**ANNEX 1 of the contract: Terms of reference and Technical specifications**

1. **General information**

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| Assignment name | Creating spaces for policy dialogues between civically engaged youth and senior officials |
| Beneficiary | Expertise France |
| Country | Jordan |
| Total duration | 12 months |

1. **Context of the Programme**

Expertise France (EF) signed a delegation agreement with the European Union Delegation to Jordan to support democratic reforms and processes in Jordan. This action seeks to consolidate the progress achieved by the EU in previous programmes and builds on opportunities arising from the reforms proposed by the Jordanian “Royal Committee to Modernize the Political System” regarding constitutional reform and changes in Political Parties’ Law and Parliamentary Elections Law.

**The overall objective** of this programme is to promote a more participatory, inclusive, and accountable democratic process.

**The specific objective(s)** of this programme are as follows:

1. To ensure young men and women meaningful participation in democratic life
2. To support political parties in creating an enabling environment for increased participation of and responsiveness to diverse groups
3. To support the House of Representatives in exercising its core parliamentary functions with greater professionalism, effectiveness, inclusivity, and accountability

**The expected results** of this project are:

Under SO1:

* Young community leaders (men and women) are supported to drive change that is relevant to their communities
* Politically active youth within parties are empowered to become influential decision-makers within their political parties
* Women and youth MPs are supported to exercise their mandates fully
* Cross-cutting media outputs: Civic and political participation is promoted through media outlets

Under SO2:

* Enhanced capacity and know-how of political parties to develop professional and programme-based institutions
* Enhanced capacity of institutions (MoPPA and IEC) to effectively oversee political parties' registration and finance
* Political parties engage in pre- and post-election dialogue with other political actors

Under SO3:

* The HoR Secretariat is assisted to meet the needs of MPs and parliamentary blocs
* The HoR is supported to carry out more robust and inclusive financial and budget oversight
* The HoR is supported to carry out more robust and inclusive policy and legislative oversight
* The HoR is assisted to strengthen its outreach, particularly towards women and youth
* Cross-cutting output: Media outlets participate in the democratic process

For the implementation of its action, EF will rely on the support of the following implementing partners through grant contracts:

* The Netherlands Institute for Multiparty democracy (NIMD): implementation of actions to contribute to achieving SO1 and SO2
* Westminster Foundation for Democracy (WFD): implementation of actions to contribute to achieving SO3
* Canal France International (CFI): implementation of actions to achieve cross-cutting outputs with media.

1. **Objectives of mission and desired results**
   1. **General objective**

Under SO1 and Output 1, “young community leaders are supported to drive change that is relevant to their communities.” EF is implementing an activity to create safe spaces for policy dialogues and debates between civically engaged youth and policy makers (government officials, MPs, local administration officials, etc). The general objective is to enhance the capacities of youth on various topics to enable them to formulate policy papers, discuss policy recommendations, and address high-priority topics with high-level policy makers on a national level. The programme focuses on utilizing innovative methods of implementing high-level policy dialogues to ensure the achievement of set-out results. This activity aims to target civically engaged youth, involving young men and women between the age group 23 to 30 who are involved in long-term activities to address local issues impacting their communities.

* 1. **Specific objectives**

1. Increase the capacities of civically active youth to effectively address high-priority local and national issues relevant to their communities.
2. Establish channels for high-level policy dialogues between youth and policymakers.
3. Encourage greater participation of youth in policy discussions.
   1. **Anticipated results**
4. Civically active youth are supported to formulate, articulate, and address high-priority national and local issues effectively.
5. Established channels of communication and collaboration between youth and policymakers.
6. Greater participation of youth in policy discussions.
7. **Description of the assignment**

As part of the implementation of Output 1, EF, in collaboration with a local partner, carried out a mapping and needs assessment exercise to identify key issues of concern for young people and identify the most effective approaches and methodologies to create youth capacity building spaces and later create dialogue spaces for youth and policymakers, addressing policy gaps and enhancing public and social accountability. This assessment also aimed to review similar activities conducted by other agencies to avoid overlap and build on prior achievements. The findings from these assessments informed the design of this assignment. The main results of the mapping and needs assessment exercise revealed the following:

* The need for more inclusive, innovative, and sustainable approaches to youth engagement in political and policy dialogues in Jordan.
* The need for technology and innovation to be integrated into the political discussion and policy dialogues, including utilizing social media and online platforms.
* The need for more opportunities to build political awareness and skills, alongside leadership roles in organizing discussions at the local level.
* The importance of sustaining political discussions and dialogue spaces to enhance accessibility and ensure continuity.
* The importance of forming genuine partnerships with government bodies, political parties, and local organizations.

