

POWER to You(th) (PtY) Programme 2021 – 2025

RESTRICTED EXPRESSION OF INTEREST

Background information

Amref Health Africa in Kenya and Network for Adolescent and youth of Africa (NAYA) will be implementing power of youth, a five years (2021 – 2025) program funded by the Dutch ministry of foreign Affairs and trade. Power of Youth will be implemented in the following regions; Senegal, Ethiopia, Kenya, Ghana, Malawi, Uganda, Indonesia, Regional and global level. In Kenya the power of youth will be implemented at the National and County level; Siaya, Homabay, Migori and Kajiado counties. This EOI is restricted to the approved CBOs in Siaya, Homabay, Migori and Kajiado counties and applications will be restricted to counties where they are identified with. CBOs outside these counties are not required to apply.

The intervention will focus on empowerment of Adolescents, girls, young women from underserved communities ensuring they are meaningfully included in all decision-making processes and levels regarding Harmful Practices, unintended pregnancies, Sexual and Gender Based violence that will be addressed through, lobby and advocacy, linking and learning, and capacity strengthening.

The power to youth needs to establish the Country Management Team (CMT) to facilitate its implementation and governance. For this to take place eligible organizations include; National and local Non-Governmental Organizations, Civil Society Organizations, private not-for-profit sector Organizations, Community- Based Organizations, Faith-Based Organizations and professional associations are encouraged to apply, the advert will run until Sunday 14th February 2021.

Scope of work

The successful applicant will be required to support implementation of the following activities in their proposed areas/counties of operation.

1. Capacity building & empowerment of Adolescent, Girls and young women (AGYW) to meaningfully engage and voice the SRHR issues at County and National level.
2. To mobilize and engage key stakeholders at county level including likeminded CSO's, societal & state actors.
3. Address barriers on realizing SRHR needs of AGYW using Advocacy, Communication and Mobilization approaches to reach out to underserved communities.
4. Monitoring, evaluation and documentation of project activities.
5. To track & monitor existing sub-national, national, regional and International commitments and mechanisms on addressing needs of the AGYW at the County level.
6. To coordinate civil society actors for joint advocacy on addressing harmful practices and SRHR at the county level.
7. To represent county civil society organizations at the Country Management Team

Eligibility Criteria

We are looking for a CSO who will join the PTY CMT as a County representative working closely with the local CSOs on L&A.

Eligible Organizations should meet the following criteria:

1. Be Youth Led Organization with at least 80% membership below 35 years or Women leadership with at least women 75% in top leadership.

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2. Should be working on the following thematic areas: Harmful practices such FGM, Early child and forced marriage, unintended pregnancies and SGBV with a target of Adolescent, Girls and young women.
3. Compliant with legal requirements of registration at the national and county level, having a valid registration certificate.
4. Should have strong and inclusive organizational management, governance and oversight structures.
5. Have worked for more than 12 months after registration in the field of advocacy for gender or/and SRHR with youth and County Government.
6. Should demonstrate a track record and presence in the geographic area(s) selected for at least 2 years.
7. Demonstrate active partnership between the applicant and its local community or target group and existing networks.
8. Should have a proven track record of Monitoring and Evaluation.
9. Should have a sound financial management system, capacity and internal controls.
10. Should have adequate number of skilled staff with expertise in Programme Implementation, Finance, Human Resource (HR), M&E and procurement.
11. Have a functional office with management and decision making organs of the organization at the local level.

Submission guidelines

Proposals should be enclosed in a plain envelop marked “**RFP: POWER TO YOUTH PROPOSAL**” and deposited in the tender box at AMREF Kenya Country Office, next to the main reception so as to be received on or before **Monday 1st March 2021**, at or before **12:00 hours East African time**. Electronic bidding will not be permitted. Application forms and guidelines are available in the following website: <http://amref.org/get-involved/expression-of-interest-eoi/> Application should NOT be submitted to any other contact except to the address provided:

**Country Director,
Amref Health Africa in Kenya, Wilson Airport, Lang’ata Road
P.O. BOX 30125-00100
Nairobi, Kenya.**

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Sub-Recipient Application Form

For official use ONLY

Unique Code: _____

Instructions

*This application form is to be filled in by organisations applying to be considered as Sub Recipients (SRs) for AMREF’s POWER to You(th) (PtY) Programme 2021 – 2025 project. The information provided in this application will be treated confidentially and only used to assess your organisation’s capacity to implement components of the Project. Please answer all questions as accurately as possible and **attach all** the required documents. All information provided will be verified. Note that provision of any false information will lead to automatic disqualification of your application. **(Remember to respond to all questions in the six (6) pages)***

All the answers must be TYPED and not handwritten to facilitate timely processing of the application

Eligible organizations: NGOs and other CSOs that are non-profit organizations and operate independently from the state and from the private for-profit sector. These include international, national and local NGOs, community-based organizations (CBOs), faith-based organizations (FBOs), patient-based organizations and professional associations.

