Terms of Reference (TOR) – Youth Forums for Policy Development

1. INTRODUCTION

Objective of the RFP

The purpose of this Request for Proposals (RFP) is to enter into a contractual agreement with a successful bidder and select a suitable contractor to carry out the following work.

The Youth Forums for Policy Development will essentially be a community dialogue, through which WHO, UNDP, UNV, and NYSC will seek to a) organize workshops; b) coordination of the workshop and facilitate logistical arrangements for each session. The activities should comprise of community dialogues and policy formulation consultations.

WHO is an organization that is dependent on the budgetary and extra-budgetary contributions it receives for the implementation of its activities. Bidders are, therefore, requested to propose the best and most cost-effective solution to meet WHO requirements, while ensuring a high level of service.

About WHO

WHO Mission Statement

The World Health Organization was established in 1948 as a specialized agency of the United Nations. The objective of WHO (www.who.int) is the attainment by all peoples of the highest possible level of health. "Health", as defined in the WHO Constitution, is a state of complete physical, mental and social well being and not merely the absence of disease or infirmity. WHO's main function is to act as the directing and coordinating authority on international health work.

Structure of WHO

The World Health Assembly (WHA) is the main governing body of WHO. It generally meets in Geneva in May of each year and is composed of delegations representing all 194 Member States. Its main function is to determine the policies of the Organization. In addition to its public health functions, the Health Assembly appoints the Director-General, supervises the financial policies of the Organization, and reviews and approves the proposed programme budget. It also considers reports of the WHO Executive Board, which it instructs with regard to matters upon which further action, study, investigation or report may be required.

The Executive Board is composed of 34 members elected for three-year terms. The main functions of the Board are to give effect to the decisions and policies of the WHA, to advise it and generally to facilitate its work. The Board normally meets twice a year; one meeting is usually in January, and the second is in May, following the World Health Assembly.

The WHO Secretariat consists of some 8,400 staff at the Organization's headquarters in Geneva, in the six regional offices and in countries. The Secretariat is headed by the Director-General, who is appointed by the WHA on the nomination of the Executive Board. The head of each regional office is a Regional Director. Regional directors are appointed by the Executive Board in agreement with the relevant regional committee.

2. BACKGROUND

Overview

"Youth Participation and Engagement for a Healthier, Equitable, Safer and United Sri Lanka" is a project funded by the United Nations Peacebuilding Fund. The project aims to improve access and opportunities for young aspiring leaders to meaningfully promote social cohesion and peace through healthy settings for inclusive development that will enhance their political and civic representation. The District-Level Youth Forums for Policy Development, as part of the project's outreach engagements will allow young people in diverse communities to meaningfully and actively participate while empowering their communities. These youth leaders will enhance their capacities to develop a vision that enables them to understand community needs and work for their communities with them.

The District-Level Youth Forums for Policy Development is expected to be organized in pre-identified locations across the 25 districts in Sri Lanka. These forums will bring young people who have been hindered from accessing trainings or awareness programmes due to language, social, demography and economic challenge, creating the ripple effect and ensuring the sustainability of the residential trainings, which will allow more young people who are aspiring to become future leaders to engage with their communities.

Against this backdrop, WHO together with UNDP, UNV and NYSC seeks to work with an independent institution with national level coordination and logistical arrangements to implement a series of island-wide youth forums. These forums aim to enhance youth participation in community resilience, preparedness, and response to volatile social, economic, and political conditions. This will also provide a platform to the most marginalized youth groups representing indigenous, LGBTQ+, conflict-affected, estate sectors and persons with disabilities ensuring a balanced representation of gender and minority groups.

3. REQUIREMENTS

Introduction

WHO requires the successful bidder, the Contractor, to organize the Youth Forums for Policy Development which will essentially be a community dialogue, through which WHO together with UNDP, UNV, NYSC and partners will seek to a) organize workshops; b) coordination of the workshop and facilitate logistical arrangements for each session. The activities should comprise of community dialogues and policy formulation consultations.

Refer to annexure to see the expected deliverables from the aforementioned assignment.

Characteristics of the provider

Status

The Contractor shall be an institution operating in the field of event management and coordination.

Experience

Institutions that would be considered for this partnership need to have proven experience of working in similar interventions and evidence of capacity to deliver the proposed outcomes.

The selected institution should have the following:

- Demonstrated experience in implementing events, conferences or workshops.
- Minimum of 2 years' experience working with international development agencies.
- Experience in conducting similar national level events across the districts.
- Demonstrated experience in using new technology and innovative digital platforms in events.

