



**Terms of Reference**  
for  
**Consultancy Service for the Needs Assessment and Development of a Youth Engagement Plan.**

<b>Date of issue:</b>	<b>27 February, 2025</b>
<b>Duration of the assignment</b>	30 days including weekends
<b>Project title:</b>	<b>13362 – HORMAR Project</b> - Strengthening inclusive local governance for democratic Somalia.
<b>Assessment target locations</b>	<b>Hirshabelle</b> (Warsheikh & Jowhar) and <b>Galmudug</b> (Abudwaq & S. Galkacyo).
<b>Deadline for submission of offers:</b>	<b>19 March 2025, at 23:00 P.M.</b> (East Africa Time Zone)
<b>Contracting authority:</b>	FCA Somalia Country Office Contact: Procurement Committee E-Mail: <a href="mailto:tenders.soco@kirkonulkomaanapu.fi">tenders.soco@kirkonulkomaanapu.fi</a>

## 1. Introduction & Context

FCA Somalia Country Office is looking for qualified consultant(s) to undertake **Needs Assessment and Development of a Youth Engagement Plan** for the project *Strengthening inclusive local governance for democratic Somalia project* (HORMAR).

FCA is the biggest development and humanitarian aid organization in Finland. FCA is currently operating in 13 countries in Asia, Africa and Middle East and is specialized in three thematic priority areas: Right to Peace (R2P), Right to Livelihood (R2L) and Right to Quality Education (R2QE).

In Somalia, FCA began its operation in 2007 through support to peace building initiatives in Somaliland and Puntland. Following the success of the interventions, FCA Somalia expanded its operation to other parts of South Central of Somalia in 2013, evolving from community level peace building initiatives to state building and state formation interventions at FGS and FMS levels. FCA Somalia also facilitated the state formation process between 2014 and 2015 which resulted in the formation of the Galmudug State.

The project is designed based on years of experiences of **FCA, HC** and **SOYDEN** in Somalia under **SSF III** in strengthening inclusive and accountable national and local governance structures, promoting active and meaningful participation of women and youth in state and peacebuilding processes, and supporting reconciliation at community, district, state, and federal levels.

## 2. Background info on HORMAR project

**Strengthening inclusive local governance for democratic Somalia project (Horumar)** is 5-year project 2024 - 2029, with an annual co-design workshop to develop a workplan and budget for each year. The target locations will be in 2 Federal Member States of Somalia (Galmudug and Hirshabelle) and Banadir Regional Administration (BRA). The HORMAR project is implemented through an inclusive governance lens, emphasizing flexibility, conflict sensitivity, and inclusivity to support local governance and democratization in Somalia.

This approach aligns with the Somali Government's Wadajir Framework on Local Governance, particularly its component on District Council Formation. It contributes to Pillar IV of the National Reconciliation Framework (NRF), which aims to build trust in government institutions and structures to rebuild nationhood. The project promotes transparency, accountability, and responsiveness by forming and capacitating service-delivery government institutions like local councils, fostering greater trust and confidence among citizens.

The HORMAR project is aligned with Somalia's National Development Plan 9 (2020-2024) and NRF priorities, focusing on enhancing inclusive community participation in decision-making processes, including women, youth, and marginalized groups. Furthermore, the project's objective is aligned with the SSF III strategy, seeking to enhance the inclusive participation of the community, including women, youth, and marginalized groups in the decision-making process, improve safe and protected civic space for women's meaningful roles and leadership, and strengthen inclusive local governance and administration for effective basic public service delivery to promote sustainable peace, good governance, and democratization progress in Somalia.

### 2.1 Implementation approaches

The formulation of the intervention is built on the foundations of **Rights-Based Approach (RBA)** and **Do No Harm** principles with specific focus on **gender equality** and social inclusion of women, youth and marginalised groups, and conflict sensitivity.

The project places a strong emphasis on **bottom-up approach and Somali-led, owned, and driven process**, directly responding to aim of NRF and the Wadajir Framework. The HORMAR project will be implemented in FGS including Banadir Regional Administration (BRA) and with a **strong geographical focus at the state and district levels**.

