

**Call for Local Delivery Partner**

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**Youth Councils  
Training  
Programme and  
Social Action  
Projects**



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# 1. Background

The British Council Ukraine is delivering "Youth engagement: citizens' participation through enhanced social action skills and tools (Active Citizens)" project, that is financed by Conflict, Stability and Security Fund of the British Embassy in Ukraine.

The project's purpose: Youth centres, youth councils and CSOs will be strengthened to give young people the skills, confidence and practical experience to be socially engaged in influencing and bringing positive change in their own lives and social cohesion to their communities, through becoming more resilient and through practising active citizenship.

As part of the project, the British Council will deliver a training programme for up to 60 participants, who represent Ukraine-based youth councils of local level, including towns and UTC (united territorial community).

# 2. Assignment

The British Council is looking for a Ukraine-based delivery partner organisation(s) who will work together with the British Council's programme team to ensure the high-quality development and delivery of the whole training programme; coordination and delivery of social action projects developed by participating representatives of youth councils.

## 1. Training programme objective

The training programme is intended to provide meaningful online capacity-building and skills development support in the areas of advocacy and building partnerships with local authorities to the youth councils that are seeking to advance their recognition and standing in their local communities. The support of social action projects developed by training participants is intended to allow for the practical implementation of gained knowledge and skills.

## 2. Target audience

Representatives of youth councils at the local / community level: youth councils based in towns and UTC (united territorial community).

## 3. Organisational details

Delivery: two trainings events, February 2021 (please see the full timeline below)

Duration: up to three days delivery (of up to 15 hours in total), including breaks between sessions, homework. etc. The sessions will include presentations by experts, group

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discussions, review of case studies, etc. The final length of sessions, number of days and schedule will be agreed based on the Proposal.

Number of participants: the training programme will gather a cohort of up to 60 persons in total with up to 30 at one training event. Participants will be selected via open calls.

Format: online interactive training sessions, group and individual practical workaround relevant topics (final number of sessions and their duration will be agreed based on the Proposal).

Platforms: will be agreed based on the Proposal, for example: MS Teams, Miro, Padlet, etc.

Working language: Ukrainian.

Social action projects: it is foreseen to support 20 short-term projects with seed funding of up to UAH 30'000 (subject to funding availability). The seed-funding will be allocated to participants of the training programme for the delivery of local projects focusing on advocacy and building partnerships.

#### **4. Through the training programme representatives of the youth councils will:**

- Enhance cooperation with local authorities;
- Develop and strengthen understanding of advocacy principals and instruments at the local / community level;
- Receive instruments and methods of partnerships building with local authorities and other relevant stakeholders at the local / community level;
- Be supported to give young people in their communities the skills, confidence and practical experience to be socially engaged in influencing and bringing positive change;
- Increase youth engagement in active citizenship and advocacy initiatives delivered by youth councils at the local / community level;
- Develop the mechanisms to use advocacy by youth councils permanently (for example, development of advocacy strategies).

#### **5. Key training programme topics (could be expanded):**

- Partnership-building aims, planning, opportunities, threats, etc.;
- Innovative and useful instruments and methods for partnership-building;
- Essential communications for partnerships: building rapport, negotiating skills, etc.;
- Planning and delivering advocacy campaigns aims, identifying and researching problematic areas, target audiences, partners and stakeholders of advocacy campaigns, exploring opportunities and threats, results etc.
- Evaluating the effectiveness of advocacy campaigns;

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- Presentations and case studies of successful examples and lessons learned of advocacy campaigns and partnerships in the youth councils sectors;
  - Building links between representatives of the youth councils and enabling new connections between participants.

## **6. The delivery partner is expected to deliver the following tasks:**

### **1. Content Development**

- Together with the British Council develop detailed content and flow of the training programme;
- Ensure speaker selection, session content development and learning materials preparation in line with British Council standards;
- Ensure the content is relevant for the local context of youth councils and will be meaningful for participants.

### **2. Ensure Online Delivery**

- Identify appropriate digital delivery tools for the smooth delivery of the training programme;
- Ensure high-quality, secure and effective moderation of all online sessions;
- Ensure sessions include high-quality visuals and interaction tools;
- Support communication with the participants between sessions so that they remain on track with the learning process;
- Manage an online depository of the materials;
- Coordinate homework assignments for participants when necessary.

### **3. Social action projects coordination**

- Consult the British Council on the social action projects priorities;
- Support evaluation and selection of social action projects;
- Coordinate distribution of funding among projects' delivery teams (re-granting). Provide procurement support, including direct payment of invoices and contracts, where necessary, etc.;
- Ensure social action delivery contract is signed with social action projects' managers (the template will be provided);
- Provide mentoring support to projects' delivery teams during social action projects implementation;

- Coordinate narrative and financial reporting of the social action projects. Provide consolidated financial and narrative reports of the social action projects to the British Council.

#### 4. Programme Management

- Ensure efficient communication with participants and facilitators/experts before and during the training programme;
- Contribute to the Monitoring and Evaluation of the training programme's outcomes;
- Administer payments to third-party service providers on behalf of the British Council (where necessary);
- Establish and maintain an effective working relationship with the British Council's programme team. Take part in organisational meetings when necessary;
- Contribute to delivering other activities around the training programme;
- Contribute to disseminating information about open calls and programme's impact;
- Produce a report after the end of the training programme.