Organizational Qualifications

- A **Team Leader** with a bachelor's degree in Business Management or other related discipline and demonstrable experience in conceptualizing and managing events and conferences in multiple districts.
- The team should also comprise of at least one IT expert.
- The organization should have proficient members working **in English, Sinhalese or Tamil**

Work to be performed

The selected institution is expected to work closely with the project team from WHO to undertake the following:

Key requirements

1. Facilitate Youth Forums for Policy Development in 25 districts. The events shall be conducted one-day workshops in all 25 districts of the country (refer annexure 1):
   - Identify a suitable location for the event;
     - Space to conduct workshops, cluster style for 100 youth participants for each workshop.
     - Sounds and multimedia setup (refer annexure 1)
   - Branding for the venue (refer annexure 1)
   - Refreshments (2 snacks and tea/coffee) and lunch for 110 pax in total (100 youth participants and 10 resource people for each session) for each district
   - Liaise with the venue to ensure all requested facilities are available
   - It may be required to conduct some of the sessions simultaneously in identified districts.

The workshops will be conducted physically, with a target audience of 100 youth participants in each district with equitable gender, ethnic, and religious representation.

Place of performance

Location - Island-wide (refer to annexure one)

Timelines

Activities to be completed within 60 days between 1 April – 30 May 2023

Start date – TBC
End date – TBC

Reporting requirements

The selected contractor will be expected to submit a detailed report upon delivery of all agreed activities along with a detailed summary of the expenditure incurred against the proposed budget.

Evaluation Criteria

The Technical Proposal will be assessed based on the 3 major criteria as shown in the table below.

Summary of Technical Proposal	Total Points
Section 1. Experience of service provider	25
Section 2. Proposed methodology, approach, and implementation Plan	25
Section 3. Organizational qualifications	20
Total	**70**

Technical Proposal Evaluation Criteria		
Section 1. Experience of service provider		**Points obtainable**
1.1	• Demonstrated experience in implementing events, conferences or workshops • Minimum of 2 years' experience working with international development agencies.	15
1.2	• Experience in conducting similar national level events across the districts. • Demonstrated experience in using new technology and innovative digital platforms in at events.	10
Total Section 1		**25**

Section 2. Proposed methodology, approach and implementation plan		Points obtainable
2.1	0 pts if no proposed methodology 5 pts if weak proposed methodology 10 pts if fair proposed methodology capacity 15 pts if strong proposed methodology capacity	15
2.2	Tasks defined for the scope of work and aligned to TOR 0 pts if workplan is irrelevant and doesn't meet the timeframe 05 pts if workplan is provided in a broad manner with the necessary details 10 pts if workplan is relevant and meets the timeframe	10
Total Section 2		**25**

Section 3. Organizational qualifications		Points obtainable
3.1	○ A **Team Leader** with a bachelor's degree in Business Management or other related discipline and demonstrable experience in conceptualizing and managing events and conferences in multiple districts. ○ The team should also comprise of at least one IT expert.	20

	o The organization should have proficient members working **in English, Sinhalese or Tamil**	
	Total Section 3	20

4. FINANCIAL PROPOSAL

The financial proposal should satisfy the following:

The calculation of fees should indicate the Total Cost for an ***"all-inclusive"*** cost in Sri Lankan Rupees (LKR) for the breakdowns, as per the ToR (refer to annexure one). The cost should be all inclusive covering all relevant locations and outputs indicated in ToR.

5. HOW TO APPLY

To apply please email to: sesrlprocurement@who.int Email subject heading: 'Youth Community Forums'. The application should contain:

- **A technical proposal.** The proposal should include company profile, relevant experience of similar assignments undertaken, list of previous clients.

- **Updated CVs of the proposed team members-** include qualifications/competencies and relevant past experience in similar projects,

- **Examples of similar work undertaken by the institution** (preferably by the proposed team members)

Annexure 1

Location details

Districts	Puttalam, Kurunegala, Anuradhapura Jaffna, Mannar, Killinochi, Mullaitivu, Vavuniya, Colombo, Gampaha, Galle, Matara, Kalutara, Rathnapura, Kegalle Trincomalee, Batticaloa, Polonnaruwa Matale, Kandy, Nuwara Eliya, Badulla Ampara, Monaragala, Hambantota

Requirement details

Cost type	Description	Cost per district	Cost for 25 districts
Venue Cost	Venue cost for 1 workshop for 100 participants in each district *(Space to conduct workshop, cluster style seating for 100 participants including sounds and multimedia setup)* *4 wireless microphones* *Multimedia with projector*		
Event branding	Branding for the locations *2 Pull up banners for each district*		
Refreshments	Conference package for 110 packs *(Morning snack with tea/ coffee, lunch and evening snack with tea/ coffee)*		
Additional logistical costs/ Administrative costs Transport costs			