Close partnership with the Ministry of Interior, Federal Affairs and Reconciliation (**MoIFAR**) and Ministry of the Interior (**Mol**) of target FMS is ensured in the project implementation to strengthen national ownership and leadership. Partnerships with existing local partners, relevant state institutions and other local NGOs are operationalized to implement reconciliation and DCF interventions, and peace dividends in selected districts.

Strong collaboration and coordination between different stakeholders are being promoted via the existing mechanisms such as the NRF Advisory Board, that the project supports.

The project aims to strengthen inclusive local governance for democratic Somalia, contributing to renewed social contract which is built on trust in the state, social cohesion, and a shared vision of a common future among Somali people.

## 2.2 Project outcome and output

**Outcome 1:** Increased national capacity to effectively implement and operationalize the Wadajir Framework and the National Reconciliation Framework in the federal government and selected FMS to build legitimacy and trust in government institutions.

**Outcome 2:** Strengthened inclusive and sustainable local governance and administration for effective public service delivery with the active participation of women, youth, and marginalized groups in accordance with the Wadajir Framework and NRF.

**Outcome 3:** Strengthened safe, inclusive, and protected civic spaces and women, youth, and marginalized communities' capacity for meaningful participation and leadership in strategic advocacy, long-term peacebuilding, reconciliation, and governance processes.

Project supports and is based on a close collaboration with the Ministry of Interior, Federal Affairs and Reconciliation (MoIFAR) and Ministries of the Interior (Mols) of target FMS and Ministry of Reconciliation and Peacebuilding (MoRaP) to ensure in the project implementation strengthens national capacities in line with national priorities and is guided by the strategic leadership of the relevant duty bearers. Furthermore, the project works with and collaborates with existing local partners, relevant state institutions and other local NGOs to implement reconciliation and District Council Formations (DCF) interventions, and peace dividends in selected districts.

## 2.3 Project scope and target groups

### Geographical scope and target locations

The project supports national level institutional capacity strengthening and policy development and coordination regarding NRF and Wadajir Framework. Additionally, the project has selected FMS and target districts that the evaluation is expected to cover:

- Banadir Regional Administration (BRA) / Mogadishu
- Hirshabelle state: Jowhar and Warsheikh
- Galmudug state: Abudwaq and S. Galkacyo.

The five-year (2024 to 2029) HORMAR directly supports national reconciliation capacities of a variety of government institutions, such as the line ministries, district councils, traditional and religious leaders, leaders of women's groups, and youth representatives in selected FMS.

HORMAR supports MoIFAR and relevant FMS line ministries to implement the NRF according to their respective mandates.

To this end, this consultancy is part of the Youth Civic Education and Environmental Stewardship Program, an initiative designed to enhance youth engagement in governance and environmental resilience in Hirshabelle and Galmudug. The program recognizes that youth in these regions face significant barriers to participation in decision-making processes, despite being among the most affected by climate change and governance challenges.

To address these gaps, the consultancy will focus on two key activities: conducting a comprehensive needs assessment and developing a structured training plan. The needs assessment will identify the knowledge gaps, challenges, and opportunities for youth engagement in governance and environmental stewardship while mapping existing youth-led initiatives. Based on these findings, a tailored training plan will be developed, equipping youth with the knowledge and practical tools needed to participate meaningfully in governance and environmental sustainability efforts.

By strengthening the role of young people in local decision-making and climate resilience, this consultancy will contribute to broader efforts to enhance social cohesion, improve governance structures, and build community resilience to climate-related challenges.

### **3. Objective and expected scope of the assessment**

Assess awareness, knowledge gaps, and engagement of youth in Warsheikh, Jowhar, S. Galkacyo, and Abudwaq regarding civic education and environmental stewardship. The assessment will identify barriers to youth participation in governance and climate-related initiatives, with a focus on gender and inclusivity. It will also map existing youth-led environmental initiatives and their linkages to governance structures.

Develop a structured training plan with four modular training materials that integrate civic education and environmental stewardship. The plan will be based on assessment findings, incorporate practical learning components, and align with local governance policies. It will include a methodology for delivery and recommendations for engaging youth centres, schools, and community groups.

