



**Terms of Reference for Consultancy Services for Development of Youth Training Manuals and Delivery of Trainings on Civic Engagement, Climate Action, Social Cohesion and Governance in Banadir.**

<b>Date of issue:</b>	<b>3<sup>rd</sup> May 2026</b>
<b>Project title:</b>	13478 - SSFIII Project Democratization, Local Governance, and Accountability (DLGA) Project
<b>Activity / consultancy</b>	Consultancy Services for Development of Youth Training Manuals and Delivery of Capacity Building Trainings for: <ul style="list-style-type: none"><li>• Youth-Led Civic Engagement and Climate Action Initiative (incorporating Ishalkan volunteer service delivery)</li><li>• Youth Engagement for Social Cohesion and Governance in Banadir</li></ul>
<b>Target institutions to be covered by the training:</b>	Banadir
<b>Deadline for submission of offers:</b>	<b>12<sup>th</sup> May 2026</b> at 23:00 P.M. (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 & Background**

Finn Church Aid (FCA), through the Somalia Stability Fund III (SSF III) Democratization, Local Governance and Accountability (DLGA) Project, supports inclusive local governance, accountability systems, civic participation, and responsive public service delivery in Somalia.

Within Banadir, FCA works in partnership with Banadir Regional Administration (BRA) to strengthen district councils, citizen engagement, youth participation, and collaboration between communities and local authorities.

Youth represent a major proportion of Banadir's population and are critical actors in peacebuilding, governance participation, climate resilience, and local development. However, youth engagement remains largely informal and activity-based, with limited structured opportunities for sustained engagement in governance systems, district-level dialogue, and coordinated community action.

To address these gaps, FCA intends to implement two strategic youth-focused initiatives:

- **Youth-Led Civic Engagement and Climate Action Initiative (incorporating Ishalkan volunteer service delivery)**
- **Youth Engagement for Social Cohesion and Governance in Banadir**

These interventions aim to equip youth with practical skills in civic leadership, responsible participation, peacebuilding, volunteerism, environmental stewardship, climate action, dialogue facilitation, and engagement with BRA institutions.

FCA therefore seeks to engage a qualified consultant to develop high-quality training manuals, translate materials into Somali language, and deliver practical trainings for targeted youth beneficiaries in Banadir.

## 2. Objectives of the consultancy

### Overall Objective

To strengthen youth participation in governance, social cohesion, climate action, and citizen–state collaboration through development of quality bilingual training manuals and delivery of practical youth trainings in Banadir.

### Specific objectives are.

1. Develop a comprehensive training manual for the Youth-Led Civic Engagement and Climate Action Initiative.
2. Develop a comprehensive training manual for Youth Engagement for Social Cohesion and Governance in Banadir.
3. Translate all manuals, training materials, presentations, participant handouts, and facilitation tools into Somali language for effective delivery and local ownership.
4. Deliver practical capacity-building trainings for youth participants using participatory and context-appropriate approaches.
5. Strengthen youth knowledge and skills in governance participation, civic education, leadership, climate resilience, volunteer service delivery, peacebuilding, and responsible communication.
6. Promote stronger linkages between youth groups and BRA institutions through structured dialogue and civic engagement platforms.

## 3. Scope of Work and Deliverables

The consultancy supports two youth-focused initiatives under BRA Objective 3 on strengthening local governance and representation through youth participation, civic engagement, and citizen–state collaboration. To ensure clarity and practical implementation, the assignment is structured into two core training manuals supported by validation, translation, and training delivery.

The consultant shall complete the assignment within 30 working days.

Activity Description	Deliverables	Timeline
Conduct inception meetings with Finn Church Aid (FCA), review relevant project documents, refine methodology, agree implementation approach, and prepare detailed workplan.	Inception Report including methodology, workplan, implementation schedule, and training approach.	3 Days
Develop Manual 1: Youth Civic Action, Service Delivery and Climate Responsibility covering civic education, citizenship, youth participation in governance, volunteerism, Ishalkan service model, waste management, drainage clearing, public clean-up campaigns, environmental stewardship, climate awareness, and citizen–state collaboration.	Draft Manual 1 in English.	8 Days
Develop Manual 2: Youth Peacebuilding, Dialogue and Governance Participation covering peacebuilding, dialogue facilitation, conflict sensitivity, leadership, governance participation, responsible communication, public messaging, countering misinformation, and constructive youth engagement.	Draft Manual 2 in English.	8 Days