EF also identified several options for implementation modalities that could ensure a strategic rollout of activities, with topics that align with the evolving needs and priorities of youth. These modalities were informed by the mapping and needs assessment. The following modality is suggested:

* **Priorities identification:** The selected contractor will work with the youth to identify the most pressing local issues that they wish to draft policy papers on. Thematic working groups will be formed in this stage to guide the implementation of the next sessions, and the priorities defined should include policy topics on issues impacting youth on the local/governorate or country level.
* **Training and coaching programme,** launched with a capacity-building series of trainings that includes - but is not limited to – the following topics. The contractor is expected to utilize digital and innovative tools to facilitate the sessions:
* Educating youth on the policy-making processes in Jordan.
* Educating youth on their rights and avenues to express their views safely, including digital literacy and understanding of legal frameworks.
* **Policy analysis by t**eaching methodologies to assess existing policies and propose evidence-based recommendations, including data analysis and research skills.
* Providing youth with techniques **on strategic Advocacy, debate, and negotiation** to effectively lobby for their issues, including coalition-building and persuasive communication.
* Introducing political innovation to youth and exploring methods of political innovation that can be integrated into their work.
* Policy development by providing the youth with the required skills and methodologies to formulate and articulate effective policy papers.
* **In session coaching**, each working group will be assigned coaches to support the formation of effective policy papers and recommendations.
* **Practical component** thatincludes the implementation of regular practice throughout the capacity-building series. These sessions will allow the youth to apply the skills they have acquired. Activities may include local debate sessions, policy discussions with community leaders, and other opportunities to put learning into practice.
* **High-level policy dialogues**, where structured interactions with high-level policy makers are expected to take place at the local and national levels where youth will present their own formulated policy recommendations and showcase their analyses and proposals directly to decision-makers.

While the selected contractor is required to utilize and incorporate these identified topics into their approach, they are also encouraged to identify additional relevant topics that align with the evolving needs and priorities of young people in Jordan to ensure that this intervention is built to remain responsive, inclusive, and sustainable.

Throughout this activity, the selected youth participants will engage in a tailored training and coaching programme designed to enhance their understating of the policymaking ecosystem in Jordan and build their capacity to formulate policy papers and recommendations. These selected youth will then apply these skills to analyze and draft high-priority policy papers within their local contexts. At a later stage of the programme, the youth will utilize the skills they acquired through the capacity-building journey to address these policy recommendations and discuss their results and recommendations in a number of high-level policy dialogue sessions. Lastly, design innovative youth-led initiatives that tackle these issues in a sustainable and impactful manner. The selected youth-led initiative will be funded and managed directly by EF.

* 1. **Planned activities**

As part of this mission, the contractor is expected to carry out the following tasks:

**Phase 1: Preparation phase**

During this phase, the selected contractor is expected to achieve the following:

* Review and update the application documents to ensure that all the information aligns with the assignment requirements in collaboration and consultation with EF. This includes the following:
  + The intervention modality adapted to the design of the intervention, including the objectives and results foreseen for this activity.
  + The action plan for implementation, including timeline and milestones based on identified modality, as well as topics and target groups - if any changes occur during the consultations with EF.
  + The monitoring and evaluation plan and tools, including the monitoring of performance indicators, lessons learned, etc. EF will inform on the programme MEAL system and the requirements.

**Phase 2: Identification and Design phase**

During this phase, the selected contractor is expected to achieve the following:

* Prepare the training and coaching programme, capacity-building activities, and any other innovative modalities suggested in consultation with EF.
* Identify physical youth spaces that would be sustainable youth convening spaces to host the capacity-building series.
* Identify trainers and facilitators and prepare the facilitation plans.
* Identify the youth sourcing methods, define the required qualifications, and establish selection criteria. Ensure that inclusivity is prioritized and overlap with other similar interventions is avoided.

**Phase 3: Training and coaching programme implementation**

During this phase, the selected contractor is expected to implement the action plan as stated above, according to the steps below:

Task 1: Youth sourcing and selection

The selected contractor will oversee the selection process of participants in close coordination with EF. This task involves:

* Launching a call for applications.
* Designing and implementing the selection process and conducting interviews or assessments as designed.
* Selection of 3 groups of participants from Jordan (North, Middle, South), each group consisting of 20 young people within the age group of 18 to 30.