### **4. Principal duties**

- Conduct a comprehensive youth needs assessment in Warsheikh, Jowhar, S. Galkacyo, and Abudwaq to evaluate awareness, knowledge gaps, and engagement in civic education and environmental stewardship.
- Gather qualitative and quantitative data through consultations, interviews, and focus groups with youth, community leaders, and relevant stakeholders.
- Identify barriers to youth participation in governance and climate-related initiatives, ensuring a strong gender and inclusivity analysis.
- Map existing youth-led environmental initiatives and assess their linkages to governance structures.

- Develop a structured training plan and four modular training materials based on assessment findings and existing best practices.
- Ensure training content integrates civic education with environmental stewardship, includes practical learning components, and aligns with local governance policies.
- Provide a methodology for training delivery, including recommendations for engagement with youth centres, schools, and community groups.

## 6. Deliverables

The independent consultants will be expected to submit the following deliverables/ documents in time in compliance with standard requirements:

- **Inception report** detailing the data collection methodology, desk review of the relevant literature, and a proposed work plan.
- **A comprehensive Youth Needs Assessment Report** covering awareness, knowledge gaps, and barriers to youth participation in governance and environmental stewardship, including a gender and inclusive analysis.
- **A mapping of existing youth-led environmental initiatives** and their linkages to governance structures.
- Four **modular training materials in** (English & Somali versions) integrating civic education with environmental stewardship, designed for use in youth centers, schools, and community groups.
- **A structured training plan**, including methodology, recommended delivery approaches, and practical learning components.
- **A PPT presentation of key findings and recommendations** to FCA Somalia and relevant stakeholders.
- Bi-weekly **progress updates** to FCA Somalia throughout the consultancy period.

## 7. Duration of contract

Duration of this contract is 30 days, between 1<sup>st</sup> to 30<sup>th</sup> April 2025.

## 8. Service Terms

FCA Somalia country office intends to contract qualified consultant(s) for 30 days. However, the validity of the contract will be for 1 month.

## 9. Duty Station

The independent consultant(s) will undertake in-country field work and reporting based on agreed work-plan and methodology. The assessment will take place in:

- Hirshabelle (Warsheikh, Jowhar).
- Galmudug (Galkacyo, and Abudwaq).

## 10. Transport & Logistics

The consultant(s) will cover field transport and accommodation arrangements, translator and/or interpreter needs, focal points and other contact points on the field and other logistical arrangements concerning consultant's visit(s). All costs associated need to be reflected in the Annex II – Financial Proposal Template.

## 11. Validity

Tenders/Offer shall remain valid and open for acceptance for a period of 60 days after the closing date for the submission.

## 12. Tentative Timeline and expected deliverables

The assessment fieldwork is expected to tentatively start from 1<sup>st</sup> to 30<sup>th</sup> April 2025 for a period of 30 days including weekends.

Tasks	End product/deliverables	Time frame
<b>Inception stage</b>		
i. Review relevant literature, previous survey reports ii. Prepare a detailed survey and mapping plan including methodological approach (survey protocol, sampling approach/ framework and tools for assessing the project outcomes and outcome indicators as depicted in the project log-frame) iii. Prepare mapping and survey tools/guidelines for primary data collection iv. Guide/manage the baseline data collection exercise	i. Report on literature review/ brief situation analysis ii. Detailed baseline plan including methodology, sample size, research sites, and data analysis plan. iii. Survey tools and guidelines iv. Guide/ work plan to manage the baseline data collection exercise v. Presentation of the field work plan	5 days
<b>Assessment stage</b>		
iv. Administer field visits, FGDs and interviews/ meetings to collect information on the assessment and analyse information.	iv. Information collected and analysed, recommendations and suggestions + raw survey data	15 days
<b>Presentation of Assessment Findings</b>		
v. Prepare presentation and present the findings to relevant persons vi. Prepare draft report and finalize the report with FCA comment(s).	v. Power point presentation on the findings of the survey vi. Draft Report (Outline to be finalized with consultant).	10 days
Total # of consultancy days including FCA reviewing days		30 days

### 13. Payment Modalities

The purpose of this section is to provide a detailed payment schedule and modalities against the deliverables. The payments will be processed upon completion of the following milestones.

