To address these challenges, the “EU4Youth: Youth Engagement and Empowerment” component (EU4Y) focuses on supporting youth CSOs to strengthen their institutional capacities, build more resilient organizations, sustain their activities, deepen knowledge on youth-related issues and policies, and enhance youth participation. Special attention is given to engaging grassroots CSOs working in the remote areas with disadvantaged youth.

**To strengthen Youth Organizations in Georgia** the 'EU4Youth: Youth Engagement and Empowerment' project is now seeking a contractor with extensive experience in implementing similar assignments to develop and deliver the below-mentioned **capacity building programme**:

- **Networking forum (1):** Gathering of youth organizations and different stakeholders to kick off the capacity building program and enhance further exchange between the youth CSOs and other stakeholders
  - **Capacity Building 1:** Youth Participation in decision-making: Advocacy campaigns, youth-led advocacy and lobbying strategies; participatory youth policy and budgeting
  - **Capacity Building 2:** Inclusive management and leadership – engaging youth in decision-making on an organizational level
  - **Capacity Building 3:** Youth policies on a national and municipal level – strategies and documents, budgeting and administrative structures
  - **Capacity Building 4:** Access to funds – proposal writing and effective management of the projects including risk assessment and budgeting
  - **Capacity Building 5:** How to build a strong CSO – necessary documents and strategies; human resources management, alternative ways for generating income
  - **Capacity Building 6:** Working with youth as individuals – how to engage and empower different groups of youth – ethnic minorities, NEETs, PWDs, IDPs and other vulnerable youth.
  - **Networking forum (2) on the International Day of Youth:** Gathering of youth organizations and different stakeholders to wrap up the capacity building program and enhance further exchange between the youth CSOs and other stakeholders
- c. GIZ shall hire the contractor for the anticipated contract term, from April 16, 2025, to November 16, 2025.
- d. The contractor shall provide the following services:
- Design the capacity building program including all the abovementioned modules.
  - Develop knowledge materials, agendas and PowerPoint presentations (to be provided with the interim and final report),
  - Announce the training seminars widely among youth organizations, collect applications, select the participants based on the selection criteria and invite selected participants to take part in the program
  - Invite GIZ EU4Youth Small Grant Scheme winners to each capacity building training, 9 organizations in total
  - Make the necessary logistical arrangements and cover all participation-related costs including conference hall rental, accommodation, meals, transportation, and other related costs
  - Deliver the above-mentioned capacity building using interactive and engaging teaching methods suitable for a youth audience
  - Conduct the evaluation of the program
  - Arrange two networking gatherings for youth NGOs and engaging different stakeholders including experts and international donors – one before beginning of the program to kick off the capacity building and discuss the challenges of youth sector; The second one on International Day of Youth, wrapping up the program
  - Develop report describing the implemented activities and including copy of the participants registration sheets, including e-versions of the registration, events photos and evaluation results

**\*Following the initiation of this activity, the agendas, knowledge materials, promotional materials, and participants selection criteria should be submitted to the GIZ for comments and acceptance.**

Each capacity building module is intended for young representatives (aged 14-35) from youth civil society organizations. **The specific attention is given to involvement of participants with fewer opportunities and from remote / less advantaged locations, including from conflict-affected areas, including NEETs, PWDs, Ethnic Minorities, etc.**

The capacity building program should engage at least 120 participants and 30 youth CSOs.

The duration of each capacity building activity is **two to three days**. The suggested venues should be positioned within Georgia, preferably outside of Tbilisi.

The tentative topics to be covered in each capacity building:

**Capacity Building 1:** Youth Participation in decision-making: Advocacy campaigns, youth-led advocacy and lobbying strategies; participatory youth policy and budgeting

- Definition and importance of advocacy campaigns; examples of successful advocacy campaigns
- Role of youth in advocacy; challenges and opportunities specific to youth-led advocacy
- Effective lobbying strategies
- Citizen participation and participatory budgeting
- Implementation techniques, tools and resources for effective advocacy
- Successful approaches for engaging stakeholders and partners
- Media and communications in advocacy

**Capacity Building 2:** Inclusive management and leadership – engaging youth in decision-making on an organizational level

- How to engage more youth in organization’s daily working relationships
- Youth advisory boards
- Internships and volunteering opportunities for youth

**Capacity Building 3:** Youth policies on a national and municipal level – strategies and documents, budgeting and administrative structures

- Overviewing the youth policies on a national level, including the National Youth Action Plan 2023-2026
- Overviewing the youth policies on a municipal level
- Administrative structures on a national and municipal level, who deals with the youth related topics and programs? Who are the main governmental stakeholders?
- How, by whom and when are the youth program budgets shaped and how can youth engage in the process?

