



VSO REQUEST FOR QUOTATION (FRAMEWORK) FOR IMPACT FACILITATION AGENCY

VSO establishing a framework of preferred suppliers for an impact facilitation agency to design resource toolkits on youth impact related topics and run cross-portfolio solution sourcing workshops and community of practices and would like to invite you to provide a quotation.

Instructions to Bidders

In order to be considered, quotations must:

- be on your organisation's letter headed paper
- contain both a Technical and Price Proposal
- state the quote validity period
- be received by the VSO contact by the quotation deadline
- include a sample of previous work of a similar nature

VSO contact details (for queries and submission of bid):	Diana Tsoi D.tsoi@vso.nl
Quotation deadline:	Monday 25 September at 13.30 CET
Anticipated start date:	9 October 2023
Budget for Proposals:	Maximum of EUR85,000 for full package of service (see below Specification of Requirements)

VSO will assess each submission based on Selection Panel Report, and will be based on compliance with this Request for Quotation (RFQ), ability to meet the requirement as specified and overall value for money using the following criteria:

- How you propose to provide the Goods/Services specified in this RFQ.
- Demonstrated ability to manage/deliver the Goods/Services in terms of:
 - The range and quality of Goods/services offered;
 - Understanding of the requirement, ability to meet deadlines, implementation methodology and project management processes;
 - Proven subject matter expertise;
- Past relevant performance (including goods/service delivery, performance management and assurance), and
- Expertise of particular individual(s) and subcontractors nominated to perform or provide the Goods/Services.
- The fee to be charged for providing the Goods/Services. Bidders may be invited to give a presentation or attend a clarification interview.

VSO shall not be bound to accept any quotation and will not be responsible for any loss or expense incurred by firms in the submission of their quotations. VSO reserves the right to accept all or part of an offer.

The successful supplier will be appointed to VSO's framework for the below stated packages of work. It is VSO's intention to order from framework.

Specification of Requirements

1. Challenge Fund for Youth Employment

The Challenge Fund for Youth Employment (CFYE) is a 6-year and €114 million+ programme funded by the Netherlands Ministry of Foreign Affairs, that aims to create a prosperous future for 230,000 young women and men in the Middle East, North Africa, Sahel & West Africa and Horn of Africa regions. The Fund supports initiatives in up to 23 countries that will offer youth, in particular young women, opportunities for work that is demand-driven and productive, offering a stable income and safe working conditions, and that is contributing to their personal development and social protection.

At the moment, the Fund provides Co-funding and Technical Assistance (TA) to (consortia of) private sector companies in approximately 17 countries in Africa and the Middle-East so that they can create, match or improve jobs for youth. CFYE is implemented by VSO, Randstad and Palladium – www.fundforyouthemployment.nl

2. Objective of the Assignment

In this assignment you support the Fund's ambition to ensure private sector portfolio companies maximize impact for and with young men and women.

To achieve this, CFYE's work is fully aligned to the Fund's *Youth Quality Work Journey*, in other words how companies *Attract, Select and Retain youth, and young women*, in particular.

The Journey of young talent through the three key stages (Attract, Select, and Retain) is supported by 10 Building Blocks that can be optimized.

Attract young talent by optimizing:

- 1: Online Youth Marketing
- 2: Community-Based Youth Outreach

Select young talent by optimizing:

- 3: Youth-Inclusive Recruitment

Retain young talent by optimizing:

- 4: Young Professional Development Opportunities
- 5: Peer Networks
- 6: Space for Youth Voice
- 7: Youth-Focused Secondary Benefits
- 8: Young Parent-Specific Benefits
- 9: Youth-Focused Respect & Dignity at Work
- 10: Gender-Inclusive Practice

In this assignment you will develop resource toolkits (core activity 1), design, conceptualize and run cross-portfolio Solution Searching Workshops and Cross-Portfolio Collaboration Hubs (core activity 2 & 3) with CFYE's private sector portfolio and in collaboration with the CFYE team.

3. Key Activities

Core Activity 1: Develop Resource Toolkits on 5 Key Youth Impact Topics for Private Sector Companies

1. Youth-inclusive recruitment.
2. Space for Youth Voice.
3. Community-Based Youth Outreach.

4. Online Youth Marketing.
5. Youth-Relevant and Young Parent-Specific Benefits.

Stage 1 | Preparation

- Undertake a quick scan of what materials have already been developed on each of the five priority topics and establish what good looks like.
- Make a high-level analysis of strengths and weaknesses of the existing materials / gaps of the existing resources (if any).
- Present a broad outline of the toolkit.