Facilitate technical review and validation workshop with FCA, Banadir Regional Administration (BRA), and relevant stakeholders. Revise manuals based on agreed feedback.	Final validated Manuals 1 & 2 in English	3
Translate all approved manuals and training materials into Somali language, ensuring technical accuracy, usability, and appropriate terminology for youth participants.	Somali translated manuals and training materials.	2 Days
Design full training package for both initiatives including facilitator guides, PowerPoint presentations, participant handbooks, exercises, case studies, action planning tools, and pre/post assessments in English and Somali.	Complete Training Package for both initiatives.	2 Days
Facilitate participatory trainings for selected youth beneficiaries using the approved manuals and Somali-language materials, applying practical adult/youth learning methodologies.	Training Completion Report including attendance sheets, participant feedback, pre/post test results, and photos where applicable.	3 Days
Submit final consultancy report summarizing activities undertaken, outputs delivered, training outcomes, lessons learned, recommendations, and next steps.	Final Consultancy Completion Report.	1 Day
<b>Total days</b>		<b>30</b>

#### 4. Expected Deliverables

The consultant shall be expected to deliver the following outputs to the satisfaction FCA.

1. Inception Report covering methodology, detailed workplan, implementation schedule, consultation approach, training methodology, and timeline for completion of the assignment.
2. Final Training Manual for Youth-Led Civic Engagement and Climate Action Initiative (incorporating Ishalkan volunteer service delivery) in English and Somali, including facilitator guidance, training modules, practical exercises, and action planning tools.
3. Final Training Manual for Youth Engagement for Social Cohesion and Governance in Banadir in English and Somali, including modules on peacebuilding, dialogue facilitation, governance participation, leadership, communication, and countering misinformation.
4. Complete Bilingual Training Package for both initiatives, including PowerPoint presentations, facilitator guides, participant handbooks, case studies, group exercises, practical tools, and pre/post training assessments in English and Somali.
5. Somali Translation Package covering all approved manuals, training presentations, participant materials, and facilitation tools for use during training delivery.
6. Training Delivery Report summarizing training conducted, attendance records, participant profiles, learning assessment results, participant feedback, photos (where applicable), and recommendations for follow-up support.
7. Final Consultancy Completion Report summarizing activities undertaken, outputs delivered, lessons learned, challenges, recommendations, and suggested next steps for future youth programming in Banadir.

All deliverables shall be submitted in editable and PDF formats and shall be subject to review and approval by FCA.

## **5. Duration of contract**

Twenty (30) days

## **6. Service Terms**

Finn Church Aid Somalia Country Office intends to contract a qualified consultant for 30 working days to undertake this assignment, comprising 3 days for inception and planning, 16 days for development of training manuals, validation, translation of materials, and preparation of training tools/packages, 5 days for review, feedback incorporation, and finalization, 4 days for delivery of trainings, and 2 days for final reporting and submission of all deliverables. The consultant will report to FCA Somalia Country Office.

## **7. Duty Station**

The independent consultant(s) will undertake this consultancy from Mogadishu, based on agreed concept and methodology.

## **8. Validity**

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

## **9. Budget**

The budget limit is 19,000 US\$. Bids exceeding this amount will not be eligible for evaluation. Applicants' proposals must include a detailed and competitive budget inclusive of all fees, costs, and taxes. The taxes of USD 5% will be withheld as a sales tax from the total payment. The withheld amount will be remitted directly to the Inland Revenue in accordance with applicable regulation.

## **10. Payment Modalities**

The purpose of this section is to provide a detailed payment schedule and modalities against the agreed deliverables. Payments will be processed upon satisfactory completion, submission, and formal acceptance of milestones by Finn Church Aid FCA.

- 30% payment upon submission and approval of the Inception Report, agreed methodology, and workplan.
- 30% payment upon submission and approval of the draft training manuals and draft training materials/package.
- 30% payment upon completion of review/validation processes and submission of the final approved manuals, Somali translated materials, and complete training packages.
- 10% payment upon completion of all consultancy tasks, delivery of trainings, and submission/acceptance of the final consultancy completion report and any remaining deliverables.

FCA has zero tolerance concerning aid diversion, fraud, corruption, and illegal actions, and may screen the consultant/firm against relevant international sanction and compliance lists to ensure due diligence and compliance with Anti-Money Laundering (AML) and Counter Financing of Terrorism (CFT) requirements.

The consultant shall comply with all applicable FCA policies, including the Code of Conduct (CoC), Child Safeguarding Policy, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) requirements, and any other relevant organizational policies.

All intellectual property rights, including manuals, policy documents, reports, training materials, and other outputs produced under this assignment, shall remain the property of Finn Church Aid (FCA).

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

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

11.1 For individual consultant

- Official identification document (Passport or National ID)

11.2 For companies

- Valid tax compliance certificate
- Valid business registration certificate

11.3 For all consultants (individual and companies)

- Sample of previous work undertaken on developing training tools, including structuring governance strategies and training methodologies.
- Experience of a minimum of eight years of experience particular skills in local governance, reconciliation, conflict resolution, peacebuilding, or policy development.

