

TERMS OF REFERENCE

Call for the Recruitment of a consultancy:

Development of Standard Operational Procedure (SOP) for Youth Centres in the Gambia

1. Background

The Government of the Gambia has identified youth empowerment and development as one of the strategic development priorities of the National Development Plan (NDP) 2018 – 2021. Increasing the number of youth friendly centres across the country is one of the key results of NDP Strategic Priority 7. The centres are expected to serve both as an entry point for youth development, and a platform for engagement and empowerment. The Gambia National Youth Council (NYC) under the Ministry of Youth and Sports is responsible of the coordination and delivery of this key strategic development result.

In line with the priorities of the National Development Plan 2018-2021, IMVF and partners in collaboration with National Youth Council of the Gambia consider the strengthening of Youth Centres' capacities, targeting their revitalization as key providers of youth friendly service across the country through the development of a comprehensive Standard Operational Procedure (SOP). This is aimed at providing guidelines and frameworks for the establishment, operation, and management of self-sustaining youth friendly centres including monitoring, evaluation and quality assurances.

IMVF and three partners - **United Purpose (UP)**, **Agency for Development of Women and Children (ADWAC)** and **Alianza por la Solidaridad** are implementing a project under the Tekki Fii programme funded by the EU Trust Fund for Africa.

One of the action's aim is to support the role of local organizations – namely, community radios, youth groups, Community Based Organisations (CBOs) and Civil Society Organisations (CSOs) – as providers of services, social facilities and spaces for community encounters and dialogues. The implementation of social services and facilities and the strengthening of community organizations, together with the more economic oriented intervention foreseen under the project, aim to promote youth and women's engagement in rural development and provide a favourable social backdrop for the reintegration of migrants in the targeted regions.



FUNDED BY:



PROJECT LEAD:



PROJECT PARTNERS:



These centers are intended to be used as a hub for the following activities:

- Entrepreneurship activities (e.g. catering services, IT services and rental of halls and provision of accommodation services, among other income generating activities)
- Sporting activities (basketball, volleyball and any lawn related sports among other in door games)
- Social activities (hosting of community events, among others)
- Information sharing (labour market information center, migration information center, sexual and reproductive health education center and office spaces)
- Educational activities (library, information technology training center, skills training and internet service provision, among other educational services)

Different development partners are, directly or indirectly, supporting the reinforcement of Youth Centres. For example, YEP/International Trade Centre, is currently contributing to the rehabilitating of the centres in Janjanbureh and Farafenni and supporting the promotion of income generation activities; IOM is partnering with Youth Centres to establish Migration Information Centres throughout the country. Thus, the development of a SOP will also provide a common framework for stakeholders and development partners.

2. Aim

The purpose of these terms of references is to hire an expert support to design a Standard Operation Procedure (SOP) for Youth Centres across the Gambia in order to reinforce their role as youth friendly service providers, as foreseen in the National Development Plan 2018-2021. The SOP shall be a comprehensive framework and a tool to promote transparency, accountability and sustainability of the youth centres, working towards their financial self-sufficiency and the quality of the services and activities to be provided the communities.

3. Scope of work

The assignment comprises of:

- the draft of a Standard Operations Procedures (SOP) to serve as framework for all the youth centres in the country. It shall include the following thematic areas or any other deemed relevant by the consultant in the course of the assignment:
 - Guidelines for the establishment/ management of Youth Centres and models
 - Governance and management structures
 - Human resources
 - Procurement and logistics
 - Financial management
 - Basic service delivery models



- Principles and values to be respected (equity, transparency, accountability, etc)
 - Quality assurance indicators
 - Checklist and templates for monitoring, evaluations and reporting
- Customize of the SOP to Basse and Bansang youth centres in consultation with relevant stakeholders.

4. Methodology

- The consultant(s) shall use a participatory approach that requires close dialogue with key stakeholders and beneficiaries, namely: National Youth Council, Regional Youth Chairpersons, Management Committees, Community leaders, In and Out of School youths, Development Partners/Projects among others. The customization of the SOP shall be based on work sessions with existing management committees intended to draft together the specific regulation for each model proposed.
- Furthermore, the consultant(s) must make sure to design the SOP in the framework of existing NYC policies and documentations.
- The approach should foresee review and validation sessions with key stakeholders to discuss and adjust the proposed SOP and its customized versions.

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5. Deliverables:

At the end of the consultancy it shall be provided the following deliverables:

- General SOP including key organisational governance and management document templates
 - Customized guidelines for Basse youth centre
 - Customized guidelines for Bansang youth centre
- Proposes a rollout plan to enhance stakeholders understanding of the importance of the adoption or implementation of a SOP.
- Training session for NYC and youth centres' focal points for the implementation of the SOP and customized guidelines



6. Selection procedure

The selection procedure will have into account the quality and detail of the technical and financial proposal.

Profile of the consultant(s):

✓ **Qualifications**

University degree (preferably, master or higher) in Management, Social Science or Youth and Community development.

✓ **Professional experience and skills**

- Work experience in integrated rural development and youth empowerment;
- Work experience with community-based organizations, namely youth groups;
- Good knowledge of national youth policy and youth centres in the Gambia;
- Good experience with dialogue and participatory methodologies engaging various stakeholders and partners
- Languages: Fluency in English. Knowledge of at least two local languages.

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7. Application procedure

Applications shall include:

✓ **Technical proposal, detailing**

- work plan
- calendar CV of the consultant(s), detailing any work undertaken in the past comparable to the present TOR

✓ **Financial proposal, detailing**

- budget (including all charges and detailing all expenditures - accommodation trek expenses etc. – and honorarium)

Applications shall be sent to tekkifii@gm.imvf.org, until August 18th, 2019.