- 20% payment release after completion, submission and acceptance of Needs assessment inception report.
- 30% payment release after completion, submission and acceptance of detailed draft Needs assessment report, Four modular training materials in (*English and Somali versions*), structured training plan.
- 50% payment release after submission of Clean final version of Needs assessment report, modular training materials, structured training plan.

### 14. Required Expertise and Qualification

- Strong experience in capacity development, mentorship, and hands-on support, with the ability to assess skill gaps and measure impact using clear tools.
- Expertise in developing policy frameworks, including structuring governance strategies and training methodologies.
- Experience in local governance and knowledge of the Wadajir Framework and its components.
- Proven ability to work effectively in fragile and conflict-affected contexts.
- Master's degree in social sciences, Governance, Public Policy, International Development, Conflict Resolution, peace and conflict management, or a relevant discipline.
- Demonstrated ability to work independently and collaborate with diverse stakeholders in both international and Somali contexts.
- Extensive knowledge of the Somali context, governance structures, and FCA's work in the country is an advantage.
- At least eight years of experience particular skills in local governance, reconciliation, conflict resolution, peacebuilding, or policy development.
- Familiarity with project planning, implementation, MEAL processes, and reporting.
- Strong research and analytical skills, with experience conducting independent assessments such as needs assessment.
- Previous experience working with INGOs and public institutions.
- Language requirements: Proficiency in Somali and English.

## 15. Eligibility Criteria (minimum requirements) imposed on the Tenderer

The Applicants will initially be verified for eligibility according to the criteria below:

15.1 For individual consultant

- Official identification document (Passport or National ID)

15.2 For companies

- Valid tax compliance certificate
- Valid business registration certificate

15.3 For all consultants (individuals and companies)

- Sample of previous work: At least one of the sample reports needs to demonstrate assessment experience on youth engagement in governance and environmental resilience, reconciliation or local governance, also one sample needs to demonstrate assessment experience in gender and social inclusion.
- A minimum of 8 years of experience in monitoring and evaluation for the lead consultant, with particular focus on quality tools development, qualitative and quantitative data analysis and exceptional report writing skills.

***Consultants will first be evaluated according to the eligibility criteria and minimum requirements imposed on the procurement as listed in section 15. Consultants who are eligible and fulfil the minimum requirements will be allowed to proceed to the evaluation phase and their offers will be evaluated according to the contract award criteria (section 16).***

## 16. Contract Award Criteria

The purpose of this section is to provide criteria, weight and scoring information for the evaluation phase. The offers will be evaluated according to the contract award criteria below:

#	Description	Weight (%)	Scoring methodology	Score (%)
1	Skills/expertise for the lead consultant	25	8 years' experience in M&E. (lead consultant)	10
			Master's degree as stated in the TOR (lead consultant)	5
			In-depth knowledge and experience in Somalia context as stated in the TOR (firm & lead consultant – both)	5
			Number of related Needs assessment as lead consultant	5
2	Methodology/rational/sampling strategy/	35	Based on the technical proposal submitted by the candidate	
			Methodology	10
			Rationale	10
			sampling strategy	10

	<b>research questions</b>		Assessment questions	10
<b>3</b>	<b>Experience/ sample reports</b>	<b>15</b>	Similar sample reports by the candidate - Up to 3 Similar reports as stated in the TOR	10
<b>4</b>	<b>Availability/ timeliness</b>	<b>5</b>	Consistency with the project need assessment timeframe as indicated in the TOR	5
<b>5</b>	<b>Financial proposal</b>	<b>20</b>	Lowest bid receives highest score. Other candidates' scores are calculated proportionally based on the lowest bid.	20
<b>Overall Total</b>		<b>100</b>		100

## 17. Evaluation Process

The evaluation process is managed by FCA's Procurement Committee. Candidates will be first evaluated according to the requirements in section 15 – minimum requirements imposed on the tenderer. Candidates which are eligible will be allowed to proceed to the evaluation phase and their offers will be evaluated according to the contract award criteria in section 16.

## 18. Application procedure

Any candidates / bidders / consultancy firms that fail to share the above documentations satisfactorily will be disqualified. Further, shortlisted candidates / bidders / consultancy firms will be subjected to technical interviews to assess their competence regarding the delivery of the consultancy, in line with the consultancy qualifications and bids evaluation criteria listed above.

