 



**SERVE & Young Africa International Capacity Building Programme 2017 -2018**

**EU Erasmus+ Cooperation for innovation and the exchange of good practices –**

**Capacity Building in the field of Youth**

**Invitation to Tender for Development of Programme Toolkit**

**Background**

SERVE and Young Africa International, through the support of the EU, are delivering a suite of programmes aimed at building the capacity of Young Africa International to ensure the standardisation of key functions across their centres. This includes training in the areas of Leadership & Management, Youth Work, Child Safeguarding and Administration Capacity Building and a pilot access programme for very marginalized young people to YA Zimbabwe training.

**SERVE**

SERVE is a development and volunteering organisation committed to tackling the root causes of poverty, to achieve justice, equality and opportunities for all. Since 2003 SERVE has worked in solidarity with communities living in poverty, supporting initiatives in Southern Africa and South-East Asia. Inspired by the belief that ‘Solidarity in Action’ can improve the lives of the most vulnerable, SERVE works in partnership with local communities and organisations.

SERVE’s work is rooted in strategic cooperation with Irish communities at home and abroad. SERVE’s mission is to work in partnership to strengthen the livelihoods of young people and communities living in poverty by providing high quality vocational and educational learning opportunities, helping young people gain employment or start and develop their own businesses. SERVE’s vision is that everyone should have the opportunity to realise his or her potential and make a meaningful contribution to society.

**Young Africa**

Young Africa was founded in the Netherlands in 1998. Young Africa are a confederation of independently and locally registered affiliated organisations. Each affiliate runs skills centres, youth (self-) employment programmes and community activities in Zimbabwe, Mozambique, Namibia, Botswana and Zambia. The founding organisation of Young Africa is Young Africa International, based in the Netherlands.

Young Africa’s mission is to empower young people through skills training for employability and entrepreneurship. Young Africa offers an innovative high impact solution to youth unemployment. It's uniqueness lays in the two innovative concepts: the Franchise Method and the Integral Approach to youth development.

**Development of Programme Toolkit**

Dissemination of programme activities and outcomes is an important part of the Capacity Building Programme. The development of a Programme Toolkit is crucial to our dissemination strategy. It will be made available online and in hard copy by SERVE. The consultant will be tasked with writing up all training materials that have been used to date and will be used over the course of 2018. A draft Toolkit will be presented to SERVE and YA in November 2018 and a fully designed Toolkit and other resource materials will be presented to YA and SERVE by February 2019. SERVE and YA will disseminate from March 2019.

Location: Ireland/UK

Duration: Final toolkit to be available by February 2019.

**Learning Outcomes**

The programme with each composite project will be available to other development agencies via the Toolkit

The Toolkit will be available on the SERVE/YA website along with a report on the process and reflections on the learning from the process.

**Submission of Tenders**

Applications should include a summary of past relevant experience as well as evidence of:

* Experience of evaluating and implementing business processes in the areas indicated above ideally in an education setting
* Knowledge of HR polices, practices and legislation in the programme countries
* Understanding of the requirements and challenges of the franchise business model
* Evidence that the required content can be delivered to a high standard
* Statement confirming the applicant’s eligibility and availability to travel

SERVE reserves the right to negotiate with the Preferred Contractor, provisions and specifications in addition to and/or different from those stipulated in this invitation to tender and any other tender documentation. The Preferred Contractor will be expected to execute a contract with SERVE. The contract between SERVE and the Preferred Contractor may include the following:

* The invitation to tender
* The Preferred Contractors Tender
* Any mutually negotiated terms and conditions

Tenders should be submitted by hard copy or email by 12 noon on December 18th 2017.

Eileen Hoffler

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It is the responsibility of respondents to ensure the tender document is received on time. Under no circumstances can SERVE consider tenders that are received late. Tenders received after the above deadline will be returned unopened.