

Request for Proposals Training on Sanitation and Hygiene for Youth

February 2019

Europe Foundation (EPF) invites proposals from qualified organizations or individuals to develop a handbook on Sanitation and Hygiene in Schools and conduct a series of trainings on Hygiene and Sanitation for young people involved in its Youth Integration Program. EPF expects this assignment to be conducted during **March-April 2019**, depending upon the availability of the selected consultant/s.

About EPF

Europe Foundation's mission is to empower people to effect change for social justice and economic prosperity through hands-on programs, helping them to improve their communities and their own lives. To achieve its mission, EPF strives (1) to strengthen the capacity of individuals and institutions, empowering them to address pressing issues and (2) to mobilize relevant stakeholders in issue-based dialogue, through raising public awareness and creating various coalitions, platforms or working groups, so as to effect positive change.

EPF's work is guided by the following approaches: (1) creating opportunities for civic participation in public policy making, (2) engaging youth, (3) fostering culture of corporate and community philanthropy, including through formation of public-private-NGO partnerships, (4) promoting evidence-based advocacy and decision making, and (5) building confidence across religious, ethnic, and community divides. Some of EPF's flagship programs include: (1) *Engage and Monitor for Change*, (2) *European Integration*, (3) *Youth Integration*, (4) *Social Enterprise and* (5) *Open Door Grantmaking*. Together, they feed into achieving the Foundation's mission and provide opportunities for Georgians to engage in social, economic, and political developments, in order to effect substantive and sustainable positive change at the local and national level.

Background Information

EPF's Youth Integration Program strives to increase youth volunteerism and civic engagement to address targeted communities' needs. Currently, the Program covers the following towns and communities: Adjara, Akhalkalaki, Akhmeta, Aspindza, Bolnisi, Chokhatauri, Dedoplistskaro, Gali, Gardabani, Gori, Gudauta, Khobi, Khoni, Lanchkhuti, Marneuli, Martvili, Ochamchire, Poti, Racha, Svaneti, Sokhumi, Tkibuli, Tserovani, Tsalka and Zemo Barghebi.

EPF has been following the Youth Bank (YB) methodology, an innovative way of increasing youth participation through creating groups of young people (aged 16-21) in a given community (the Youth Banks) and empowering them with training and resources to find, fund, and oversee small youth-led initiatives that address salient for local communities' issues. The YB concept is founded on the premise that involving young people in projects they design and manage is the most potent way to develop civic participation among youth. Thus, grantmaking serves as a mechanism with which young grantmakers improve their self-esteem and learn about leadership, team-work, fair decision-making, problem-solving, communications, financial and narrative report-writing, and

event management. The uniqueness of the YB model is that young people are given the opportunity to independently undertake all the activities involved in the YB grantmaking cycle without constant supervision from adults. Each year, the YBs fund roughly 110 local youth-led initiatives in their communities, which range between 500-800 GEL in value and could address needs as diverse as cleaning a community park through promoting gender equality to preparing first-time voters for elections.

During the next year, EPF would like to support young people's efforts to advocate for improved access to sanitation and hand-washing facilities in public schools of Georgia. This assignment should enhance the young people's awareness of sanitation and hygiene standards with a focus on practices that are specific to school environments. After the training, the youth should be prepared to pass on the acquired knowledge to their peers, so that they are able to develop viable proposals addressing these needs.

Goal and Methodology

The overall goal of the assignment is to contribute to raising awareness and empowering youth in the targeted YB communities to successfully advocate for improved system of sanitation and hygiene at primary and secondary schools throughout Georgia. The consultant is to develop a training program for the targeted young people (120 in total), so that they enhance their sanitation and hygiene literacy (e.g. the right to sanitation, sanitation standards at schools) as well as the importance of proper hygiene practices. Prior to the training, the selected consultant is also expected to develop a handbook, which will have information on WASH standards, as well as detailed instructions on how to raise awareness of young people on sanitation and hygiene issues. The handbook should target young people aged 16-21.

EPF expects these tasks to be completed mid-April 2019. The Consultant should suggest the most effective and efficient method of delivering such training to its 120 beneficiaries. At any point, EPF can bring together up to 120 young people for not more than a two-day-long activity, as long as the Consultant suggests a methodology, which will ensure that the capacity building takes place in groups of not more than 25 trainees and envisions common activities for all trainees present at the venue. The Foundation is open to any other suggestion from the Consultant, as long as trainings are completed on time and the suggested workplan is not associated with excessive spending.

Timeframe and Deliverables

Expected duration of the assignment is six weeks.

The consultants will produce the following deliverables:

1. Develop a handbook which will provide information about the general standards of sanitation and hygiene, focusing on practices specific to school environments
2. Design a module for an up to two-day-long training in line with the RfP
3. Develop training materials and handouts (all in Georgian) to be used by the Consultant during the training and by the trained young people during their outreach work.
4. Conduct a training of 120 youth.
5. Final report, which will include the following sections:

- a) Brief description of the goal and objectives of the training;
- b) Outcomes of the training, including reflections on the effectiveness of the training methodology;
- c) Recommendations;
- d) Annexes, including the training program, etc.

The report will be the sole property of EPF, which will retain the right to use it for internal and external purposes.

Budget

The budget for this assignment should not exceed **USD 5,000 (Gross)** for training services including development of the handbook and the training materials. This sum does not include expenses for accommodation and meals at the training site either for the trainer or for the targeted youth. These expenses will be remunerated by EPF upon submission of relevant documents. Price competitiveness will be one of the considerations during the selection process and all proposals exceeding the maximum will be ineligible.

Request for Bids

The bids will be accepted from individuals working locally as well as internationally. Applicants should submit a proposal that includes:

- Detailed description of the Consultant's qualifications, with a list of previously undertaken similar assignments;
- Copy of similar handbook developed by the applicant during the past five years;
- Copy of similar training modules developed by the applicant during the past five years;
- Description and justification of the proposed teaching methodology including description of tools and techniques that will be used during the training;
- Draft training program and budget.

Only complete applications will be considered.

The services should be provided in Georgian.

Selection Criteria

EPF will select the winning candidate among the organizations or individuals submitting a complete bid by the proposal deadline. The selection criteria will include the following:

- Degree to which proposal adheres to the RFP
- Quality of the proposed methodology
- Qualifications of the bidding organization and the individuals involved, including past experience in undertaking similar trainings, and
- Cost-effectiveness of the proposal.

Submission

The **deadline** for applications is **February 28, 2019, 18:00 Tbilisi time (GMT+4)**.

Proposals should be submitted by e-mail to Ana Papuashvili at apapuashvili@epfound.ge. Please indicate “Hygiene and Sanitation Training for Youth” in the subject line of your email. Request a confirmation of the receipt of your application, if it is not provided to you within 24 hours of the submission.

Questions about this call should be directed to Ana Papuashvili at apapuashvili@epfound.ge.