Stage 2 | Development of resource

- Develop the practical, impact-driven and business relevant standardized resource / toolkit on the 5 topics for CFYE portfolio companies operating in Africa and the Middle-East.
- Validate the toolkit with selected team members, especially members of Integrated Country Delivery teams.

Stage 3 | Dissemination to the portfolio

- Turn the resource into an E-learning Module through CFYE's Learning Platform
- Ensure the tool(kit) is CFYE branded.

Core Activity 2 & 3: Design and Deliver Cross-Portfolio Solution Searching Workshops and Cross-Portfolio Collaboration Hubs (Community of Practices)

Stage 1 | Preparation

- Quick scan of CFYE's Youth Quality Work Journey, Youth Impact Growth Matrix and Youth Impact Growth Profiles of the portfolio companies.
- Hold Insight Talks with a selection of the CFYE team members to understand needs, targets and past learnings.
- Hold Insight Talks with a selection of CFYE portfolio companies to understand needs and targets.

Stage 2 | Design & Conceptualize

- Based on phase 1, conceptualize the Solution Searching Workshops and Cross-Portfolio Collaboration Hubs (Community of Practices) for CFYE.
- Set-up a Refinement Session with selected CFYE team members and / or CFYE portfolio companies, to finetune and finalize the concepts and decide on the content focus.
- Create and present a plan for roll-out.

Stage 3 | Roll-out of Concepts in the CFYE portfolio

- Run three Cross-Portfolio Solution Searching Workshops on a variety of the 10 Building Block topics from across the Youth Quality Work Journey (One in 2023, Two in 2024).
- Set-up and run three Cross-Portfolio Collaboration Hubs (Community of Practices) on diverse topics related to *Attracting Youth, Selecting Youth & Retaining Youth*, starting in 2023 and running into Q1 / Q2 of 2024.

Stage 4 | Training of Team

- Provide a Training of Trainers to a selection CFYE country and central team members to independently run Solution Searching Workshops and Collaboration Hubs.

4. Key Outputs

Core Activity 1

- End of Stage 1 | Overview Presentation on the 5 topics
- End of Stage 2 | CFYE Standardized Resource / Tool(kit) on 5 topics
- End of Stage 3 | CFYE Branded Standardized Resource available in E-Learning Module on 5 topics

Core Activity 2 & 3

- End of Stage 2 | Refinement Session with insights from Stage 1 and Outline of Solution Searching Workshops and Cross-Portfolio Collaboration Hubs Concepts
- End of Stage 3 | Three High Quality Solution Searching Workshops. Three Community of Practice Designed and Operational.
- End of Stage 4 | Training of Trainers for Country and Central Teams on Solution Searching & Collaboration Hubs

5. General Requirements

Cultural Sensitivity:

Respect for diverse cultures, perspectives, and experiences, especially within the specified regions.

Duration:

This consultancy role is project-based and expected to span October 2023 – June 2024. The consultant will collaborate closely with CFYE's team members, portfolio companies, and young individuals to drive transformative change in youth employment landscapes.

Reporting:

You will work with the Social Impact Lead Advisor of CFYE, and will work closely with other members of CFYE Technical Delivery, Strategy & Impact team and wider VSO / CFYE Team.

Location:

This assignment is delivered remotely.

TECHNICAL PROPOSAL

Your Technical Proposal consists of your responses to the questions below. Please respond to each of the questions, taking note of the word count.

1:	Making reference to the Specification, explain in detail how your organisation would provide the requirements of this contract.
2:	Provide details of the key staff who would be assigned to this contract, and provide details of their qualifications and experience.

PRICE PROPOSAL

Provide a price proposal that includes a detailed breakdown of all costs involved in the delivery of this work. Prices must be quoted in Euro currency and include all costs necessary for the performance of the contract. Any charge not stated in the price schedule will not be allowed as a charge under any resultant Contract.

Being a VSO Supplier: All suppliers are required to comply with the requirements of the VSO Supplier Code of Conduct. The Code is available here: <https://www.vsointernational.org/about/policies-and-statements>

How we use your data: VSO's Privacy Notice contains information about how we use and store your data and is available here: <https://www.vsointernational.org/about/legal/data-protection-and-privacy>

VSO has a zero tolerance approach to modern slavery. You can read our Modern Slavery Statement here: <https://www.vsointernational.org/about/policies-and-statements/statement-on-modern-slavery>