Task 2: Capacity building series of trainings

Once participants are selected, the selected contractor will be responsible for the implementation of the training and coaching programme, ensuring that activities meet the identified capacity building and policy priorities. This task includes:

* Develop the training kit, including training material, training plan/outline, presentations, handouts, etc., while ensuring practical, action-oriented content that enhances the practical skills of the participants by integrating practice sessions.
* Integrating interactive and innovative training and learning methodologies.
* Implement the training and coaching programme in the three regions of Jordan
* Integrate adaptive methodologies where feedback is integrated within the implementation and a space to change as needed.
* Draft and follow-up on the implementation of the monitoring and evaluation plan.
* Support the youth with the formulation of the policy papers in preparation for the high-level policy dialogue sessions

Task 3: Practice sessions

Throughout the implementation of the capacity-building sessions, the selected contractor is expected to incorporate a practical component to enhance learning. This includes organizing regular practice sessions throughout the capacity-building series as needed. These sessions will enable the youth to apply the skills they have acquired. Activities may include local debate sessions, discussions of policy with all relevant actors (leaders, local authorities, officials, political parties, CSOs, etc), and other opportunities to practice their learning. The contractor will be responsible for identifying the need for the practice sessions; at least three practice sessions per series of training will be required.

**Phase 4: High-level policy dialogues**

Upon completion of the training and coaching program, the selected contractor will be expected to organize high-level dialogues between youth and senior officials on the local and national levels. For each working group, at least two dialogue sessions will be held to present policy recommendations to senior officials at the local and/or national level, potentially including representatives from local governments, members of parliament, and political party leaders. These sessions will provide a platform for youth to present evidence-based policy recommendations and analyses, addressing key local and national issues, and will serve as a space for constructive discussions, enabling youth to advocate for their proposals through mutual understanding and collaboration with policymakers. During this task, the contractor is expected to:

* Coordinate with relevant stakeholders, including government bodies, local organizations, and other relevant institutions, to ensure the participation of senior officials.
* Provide technical and logistical support to arrange high-level policy dialogues for at least 80-100 participants in each session.
* Prepare youth participants in advance to present their recommendations, including the development of their presentations.
* Document the outcomes of the dialogue sessions, highlighting key discussions, agreements, and next steps, to inform follow-up actions and maintain engagement between youth and policymakers.

**Phase 5: Post-assignment follow-up**

Following the training programme, EF will offer youth the chance to apply for funding. Six youth initiatives will receive support through their organizations to create and execute a six-month initiative that combines innovative ideas to address the policy recommendations identified in the previous phase. The selected contractor will be responsible for conducting several coaching sessions for youth (at least two per selected initiative), ensuring the successful execution of their initiatives. These initiatives aim to provide financial support for projects that promote innovative forms of democratic and civic participation and engagement.

* 1. **Anticipated deliverables**

|  |  |  |  |
| --- | --- | --- | --- |
| **Phase** | **Deliverables** | **Deadline** | **Payment** |
| Phase 1: Preparation phase | **Submission and approval by EF of the following:**   1. Revised and approved assignment documents, including methodology and action plan. 2. Revised and approved training program including the topics, dates of implementation, selection of the training spaces, trainers, and youth outreach. | Month 1 | **First installment of 40%** upon the successful completion of the **Phase 1 and 2** deliverables. |
| Phase 2: Identification and Design phase | **Submission and approval by EF of the following:**   1. Design and material of training and coaching programme, capacity-building activities, and any other innovative modalities suggested in consultation with EF. 2. Finalization of logistical preparations for venues. 3. Identification of trainers and facilitators. 4. Youth sourcing methods, the required qualifications, and selection criteria. | Month 1 |
| Phase 3: Training and coaching programme implementation | **Submission and approval by EF of monthly progress reports detailing the following:**   1. Detailed narrative on the process and progress of youth selection, including the final list of selected youth for the three regions. Selecting three youth spaces. 2. Fully developed training package/kit, including the training material/syllabus, presentations, handouts, etc. 3. Fully executed training sessions, including three training series in parallel in the three regions that include at least nine practice sessions (three per region). 4. At least six policy papers and recommendations formulated (two per region). | Month 2 – Month 6 | **Second installment of 30%** upon the successful completion of **Phase 3 and 4** deliverables. |
| Phase 4: High-level policy dialogues | **Submission and approval by EF of monthly progress reports detailing the following:**   1. Detailed narrative on the process and progress of high-level policy dialogues implemented in each region in Jordan with 60-80 attendees. (two for each region). 2. # of preparation meetings with youth. 3. Documentation of dialogue outcomes. | Month 6 – Month 9 |
| Phase 5: Post assignment follow-up | The selected contractor will be responsible for a number of coaching sessions for youth (at least 2 per selected initiative). | Month 9 – Month 10 | **Final installment of 30%** upon the approval of the final report. |
| Reporting | Submission of monthly activity reports in English and a final narrative report in English and Arabic. | Monthly  Final report submission within 30 days after the assignment is concluded. |
| Coordination | Attend bi-weekly follow-up meetings with EF. | Bi-weekly |  |
| Documentation | Provide EF with visuals of the implementation of the activities, including but not limited to photos, videos, reels, etc. | Upon request |  |