**Capacity Building 4:** Access to funds – proposal writing and effective management of the projects including risk assessment and budgeting

- Financial management and sustainability (e.g. fundraising strategy and plan, financial management documentation, internal procurement guidelines, internal and external control procedures, etc.)
- Stakeholder mapping and strategic communication with donors
- Project proposal writing, risk assessment and management throughout the project implementation
- Developing project logical frameworks and budgets
- M&E Planning and implementation, defining goals, outcomes, outputs, indicators and results

**Capacity Building 5:** How to build a strong CSO – necessary documents and strategies; human resources management.

- Governance/Strategic management (e.g. strategic development plan, Membership plan, Board of Directors handbook, statute, Gender equality and environmental procedures, etc.)
- Human resource management (HR guidelines, plan, job descriptions, staff maintenance and development opportunities, etc.)
- Internal procedures in non-profit organizations (developing organizational manuals)
- Sustainable funding opportunities: How to sell knowledge and service to maintain your work without external funds – establishing consultancy firms, social enterprises and Limited Liability Companies (LLCs)

**Capacity Building 6:** Working with youth as individuals – how to engage and empower different groups of youth – ethnic minorities, NEETs, PWDs, IDPs and other vulnerable youth.

- Addressing cultural and linguistic barriers in youth programs.
- Promoting intercultural dialogue and mutual understanding.
- Supporting the preservation of cultural identity while fostering integration.
- Identifying and combating systemic discrimination affecting ethnic minority youth.
- Encouraging civic participation and leadership within minority communities.
- Mapping pathways to re-engage NEET youth in education or employment.
- The role of youth-led initiatives and peer-to-peer mentoring

#### **Networking Youth Forum – Launch of the program**

- Organizing a one- to two-day Youth Organizations Forum, bringing together participant NGOs from the capacity-building program, other interested civil society organizations (CSOs), international donor organizations, media representatives, experts, and other relevant stakeholders. The forum will serve as a launch to the capacity-building program, providing a platform for youth leaders to highlight key challenges within the youth sector and collaboratively develop actionable recommendations for advancing youth development.

#### **Networking Youth forum on the International Day of Youth – August 12, 2025**

- Organizing a one- to two-day Youth Organizations Forum, bringing together participant NGOs from the capacity-building program, other interested civil society organizations (CSOs), international donor organizations, media representatives, experts, and other relevant stakeholders. The forum will serve as a conclusion to the capacity-building program, providing a platform for youth leaders to highlight achievements, key challenges within the youth sector and collaboratively develop actionable recommendations for advancing youth development.

## **Tender requirements**

### **1. Company/Organization requirements**

The contractor must be a legal entity in Georgia

- Partner for the consultancy service will be selected based on a competition.
- Entrepreneurial (LLC) and non-entrepreneurial legal entities (NLE, NPO), NGOs/CSOs are eligible to participate in the competition.

- GIZ reserves the right to check the information indicated in the application. Application will be cancelled in case of inaccurate information

## **2. Selection Criteria**

- The technical proposal shall provide evidence of the organization's capabilities and assignment-related experience in executing similar projects in strengthening civil society organizations conducting trainings, coaching and mentorship programs, as well as working on youth empowerment and participation.
- Budget cost efficiency.
- The technical proposal shall explain in detail how the company will plan the work and perform the objectives listed in the Terms of Reference (ToR) document considering such aspects as compliance with the ToR, implementation methodology, timelines of actions included in the technical proposal.
- A work plan, including implementation schedule of number of workdays per tasks to be performed by the contractor for completion of this assignment.
- Experts assigned to executing of the tasks outlined in the ToR shall have the relevant professional experience and qualifications as indicated below under the section: "Qualifications of proposed staff ".
- Budget cost efficiency.