### 3. **Timeline**

Launch of the open call	23rd November 2020
Application deadline	23:59 on 06 <sup>th</sup> December 2020
Selection results communicated to applicants	14th December 2020
Preparatory and planning meeting with the British Council programme team	15 – 16 December 2020
Content development for the training programme	December 2020 – January 2021
Open call for the training programme participants	January 2021
Delivery of the training programme	January-February 2021
Restricted call and delivery of social action projects	February – March 2021
Narrative and financial reporting	By 31st March 2021

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## 4. Eligibility and Requirements

Eligible organisations for this call will be Ukraine-based non-governmental organizations, youth councils' networks, educational organisations, which have an appropriate status of a legal entity in Ukraine, with expertise and track record of running online capacity-building programmes and with an understanding of youth councils context in Ukraine. Applications can be submitted by a group – a delivery partner working together with an external thematic expert.

### Selection criteria:

#### 1. Essential

- Relevant (at least two years') experience in organising and running capacity-building programmes/events. Track record of delivered online programmes/events;
- Proven experience in advocacy (experience of thematic trainings delivery, delivering advocacy campaigns);
- Proven experience of online facilitation for learning programmes/events. Experience of working with online learning tools;
- Knowledge (and experience) of the youth councils' context in Ukraine;
- Available team resource to perform the tasks mentioned above;
- Ability to collaborate, facilitate Ukrainian and report in Ukrainian and English;
- Value for money.

#### 2. Desirable

- Experience of working with international partners/organisations;
- Access to the target audience of the programme: representatives of the youth councils and other relevant representatives of the civil society sector.

## 5. Contracting and Payments

The selected delivery partner will be contracted for a period of five months with break-off/ review points to allow the qualitative review of the services provided. The delivery partner will sign a service contract or a grant contract with the British Council in Ukraine to deliver the assignment.

The services will be paid for based on submitted timesheets, narrative reports and other financial reports as required under British Council standards. Payment will be made by bank transfer in UAH.

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The delivery partner will be considered as having the legal status of an independent contractor. As such, there will be no employer/employee relationship between the British Council on the one side, and the delivery partner or any person used by the delivery partner on the other side.

## 6. Submission of proposals

The official language for the Proposal, reports and any other documents in relation to the assignment is English, in exceptional circumstances, the documents could be provided in Ukrainian. The service (or grant) contract will be bilingual in English and Ukrainian.

The Proposal should provide the following information:

- **A detailed description of the applicant organisation**, covering all of the points listed in the selection criteria above;
- **The CV of the staff member(s)**, consultants who will be responsible for the content development and overall coordination of the project;
- **Training programme Proposal**, including details of sessions (number, durations, interactive online learning methods, list of supporting materials, evaluation instruments)
- **The budget calculation**, including quotes of daily fees for services in UAH (one day is eight working hours) including all related taxes. We expect that the assignment will require the involvement of a trainer(s) and/or facilitator(s), and technical support (programme coordinator). These roles may be combined by one or several people. Workloads will be based on the activity schedule.

Proposals must be submitted via SurveyMonkey online form:

<https://www.surveymonkey.com/r/HJXRKNF> no later than 23:59 Kyiv time on 06th December 2020.

In case of further questions, please contact [activecitizens@britishcouncil.org.ua](mailto:activecitizens@britishcouncil.org.ua) with the subject line Request for the additional question on Youth Councils training programme.

Requests for clarification about any aspects of this call may be sent to

[activecitizens@britishcouncil.org.ua](mailto:activecitizens@britishcouncil.org.ua) no later than 23:59 Kyiv time on 29th November 2020.

Questions submitted which are of general interest will be published on the British Council website, in anonymised form, together with the British Council's answers, on 02nd December 2020.

## 7. Conflict of Interest

Applicants must confirm in Proposal there are no known existing conflicts of interest relating to the assignment, or any other professional or personal circumstances that might affect the



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fulfilment of the assignment. Selected delivery partners must also declare any potential conflicts of interest which arise during the assignment. Should any conflict of interest arise which was known about but not declared at the time of the original application, the British Council may terminate the contract.

## **8. Implementation of equality, diversity and inclusion policies**

As the UK's leading cultural relations organisation, the British Council consistently pursues a policy of equal opportunities in all aspects of its activities. The British Council does not discriminate on the basis of age, race, sex, sexual orientation, religion, language or disability and encourages applications from all potential applicants who meet the criteria listed above.

## **9. Data protection**

British Council will use the information that you are providing in connection with processing your application. The legal basis for processing your information is the agreement with our terms and conditions of application. The British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator. For detailed information, please refer to the privacy section of our website, [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy) or contact your local British Council office [info@britishcouncil.org.ua](mailto:info@britishcouncil.org.ua). We will keep your information for a period of 7 years from the time of collection.

## **10. Disclaimer**

By issuing this Terms of Reference, the British Council is not bound in any way to enter into any contractual or other arrangements with you or any other potential supplier/delivery partner.