* 1. **Coordination**

Close collaboration is expected to take place with Expertise France (EF) personnel from assignment preparation right up to completion. Furthermore, regular exchanges in the form of biweekly check-in meetings are expected to take place on assignment progress and any challenges that may be encountered.

The selected contractor shall designate a focal person for project implementation purposes. And is requested to submit monthly progress reports in English and a final narrative report. A launch meeting shall be held 5 days after the contract award has been notified.

1. **Place, duration, and terms of performance**
   1. **Implementation period:** 10 months
   2. **Start date:** August 2025
   3. **End date:** May 2026
   4. **Effective duration per assignment:** August 2026
2. **Required expertise and profile**
   1. **Number of experts per assignment:** One contracting organization
   2. **Profile of the designated expert(s) responsible for contract execution:**

* **The contracting organization is registered in Jordan as a for-profit or non-profit.**
* **The contracting organization possesses proven solid experience in youth engagement, civic participation, advocacy campaigns, and policy dialogues.**
* **The contracting organization possesses extensive reach across all regions of Jordan.**
* **The contracting organization possesses the capacity to conduct parallel activities in different regions.**
* **High proficiency in written and spoken English and Arabic, with excellent writing and reporting skills in English.**
* **Creativity, responsiveness, and proactiveness.**
* **Knowledge of the democratic reform agenda is a plus.**
* **Familiarity with EU-funded projects is a plus.**
* **Certificates of good execution from a minimum of two donors or implementing agencies.**

1. **Assignment reports**

The selected contractor is required to submit regular activity reports in English and a final narrative report in English and Arabic languages corresponding with the reporting requirements of EF and the EU, detailing the work that they have implemented and highlighting the results of their interventions. A reporting template will be provided to the contractor as part of their contract package.

1. **Payment terms**
2. **First installment of 40%** upon the successful completion of the Phase 1 and 2 deliverables: 1. Revised and approved assignment documents, including the methodology and action plan. 2. Revised and approved training program, covering the topics, dates of implementation, selection of training spaces, trainers, and youth outreach. 3. Design and material of training and coaching programme. 4. Finalization of logistical preparations for venues. 5. Identification of trainers and facilitators. 6. Youth sourcing methods, the required qualifications, and selection criteria.
3. **Second installment of 30%** upon the successful completion of Phase 2 and 3 deliverables: 1. Final list of participants. 2. Three series of trainings (one for each region in Jordan, each for 20 youth) are conducted. 3. At least 3 practice sessions (1 for each region) are conducted. 4. At least six policy papers formulated (2 for each region). 4. At least 6 high-level policy dialogues conducted (2 for each region), and Phase 4 deliverables: At least 6 coaching sessions.
4. **Final installment of 30%** upon the successful completion of Phase 4 deliverables: At least 6 coaching sessions conducted and the approval of the final report.
5. **Practical information**

Applicants must submit the following:

* A technical proposal (maximum of 10 pages) outlining their understanding of the context, the Terms of Reference (ToR), and the proposed methodology.
* Contractual validation documents (e.g., profile/portfolio, registration certificate, occupation record, etc.).
* A separated full financial offer, including a detailed breakdown of expenses. The budget should specify costs related to personnel, logistics, materials, and any other relevant expenditures.