## **3. Assessment of technical-methodological design**

- Interpretation of the objectives and critical examination of the tasks (1.1.1)
- Description of the strategy and justification of the proposed activities for delivering services provided in the tender (1.1.2)
- Presentation of interaction and cooperation with relevant actors, stakeholders and target groups (1.2.1)
- Strategy for establishing successful cooperation between target groups and stakeholders (including youth NGOs) (1.2.2)
- Results monitoring strategy including assessment surveys (1.3.2)
- Presentation of activity plan, work steps and milestones (1.4.1)
- Approach to coordinate with GIZ (1.6.1)
- Personnel assignment plan, including presentation of workflow and expert months (1.6.2)

## **4. Qualifications of proposed staff**

The proposed team should possess the following qualifications to ensure high quality and effective delivery of services:

### Team Lead/Trainer (1)

- University degree in the relevant field - social sciences, law, HR management, economics, management, International Relations, Politics, Governance (2.1.1)
- Fluency in Georgian and English (2.1.2)
- Excellent communication, writing and analytical skills (2.1.3)
- At least five years of experience in designing and conducting training seminars, workshops, training sessions, and/or other related activities, (2.1.3)
- At least three years of relevant experience and proven knowledge related to civil society organizations, advocacy, youth participation in decision-making, and/or other related activities. (2.1.4)
- At least five years of experience of project management and team leading (2.1.5)
- Knowledge and experience of regional challenges in the Youth CSO sector (2.1.6)
- Experience of cooperation with development agencies and organizations (2.1.7)

### Youth Expert (1)

- University degree in the relevant field - social sciences, law, HR management, economics, management, International Relations, Politics, Governance (2.2.1)
- Fluency in Georgian and English (2.2.2)
- At least five years of experience in designing and conducting training seminars, workshops, training sessions, and/or other related activities (2.2.3)
- A minimum of 5 years' experience in working with youth and on youth-related issues, including youth work, participation and advocacy, youth policy development, youth assessment studies, etc. (2.2.4)
- Experience of working with the different municipalities of Georgia on youth policies (2.2.4)
- Good knowledge of youth-related policies and institutions in Georgia (2.2.4)
- Knowledge and experience of regional challenges in the Youth CSO sector (2.2.6)

### Pool of 3 experts including: *Fundraising & Project Management expert (1), Organizational development expert (1) and M&E and strategic communications expert (1) with the following key competences*

- University degree in social sciences, law, management, HR management, economics, public relations or comparable academic background (2.6.1)
- Expert level competences in strengthening CSOs, executing training, coaching and mentorship support on organizational development, HR management, governance and strategic management (2.6.3)
- Expert level competences in project management, proposal writing, project risk management, financial operations and stakeholder mapping (2.6.4)
- Expert level competences in fundraising, business and entrepreneurship, organizational development, accounting and financial management and procurement procedures and other relevant areas listed under ToR (2.6.4)
- Excellent communication and coordination skills with various stakeholders (2.6.3)
- Expert level competences in developing strategic documents, statutes, manuals, guidelines, organograms, strategic plans, annual reports (2.6.4)
- Expert level competences in developing and implementing M&E frameworks, methodologies and tools. Understanding of qualitative and quantitative research methods, including data collection and analysis. Expertise in M&E reporting. (2.6.4)
- Expert level competences in developing long-term communication strategies aligned with project/organizational objectives, Expertise in building relationships media outlets. Skills in interpreting M&E findings into stories, case studies and impact reports. Strong writing, editing, presentation and storytelling skills in various formats (social media, speeches, reports, articles) (2.6.4)

### Communications manager (1)

- University degree in social sciences, law, management, HR management, economics, public relations, or a related field. (2.3.1)
- Excellent verbal and written skills in Georgian and English. (2.3.2)
- At least five years of experience in developing and implementing project communication plans and strategies. (2.3.3)
- Strong experience in developing communication materials, including promotional content, social media visuals, articles, news pieces, success stories, and videos. (2.3.3)
- Proven expertise in organizing high-profile events, workshops, and conferences to ensure maximum visibility and outreach. (2.3.4)

