

Youth Connect for Ukraine

Open call for partners 2024-2025 in **Ukraine**

28 October 2024

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Youth Connect for Ukraine aims to support young Ukrainians to lead fulfilling and purposeful lives now, wherever they are living as active members of their current communities and prepare them to provide leadership in a reconstructed Ukraine, as part of a wider European network. We are designing training and activities to build leadership attributes that are needed in times of disruption and to support present and future social cohesion.

We believe that IF young Ukrainians are exposed to training, networks, social support structures and skills, AND these opportunities are embedded in a strong value base and delivered in a sensitive way, THEN young Ukrainians will have the attitudes, skills, and competences to demonstrate contemporary leadership in ways that contribute to social cohesion.

The programme, in 2023-2024 took place in Ukraine, Romania and Poland. Participants are either currently in Ukraine, internally displaced or resident in Romania and Poland. In Ukraine, events occurred in three cities in the western part of the country: Lviv, Lutsk, and Ternopil.

Pop-up Youth Centres are at the heart of Youth Connect for Ukraine. They provide a space and vehicle to gather young people, partners, and stakeholders for an exciting five days of activities - to meet, learn, develop, exchange, get support and build positive relationships.

Core Activities:

- A Leadership in Times of Disruption training workshop take place through the period of the Pop-up, bringing together 25 – 30 local young people, who will also engage with wider Pop-up activities.
- Open Day – A one-day event for the local young people that covers a wide range of topics using various formats.
- Social initiative – the element of teamwork beyond the workshops to put skills into practice, build relationships and contribute to the lives and communities of young Ukrainians. The implementation period is 2 month

1. Assignment Objectives and Scope

The British Council Ukraine is looking for a partner organization to plan and execute a POP-UP event as part of the Youth Connect for Ukraine project. The event should take place in person between November 2024 and January 2025 in one of the Zhytomyr, Chernihiv, Sumy, Cherkasy, Kirovohrad, or Vinnytsia regions.

The selected organizer should suggest the topic for the Pop-Up event. The target audience for the project is young Ukrainians aged 16-30. Minors participating in the event will need written consent from their parents and additional documents.

The event is expected to have at least 100 participants, with 25-30 participating in leadership training and 70-75 taking part in the Open Day event as well as social initiatives.

The duration of the POP-UP event will be 4.5 days. Organizers should propose the content, target audience, and agenda for the event, and provide advisory and technical support.

The British Council, along with the selected organizers, will develop the final agenda for the event, ensuring it meets the needs and expectations of the participants.

The organizer is responsible for providing participants with the necessary knowledge, skills, and practical experience to carry out social initiatives during the event. The expectation is to have between 3-5 social initiatives with a total budget of up to 80 000 UAH. The selected organizer should provide financial and mentorship support to the social initiatives' team during the two-month implementation period.

The working language of the event will be Ukrainian.

2. The main deliverables are as follows:

- Developing the concept and detailed agenda of the event;
- Providing delivery and technical support for the event;
- Offering communications support for the event activities and outcomes.

3. The Organizer is expected to deliver the following tasks:

- Develop the concept and detailed agenda for the POP-UP event, arranging and confirming all elements of the agenda;
- Ensure that all safety measures are followed throughout the project;
- Support the POP-UP event promotional campaign;
- Organise all technical support for the POP-UP event;
- Take part in participants selection together with the British Council representatives;
- Communicate with selected participants to confirm and ensure their participation at the beginning and during the POP-UP event;
- Sub-contract all additional guest speakers, professional, technical and/or administrative expertise needed for the organization of the POP-UP event;
- Provide administrative support for participants' social initiatives;
- Manage communications activities, in line with requirements set out by the British Council;
- Prepare narrative and financial reports as per the requirements;

- Ensure effective cooperation with the British Council at all stages of the project.