**Annex 1 of the contract : Terms of reference**

**Terms of reference   
and technical Specifications**

1. **General information**

|  |  |
| --- | --- |
| Assignment name | Creating spaces for policy dialogues between civically engaged youth and senior officials |
| Beneficiary | Expertise France |
| Country | Jordan |
| Total Duration | 12 months |

1. **Context of the Programme**

Expertise France (EF) signed a delegation agreement with the European Union Delegation to Jordan to support democratic reforms and processes in Jordan. This action seeks to consolidate the progress achieved by the EU in previous programmes and builds on opportunities arising from the reforms proposed by the Jordanian “Royal Committee to Modernize the Political System” regarding constitutional reform and changes in Political Parties’ Law and Parliamentary Elections Law.

**The overall objective** of this programme is to promote a more participatory, inclusive, and accountable democratic process.

**The specific objective(s)** of this programme are as follows:

1. To ensure young men and women meaningful participation in democratic life
2. To support political parties in creating an enabling environment for increased participation of and responsiveness to diverse groups
3. To support the House of Representatives in exercising its core parliamentary functions with greater professionalism, effectiveness, inclusivity, and accountability

**The expected results** of this project are:

Under SO1:

* Young community leaders (men and women) are supported to drive change that is relevant to their communities
* Politically active youth within parties are empowered to become influential decision-makers within their political parties
* Women and youth MPs are supported to exercise their mandates fully
* Cross-cutting media outputs: Civic and political participation is promoted through media outlets

Under SO2:

* Enhanced capacity and know-how of political parties to develop professional and programme-based institutions
* Enhanced capacity of institutions (MoPPA and IEC) to effectively oversee political parties' registration and finance
* Political parties engage in pre- and post-election dialogue with other political actors

Under SO3:

* The HoR Secretariat is assisted to meet the needs of MPs and parliamentary blocs
* The HoR is supported to carry out more robust and inclusive financial and budget oversight
* The HoR is supported to carry out more robust and inclusive policy and legislative oversight
* The HoR is assisted to strengthen its outreach, particularly towards women and youth
* Cross-cutting output: Media outlets participate in the democratic process

For the implementation of its action, EF will rely on the support of the following implementing partners through grant contracts:

* The Netherlands Institute for Multiparty democracy (NIMD): implementation of actions to contribute to achieving SO1 and SO2
* Westminster Foundation for Democracy (WFD): implementation of actions to contribute to achieving SO3
* Canal France International (CFI): implementation of actions to achieve cross-cutting outputs with media.

1. **Objectives of mission and desired results**
   1. **General objective**

Under SO1 and Output 1, “young community leaders are supported to drive change that is relevant to their communities.” EF is implementing an activity to create safe spaces for policy dialogues and debates between civically engaged youth and policy makers (government officials, MPs, local administration officials, etc). The general objective is to enhance the capacities of youth on various topics to enable them to formulate policy papers, discuss policy recommendations, and address high-priority topics with high-level policy makers on a national level. The programme focuses on utilizing innovative methods of implementing high-level policy dialogues to ensure the achievement of set-out results. This activity aims to target civically engaged youth, involving young men and women between the age group 23 to 30 who are involved in long-term activities to address local issues impacting their communities.

* 1. **Specific objectives**

1. Increase the capacities of civically active youth to effectively address high-priority local and national issues relevant to their communities.
2. Establish channels for high-level policy dialogues between youth and policymakers.
3. Encourage greater participation of youth in policy discussions.
   1. **Anticipated results**
4. Civically active youth are supported to formulate, articulate, and address high-priority national and local issues effectively.
5. Established channels of communication and collaboration between youth and policymakers.
6. Greater participation of youth in policy discussions.
7. **Description of the assignment**

As part of the implementation of Output 1, EF, in collaboration with a local partner, carried out a mapping and needs assessment exercise to identify key issues of concern for young people and identify the most effective approaches and methodologies to create youth capacity building spaces and later create dialogue spaces for youth and policymakers, addressing policy gaps and enhancing public and social accountability. This assessment also aimed to review similar activities conducted by other agencies to avoid overlap and build on prior achievements. The findings from these assessments informed the design of this assignment. The main results of the mapping and needs assessment exercise revealed the following:

* The need for more inclusive, innovative, and sustainable approaches to youth engagement in political and policy dialogues in Jordan.
* The need for technology and innovation to be integrated into the political discussion and policy dialogues, including utilizing social media and online platforms.
* The need for more opportunities to build political awareness and skills, alongside leadership roles in organizing discussions at the local level.
* The importance of sustaining political discussions and dialogue spaces to enhance accessibility and ensure continuity.
* The importance of forming genuine partnerships with government bodies, political parties, and local organizations.