Assistant (1)

- University degree in social sciences, law, management, HR management, economics, public relations, or a comparable field. (2.4.1)
- At least two years of experience in supporting project planning, implementation, and management, including logistics and data collection for M&E. (2.4.3)
- Strong verbal and written communication skills, with the ability to engage effectively with stakeholders. (2.4.3)

Pool of experts including photographer and interpreter (simultaneous translation from Georgian to English and English to Georgian)

- At least 5 years of working experience (2.7.3)

**5. Specification of inputs**

<b>Fee days</b>	<b>Number of experts</b>	<b>Number of days per expert</b>	<b>Daily rate</b>	<b>Total price</b>	<b>Comments</b>
Designation of team leader/trainer	1	Up to 40			
Designation of youth expert/trainer	1	Up to 15			
Designation of pool of trainers	3	Up to 7			
Designation of Assistant	1	Up to 20			
Designation of Communications manager	1	Up to 10			
Designation of Photographer/videographer	1	5			
Designation of Interpreter	1	3			
<b>Travel Expenses</b>	<b>Number</b>	<b>Units</b>	<b>Price per unit</b>	<b>Total price</b>	<b>Comments</b>
Travel expenses for the participants (cars/ buses/minivans/ taxis)	Up to 16 days	Vehicle (car/buses /minivans /taxi)			Hiring vehicles to ensure safe travel for the participants and within the country - transfer to/from venue.
Travel expenses for the staff/experts	Up to 16 days	Travel day			Travel of the staff members and experts within the country - transfer to/from venue.
<b>Other Costs</b>	<b>Number</b>	<b>Units</b>	<b>Price per unit</b>	<b>Total price</b>	<b>Comments</b>
Conference hall rental with catering and technical support (for youth networking events)	1 hall	4 days			Conference room and catering cost for two conferences,

					each will last for two days. Please calculate a cost for this item if necessary. Paid upon evidence.
Accommodation, meals and training venue (for 25 participants and up to 2 experts per training seminar)	27 room	Up to 20 overnight stays for 27 people Including lunches, dinners and coffee breaks			The cost should include accommodation, catering and please calculate a cost for this item. Paid upon evidence.
Visibility and promotion costs	150	1 Project banner 30 promotional packages Up to 150 Certificates 2 Articles in digital media (outside of the organization)			promotional articles, project banner, certificates for participants, packages including tote bags, pens, etc. The price for the visibility costs is fixed and available in the cost estimation document.

*Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above. There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as maximum amounts. The regulations on pricing are contained in the price schedule.*

## **6. Requirements on the format of the tender**

Requested documents:

1. Technical proposal
2. Financial proposal
3. CVs of the team and involved experts - the CV submitted for the experts can have a maximum of four pages. If the maximum page length is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.
4. Filled out **AuV** form, including the **TOM** part of the same document

**All documents should be submitted in English**

## Technical Proposal

### Title page

- Name and registration number of organization; legal address, telephone number, e-mail address, director of organization - signature and stamp of a director.
- Project name (**Strengthening Youth Organizations by provision of a comprehensive capacity building programme**) and implementation period (month/year-month/year) estimated period - 16.04.2025 – 16.11.2025
- Small description of the action
- objectives and implementation methodology (shall follow the terms of reference under this tender announcement)
- Activities (capacity building modules and networking events) and implementation schedule

### Structure of your financial bid

Please submit the financial proposal in accordance with the specification of inputs mentioned above.

All payments will be made based on the performance of contractor, upon meeting deliverables according to the proposed action plan. The number of tranches will be negotiated during the contracting phase.

**NOTE:** GIZ is released from VAT payment in Georgia when purchasing different types of services/goods, therefore, budget should be submitted without VAT. However, potential service providers should consider that they will not be released from VAT payment when purchasing goods/services within the frames of the given assignment.

**\*\* indicated fees shall include income tax and pension fund costs.**

**NOTE 1:** Please, note that while invoicing, the contractor should provide timesheets along with the invoice, it will be later stated in "General Terms and Conditions of Contract".