***N.B: Consultants will be first evaluated according to the eligibility criteria and minimum requirements imposed on the procurement as listed in this section 11. 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 13).***

## 12. Required Expertise and Qualification

- Master's degree in Governance, Education, Peacebuilding, Social Sciences, International Development, Public Administration, Conflict Resolution, Communication, or another relevant discipline.
- Minimum 8 years of progressively relevant professional experience in youth programming, governance, civic engagement, peacebuilding, training design, curriculum development, or capacity-building consultancy assignments.
- Proven experience in developing training manuals, facilitator guides, learning curricula, participant handbooks, and capacity-building tools for government institutions, NGOs, youth programmes, or donor-funded projects.
- Demonstrated expertise in designing and delivering participatory trainings, workshops, coaching, and mentorship programmes for youth groups, civil society actors, or public institutions.
- Strong technical knowledge and practical experience in one or more of the following areas: youth engagement, civic education, governance participation, climate action, environmental stewardship, peacebuilding, social cohesion, dialogue facilitation, and responsible communication.
- Proven experience in developing and delivering peacebuilding, governance, or youth leadership programmes in fragile and conflict-affected contexts.
- Good understanding of Somalia's governance environment, youth dynamics, local conflict drivers, and opportunities for constructive youth participation in Banadir.
- Demonstrated ability to work effectively in fragile, politically sensitive, and conflict-affected environments, applying conflict-sensitive and do-no-harm approaches.
- Strong research, analytical, and report-writing skills, including experience conducting needs assessments, stakeholder consultations, training evaluations, and documentation of lessons learned.

- Strong facilitation, communication, moderation, and stakeholder engagement skills with the ability to engage diverse youth groups and institutions.
- Demonstrated ability to work independently while coordinating effectively with government institutions, youth networks, civil society organizations, donors, and development partners.
- Previous experience working with INGOs, donor-funded programmes, public institutions, or youth-focused initiatives is highly desirable.
- Prior experience working with Finn Church Aid or similar governance and peacebuilding programmes in Somalia is an added advantage.
- Ability to produce high-quality deliverables within tight timelines and manage multiple outputs simultaneously.
- Language requirements: Fluency in Somali and English (spoken and written) is mandatory.

### 13. 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	30	Proven experience in youth programming, governance, civic engagement, peacebuilding, climate action, and training manual development.	10
			Demonstrated experience delivering similar consultancies with INGOs, government institutions, or donor-funded programmes in fragile contexts.	10
			Strong facilitation, training delivery, stakeholder engagement, and bilingual (Somali/English) communication skills.	10
2	Methodology / Rationale / Literature Review / Research Questions	35	Clear understanding of the assignment, context, objectives, target groups, and expected outputs.	10
			Robust methodology for consultations, training manual development, translation, validation, and training delivery.	10
			Quality of proposed workplan, timelines, analytical approach, and relevance of tools/frameworks.	15
3	Consultant Qualifications	10	Relevant academic qualifications, certifications, and years of professional experience.	10
4	Availability / Timeliness	5	Availability to commence immediately and complete assignment within the required timeframe.	5
5	Financial Proposal	20	Lowest bid receives highest score. Other candidates' scores are calculated proportionally based on the lowest bid.	20

#### 14. 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 **12<sup>th</sup> May 2026** 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 **"TOR: Youth Training Manuals & Delivery – Civic Engagement, Climate Action & Governance (Banadir)"** 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!

#### 15. Terms of contract

- Confidentiality – *Beneficiary data will be kept confidential, meaning it will not be shared with anyone outside of the authorized individuals or organizations involved in the project.*
- (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.

#### 16. Documents comprising this procurement

Purpose of this section is to provide a list of the documents used in the procurement process. The candidate(s) shall complete and submit the following documents with the tender:

- i. Technical Proposal including an outline of the proposed methodology, data gathering, etc. (maximum 3 pages)
- ii. 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.
- iii. Candidate CV, Certifications, Reference Letters
- iv. Samples of previous work relevant to the assignment (in English)
- v. Cover letter including a description of suitability of the consultant(s) (maximum 1 page)

## Annex I – Technical Proposal Template

**To be filled-in by the candidates, in compliance with the following instructions**

### 1. 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).

### 2. 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.

### 3. Timetable of activities (max 1 page)

The timing, sequence and duration of the proposed activities, taking into account mobilization time.

## Annex II – Financial Proposal Template

Please provide a detailed budget of the evaluation including taxes. The Contracting Authority shall withhold 5% as a sales tax from the total payment. The withheld amount shall be remitted directly to the Inland Revenue in accordance with applicable law - Ref: MOF/OM/0336/2024.

Example	Unit cost (in USD)	Description/ Number of days	Total (in USD)
Consultancy fees	(per day)		
Travel			
Incidentals			
.....	(per day)		
.....			
Cost			
Taxes			
Total cost			