EF also identified several options for implementation modalities that could ensure a strategic rollout of activities, with topics that align with the evolving needs and priorities of youth. These modalities were informed by the mapping and needs assessment. The following modality is suggested:

* **Priorities identification:** The selected contractor will work with the youth to identify the most pressing local issues that they wish to draft policy papers on. Thematic working groups will be formed in this stage to guide the implementation of the next sessions, and the priorities defined should include policy topics on issues impacting youth on the local/governorate or country level.
* **Training and coaching programme,** launched with a capacity-building series of trainings that includes - but is not limited to – the following topics. The contractor is expected to utilize digital and innovative tools to facilitate the sessions:
* Educating youth on the policy-making processes in Jordan.
* Educating youth on their rights and avenues to express their views safely, including digital literacy and understanding of legal frameworks.
* **Policy analysis by t**eaching methodologies to assess existing policies and propose evidence-based recommendations, including data analysis and research skills.
* Providing youth with techniques **on strategic Advocacy, debate, and negotiation** to effectively lobby for their issues, including coalition-building and persuasive communication.
* Introducing political innovation to youth and exploring methods of political innovation that can be integrated into their work.
* Policy development by providing the youth with the required skills and methodologies to formulate and articulate effective policy papers.
* **In session coaching**, each working group will be assigned coaches to support the formation of effective policy papers and recommendations.
* **Practical component** thatincludes the implementation of regular practice throughout the capacity-building series. These sessions will allow the youth to apply the skills they have acquired. Activities may include local debate sessions, policy discussions with community leaders, and other opportunities to put learning into practice.
* **High-level policy dialogues**, where structured interactions with high-level policy makers are expected to take place at the local and national levels where youth will present their own formulated policy recommendations and showcase their analyses and proposals directly to decision-makers.

While the selected contractor is required to utilize and incorporate these identified topics into their approach, they are also encouraged to identify additional relevant topics that align with the evolving needs and priorities of young people in Jordan to ensure that this intervention is built to remain responsive, inclusive, and sustainable.

Throughout this activity, the selected youth participants will engage in a tailored training and coaching programme designed to enhance their understating of the policymaking ecosystem in Jordan and build their capacity to formulate policy papers and recommendations. These selected youth will then apply these skills to analyze and draft high-priority policy papers within their local contexts. At a later stage of the programme, the youth will utilize the skills they acquired through the capacity-building journey to address these policy recommendations and discuss their results and recommendations in a number of high-level policy dialogue sessions. Lastly, design innovative youth-led initiatives that tackle these issues in a sustainable and impactful manner. The selected youth-led initiative will be funded and managed directly by EF.

* 1. **Planned activities**

As part of this mission, the contractor is expected to carry out the following tasks:

**Phase 1: Preparation phase**

During this phase, the selected contractor is expected to achieve the following:

* Review and update the application documents to ensure that all the information aligns with the assignment requirements in collaboration and consultation with EF. This includes the following:
  + The intervention modality adapted to the design of the intervention, including the objectives and results foreseen for this activity.
  + The action plan for implementation, including timeline and milestones based on identified modality, as well as topics and target groups - if any changes occur during the consultations with EF.
  + The monitoring and evaluation plan and tools, including the monitoring of performance indicators, lessons learned, etc. EF will inform on the programme MEAL system and the requirements.

**Phase 2: Identification and Design phase**

During this phase, the selected contractor is expected to achieve the following:

* Prepare the training and coaching programme, capacity-building activities, and any other innovative modalities suggested in consultation with EF.
* Identify physical youth spaces that would be sustainable youth convening spaces to host the capacity-building series.
* Identify trainers and facilitators and prepare the facilitation plans.
* Identify the youth sourcing methods, define the required qualifications, and establish selection criteria. Ensure that inclusivity is prioritized and overlap with other similar interventions is avoided.

**Phase 3: Training and coaching programme implementation**

During this phase, the selected contractor is expected to implement the action plan as stated above, according to the steps below:

Task 1: Youth sourcing and selection

The selected contractor will oversee the selection process of participants in close coordination with EF. This task involves:

* Launching a call for applications.
* Designing and implementing the selection process and conducting interviews or assessments as designed.
* Selection of 3 groups of participants from Jordan (North, Middle, South), each group consisting of 20 young people within the age group of 18 to 30.