Deadline for submission of tender bids/offers is on **19<sup>th</sup> March 2025 at 23:00 P.M. (East Africa Time Zone)**. Candidates / bidders / consultancy firms must send their offers via email to [tenders.soco@kirkonulkomaanapu.fi](mailto:tenders.soco@kirkonulkomaanapu.fi) no later than the deadline as aforementioned. Any tenders received after the deadline will not be considered. Candidates must put **"Consultancy to Conduct Needs Assessment and Development of a Youth Engagement Plan for HORUMAR Project"** in the subject line of their emails. No tender may be changed or withdrawn after the deadline has passed.

The bidders shall bear all costs associated with the preparation and submission of the offer, and FCA will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the procurement process. Canvassing will lead to automatic disqualification. Please note, only short-listed candidates will be notified for interview. Thank you!

## 19. Questions

Candidates are not allowed to approach the Contracting Authority for verbal clarification. Any prospective candidate seeking to arrange individual meetings with either the Contracting Authority and/or any other organisation with which the Contracting Authority is associated or linked may be

excluded from the tender procedure. Candidates may submit questions in writing via email to the address above latest three days before the deadline.

## 20. Terms of contract

- Confidentiality – *Highlight any confidentiality concern*
- (Optional) The Consultant is responsible for payment of all social costs, other employment related costs and insurance contributions and for all other liabilities of a statutory nature.
- During the assignment, the consultant does not represent FCA Somalia Country Office and has no mandate to negotiate, make commitments or agree on behalf of FCA Somalia Country Office.
- The consultant is expected to use own computer and other equipment required for works.
- By submitting an offer, the candidate/consultant/service provider confirms to abide by FCA Somalia Country Office Code of Conduct, Child Safeguarding policy and any other relevant FCA Somalia Country Office policies.
- The ownership and copyright(s) of the report(s) and any other produced material will remain with FCA Somalia Country Office.
- The Contracting authority may for its own convenience and without charge or liability cancel the tender process at any stage.

## 21. Documents comprising this procurement

Prospective consultancy firms should be able to demonstrate suitability by submitting the following documentations for scrutiny/verification. These include:

- Technical Proposal including an outline of the proposed methodology, data gathering, etc. As per the terms of reference (maximum 3 pages)
- Financial Proposal including Indicative budget (maximum 1 page) inclusive of the consultant's daily rate(s) and other related expenses. Rates should be in US Dollars and inclusive of VAT.
- Cover letter including a description of suitability of the consultant(s) (maximum 1 page)
- Valid tax compliance certificate,
- Valid business registration licence
- CVs of technical teams, Certifications, Reference Letters
- At least 3 verifiable proof of experience / sample reports specifically on youth engagement on local governance and reconciliation, gender, and social inclusion, among others. At least one of the sample reports need to demonstrate assessment, evaluation experience on inclusive or local governance

## Annex I – Technical Proposal Template

### Rationale (max. 1 page)

Any comments on the Terms of Reference of importance for the successful execution of activities, in particular its objectives and expected results, thus demonstrating the degree of understanding of the contract. Any comments contradicting the Terms of Reference or falling outside their scope will not form part of the final contract.

An opinion on the key issues related to the achievement of the contract objectives and expected results

(Optional: An explanation of the risks and assumptions affecting the execution of the contract)

### Proposed Methodology (max. 3 pages)

An outline of the approach proposed for contract implementation.

A list of the proposed activities considered to be necessary to achieve the contract objectives.

The related inputs and outputs.

### Timetable of activities (max 1 page)

The timing, sequence and duration of the proposed activities, considering mobilization time.

## Annex II – Financial Proposal Template

Please provide a detailed budget of the evaluation (at VAT 0). FCA will then add the VAT according to the local legislation.

	Unit cost (in USD)	Description/ Number of days	Total (in USD)
<b>Consultancy fees</b>	(per day)		
<b>Travel</b>			
<b>Incidentals</b>			
<b>Accommodation / DSA</b>	(per day)		
<b>Materials/Interpreter</b>			
<b>(please fill in if needed)</b>			