4. The budget

The maximum budget for the POP-UP event is **510 000 UAH for the face-to-face format**. It should cover the following expenses:

- Management fee, coordination staff support, fees for invited facilitators, trainers, or speakers;
- Premises rental cost, covering hosting and catering for event participants;
- Fee for the technical support and cost of the needed software;
- Additional professional, technical, and/or administrative expertise required for organizing the POP-UP event;
- Specially designed promotional merchandise branded with the Youth Connect for Ukraine project and/or the Organizers' logos (eco-bags, cups, t-shirts, etc.). Only ecological and sustainable merchandise will be supported;
- Participants' social initiative granting and administrative support;
- Costs associated with the promotion of the call for participants;
- Other related direct costs.

5. Remuneration for Freelance Managing and Facilitation Work within the British Council's NFE Programmes in Ukraine

№	Type of Work	Description of Work	Amount per day, GBP
1	Project Manager	Planning, overall management, leading the team, monitoring, reporting, budget management, safeguarding, strategic thinking, time management	90
2	Facilitator/Mentor	Content development, preparation, training delivery, consultation, mentoring, reporting	90
3	Communication Manager	Public Relations and Marketing Communications, collaboration, planning, effective communication with stakeholders, partners, target audience	60
4	Project Assistant	Support with the preparation of project plans, ensuring quality and results, provides assistance in the maintenance of financial records, assists in the procurement of goods and services, assists in writing reports and other project-related documentation	45
5	Accountant	Proceeding with payments, ensuring the accuracy of financial documents, collecting financial data and documents, reporting	45

Notes

1. Each assignment involving the above activities will be defined in a specific grant or services contract (which may include other activities also) and which will define the number of days payable for each activity (see also points 8 and 9 below).

2. The above activities may be funded by the British Council and/or by other funders through the British Council; details of each contractual requirement (except the daily rate) may vary depending on the specific programme and/or funder concerned.

3. “Day” will mean 9 a.m. to 6 p.m. local time, Monday to Sunday, (depending on the tasks required for each assignment, but not more than 5 working days per week).

4. All rates are gross, and trainers/experts are solely responsible for payment of their own taxes.

5. All remuneration will be made in UAH based on the exchange rate system defined in the specific contract for the assignment.

The detailed budget breakdown will be agreed between the British Council team and the selected Organizer.

Timeline for call:

Launch of the call for Organizers	22 October 2024
Deadline for submission of questions and requests for clarifications	14 November 2024
British Council response to submitted questions and requests for clarifications	15 November 2024
Deadline for applications	18 November 2024
Selection of Organizers, notification of selection results to applicants	25 November 2024
The POP-UP event delivery	To be confirmed with a selected partner, but not later than the end of January 2024

6. Reporting Requirements

The Organizer will communicate with the British Council’s team throughout the assignment and provide narrative and financial report to the British Council team upon completion of the assignment. The report should be submitted in English. The reports templates will be provided by British Council in due course.

7. Requirements

Eligible applicants can be only **non-governmental organization that have operated in the youth sphere for at least three years and are based in Ukraine.**

8. Selection Criteria:

- Experience and background in working with youth;
- Relevance of the concept;
- Safeguarding approach;
- Value for money.

Experience in working with international organizations and/or grants will be an advantage.

9. Conflict of Interest

The applicants must confirm in their cover letter that there are no existing conflicts of interest relating to the assignment, or any other professional or personal circumstances that might affect the fulfilment of the assignment. The selected Organizer 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 application, the British Council may terminate the contract.

10. Contract

The Organizer will sign a grant contract with the British Council in Ukraine to deliver the assignment. Payments will be made by bank transfer in UAH in two instalments: 80% upon signature of the contract, and the outstanding amount based on the report and financial statements submitted upon completion of the assignment.

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

11. Submission of proposals

The required language for the proposal is Ukrainian or English. The required language for the contract and reports and any other documents in relation to the assignment is Ukrainian or English.

The proposal application can be found by the [link](#)

For further questions or requests for clarification please contact: arsen.kelichavyi@britishcouncil.org

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