Task 2: Capacity building series of trainings

Once participants are selected, the selected contractor will be responsible for the implementation of the training and coaching programme, ensuring that activities meet the identified capacity building and policy priorities. This task includes:

* Develop the training kit, including training material, training plan/outline, presentations, handouts, etc., while ensuring practical, action-oriented content that enhances the practical skills of the participants by integrating practice sessions.
* Integrating interactive and innovative training and learning methodologies.
* Implement the training and coaching programme in the three regions of Jordan
* Integrate adaptive methodologies where feedback is integrated within the implementation and a space to change as needed.
* Draft and follow-up on the implementation of the monitoring and evaluation plan.
* Support the youth with the formulation of the policy papers in preparation for the high-level policy dialogue sessions

Task 3: Practice sessions

Throughout the implementation of the capacity-building sessions, the selected contractor is expected to incorporate a practical component to enhance learning. This includes organizing regular practice sessions throughout the capacity-building series as needed. These sessions will enable the youth to apply the skills they have acquired. Activities may include local debate sessions, discussions of policy with all relevant actors (leaders, local authorities, officials, political parties, CSOs, etc), and other opportunities to practice their learning. The contractor will be responsible for identifying the need for the practice sessions; at least three practice sessions per series of training will be required.

**Phase 4: High-level policy dialogues**

Upon completion of the training and coaching program, the selected contractor will be expected to organize high-level dialogues between youth and senior officials on the local and national levels. For each working group, at least two dialogue sessions will be held to present policy recommendations to senior officials at the local and/or national level, potentially including representatives from local governments, members of parliament, and political party leaders. These sessions will provide a platform for youth to present evidence-based policy recommendations and analyses, addressing key local and national issues, and will serve as a space for constructive discussions, enabling youth to advocate for their proposals through mutual understanding and collaboration with policymakers. During this task, the contractor is expected to:

* Coordinate with relevant stakeholders, including government bodies, local organizations, and other relevant institutions, to ensure the participation of senior officials.
* Provide technical and logistical support to arrange high-level policy dialogues for at least 80-100 participants in each session.
* Prepare youth participants in advance to present their recommendations, including the development of their presentations.
* Document the outcomes of the dialogue sessions, highlighting key discussions, agreements, and next steps, to inform follow-up actions and maintain engagement between youth and policymakers.

**Phase 5: Post-assignment follow-up**

Following the training programme, EF will offer youth the chance to apply for funding. Six youth initiatives will receive support through their organizations to create and execute a six-month initiative that combines innovative ideas to address the policy recommendations identified in the previous phase. The selected contractor will be responsible for conducting several coaching sessions for youth (at least two per selected initiative), ensuring the successful execution of their initiatives. These initiatives aim to provide financial support for projects that promote innovative forms of democratic and civic participation and engagement.

* 1. **Anticipated deliverables**

|  |  |  |  |
| --- | --- | --- | --- |
| **Phase** | **Deliverables** | **Deadline** | **Payment** |
| Phase 1: Preparation phase | **Submission and approval by EF of the following:**   1. Revised and approved assignment documents, including methodology and action plan. 2. Revised and approved training program including the topics, dates of implementation, selection of the training spaces, trainers, and youth outreach. | Month 1 | **First installment of 40%** upon the successful completion of the **Phase 1 and 2** deliverables. |
| Phase 2: Identification and Design phase | **Submission and approval by EF of the following:**   1. Design and material of training and coaching programme, capacity-building activities, and any other innovative modalities suggested in consultation with EF. 2. Finalization of logistical preparations for venues. 3. Identification of trainers and facilitators. 4. Youth sourcing methods, the required qualifications, and selection criteria. | Month 1 |
| Phase 3: Training and coaching programme implementation | **Submission and approval by EF of monthly progress reports detailing the following:**   1. Detailed narrative on the process and progress of youth selection, including the final list of selected youth for the three regions. Selecting three youth spaces. 2. Fully developed training package/kit, including the training material/syllabus, presentations, handouts, etc. 3. Fully executed training sessions, including three training series in parallel in the three regions that include at least nine practice sessions (three per region). 4. At least six policy papers and recommendations formulated (two per region). | Month 2 – Month 6 | **Second installment of 30%** upon the successful completion of **Phase 3 and 4** deliverables. |
| Phase 4: High-level policy dialogues | **Submission and approval by EF of monthly progress reports detailing the following:**   1. Detailed narrative on the process and progress of high-level policy dialogues implemented in each region in Jordan with 60-80 attendees. (two for each region). 2. # of preparation meetings with youth. 3. Documentation of dialogue outcomes. | Month 6 – Month 9 |
| Phase 5: Post assignment follow-up | The selected contractor will be responsible for a number of coaching sessions for youth (at least 2 per selected initiative). | Month 9 – Month 10 | **Final installment of 30%** upon the approval of the final report. |
| Reporting | Submission of monthly activity reports in English and a final narrative report in English and Arabic. | Monthly  Final report submission within 30 days after the assignment is concluded. |
| Coordination | Attend bi-weekly follow-up meetings with EF. | Bi-weekly |  |
| Documentation | Provide EF with visuals of the implementation of the activities, including but not limited to photos, videos, reels, etc. | Upon request |  |

* 1. **Coordination**

Close collaboration is expected to take place with Expertise France (EF) personnel from assignment preparation right up to completion. Furthermore, regular exchanges in the form of biweekly check-in meetings are expected to take place on assignment progress and any challenges that may be encountered.

The selected contractor shall designate a focal person for project implementation purposes. And is requested to submit monthly progress reports in English and a final narrative report. A launch meeting shall be held 5 days after the contract award has been notified.

1. **Place, duration, and terms of performance**
   1. **Implementation period:** 10 months
   2. **Start date:** notification date of the contract
   3. **End date of the implementation period:** 10 months from the notification date
   4. **End date of the contract:** 12 months from the notification date
2. **Required expertise and profile**
   1. **Number of experts per assignment:** One contracting organization
   2. **Profile of the designated expert(s) responsible for contract execution:**

* **The contracting organization is registered in Jordan as a for-profit or non-profit.**
* **The contracting organization possesses proven solid experience in youth engagement, civic participation, advocacy campaigns, and policy dialogues.**
* **The contracting organization possesses extensive reach across all regions of Jordan.**
* **The contracting organization possesses the capacity to conduct parallel activities in different regions.**
* **High proficiency in written and spoken English and Arabic, with excellent writing and reporting skills in English.**
* **Creativity, responsiveness, and proactiveness.**
* **Knowledge of the democratic reform agenda is a plus.**
* **Familiarity with EU-funded projects is a plus.**
* **Certificates of good execution from a minimum of two donors or implementing agencies is a plus.**

1. **Assignment reports**

The selected contractor is required to submit regular activity reports in English and a final narrative report in English and Arabic languages corresponding with the reporting requirements of EF and the EU, detailing the work that they have implemented and highlighting the results of their interventions. A reporting template will be provided to the contractor as part of their contract package.

1. **Payment terms**
2. **First installment of 40%** upon the successful completion of the Phase 1 and 2 deliverables: 1. Revised and approved assignment documents, including the methodology and action plan. 2. Revised and approved training program, covering the topics, dates of implementation, selection of training spaces, trainers, and youth outreach. 3. Design and material of training and coaching programme. 4. Finalization of logistical preparations for venues. 5. Identification of trainers and facilitators. 6. Youth sourcing methods, the required qualifications, and selection criteria.
3. **Second installment of 30%** upon the successful completion of Phase 2 and 3 deliverables: 1. Final list of participants. 2. Three series of trainings (one for each region in Jordan, each for 20 youth) are conducted. 3. At least 3 practice sessions (1 for each region) are conducted. 4. At least six policy papers formulated (2 for each region). 4. At least 6 high-level policy dialogues conducted (2 for each region), and Phase 4 deliverables: At least 6 coaching sessions.
4. **Final installment of 30%** upon the successful completion of Phase 4 deliverables: At least 6 coaching sessions conducted and the approval of the final report.
5. **Practical information**

Applicants must submit the following:

* A technical proposal (maximum of 10 pages) outlining their understanding of the context, the Terms of Reference (ToR), and the proposed methodology.
* Contractual validation documents (e.g., profile/portfolio, registration certificate, occupation record, etc.).
* A separated full financial offer, including a detailed breakdown of expenses. The budget should specify costs related to personnel, logistics, materials, and any other relevant expenditures.