Name of Organization: _____

Type of Organisation (Tick as appropriate):

1. Non-Governmental Organization / /
2. Community-Based Organization / /
3. Faith-Based Organization / /
4. Professional Associations / /
5. Academic Institution / /
6. Other (specify) _____

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Contact details of the organization

Provide contact information for your organization in the table below:

1.	Full name	
2.	Acronym (Where applicable)	
3.	Postal address	
4.	Telephone Number	
5.	E-mail Address	
6.	Name of key contact person	
7.	Position of key contact person	
8.	Registration Number	
9.	Year of registration	
10.	Physical location of head office	Town:
		Building:
		Street:
		Nearest Landmark/street:
11.	Physical location of branch offices (if any) <i>Office 1</i>	Town:
		Building:
		Street:
		Building:
		Street:
		Nearest Landmark/street:
12.	Physical location of branch offices (if any) <i>Office 2</i>	Town:
		Building:
		Street:
		Building:
		Street:
		Nearest Landmark/street

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Section 1: Organisation profile and Background information (4 Marks)

Provide a brief description of your organizations profile.

- Executive Summary (brief – a paragraph) (2 Marks)
- Provide an organization profile or give a brief background information of the organization. (2 Marks)

(Maximum of half (1/2) page)

Section 2: Technical and programmatic approach (48marks)

a) Organization capacity (8 Marks)

- Do you have the following Existing organization policies;
 - HR (1 mark)
 - Finance (1 mark)
 - Procurement (1 mark)
 - Child protection (1 mark)
 - Safe Guarding/sexual harassment (1 mark)

- CVs for key staff (at least 3) (3mks)

Provide the following information on key staff that will be involved in implementing this project if your application is successful in the table below: Attach Curriculum vitae of individuals for any three (3) key positions.

Name of staff	Position in the organisation/project.	Role in the organisation	Indicate if <i>current</i> or <i>to be hired</i>

b) Programmatic Performance (21marks)

- Evidence of Implementation on Lobby and Advocacy activities, SRHR activities targeting Adolescents, girls and young women – SRHR Problem addressed by organization among the youth. (10 marks)

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- Give a description of Beneficiaries, their needs and how they reach them (Implementation). (3 Marks).
- Evidence of existing MOU's in SRHR networks, partnerships and coalitions. (2 Marks)
- Attach M&E Plan and Evidence based reporting and learning - outcome harvesting (5 Marks)
- Provide examples of innovations you have adopted during implementation (if any) (1 Mark)

c) Risk Management (5 Marks)

- Clearly identified risks (Internal and External Shocks) and accompanied with a strong management/mitigation plan;
 - Clear outline of Risk (2 Marks)
 - Mitigation (1 Mark)
 - Assumption (1 Mark)
 - Person Responsible (1 Mark)

d) Sustainability Strategy (5 Marks)

- What are your plans to make sure that your activities if successful continue to implement activities once funding period comes to an end? (5 Marks) (*Maximum one page*)

e) Governance and Management (9 marks)

1. Provide organization organogram (2 marks)
 2. Show composition of all staff (specify the number of All Male and all Female staff/Volunteers and Age – Less than 35 and above) (5 Marks)
- Provide information about the board members/Committee management of your Organisation: (*Maximum one page*) (2 marks)

(The pass mark will be 65% any bid that scores below 65% will be considered non-responsive and will not move to the next evaluation stage)

Name	Profession	Gender/Sex	Position on the Board/Committee management	Number of years on the board/committee management

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Section 6: Financial management and internal controls systems

1. Are there adequate financial policy and procedure guidelines to guide accounting and financial management?

a. Yes /___/ No /___/

2. Does the staff in the finance unit have clear roles and responsibilities?

a. Yes /___/ No /___/

3. What is the basis of accounting for your organization?

4. Cash basis /___/ Accrual basis /___/

5. Is the organization audited annually by a certified public accounting firm, or by government auditors as required by government laws and regulations?

Yes /___/ No /___/

Section 7: Implementation through sub sub recipients (SSR)

If you plan to implement this project through other organization (sub sub recipients), provide the following information for the organizations you propose to work with.

Name of organisation and contact information (telephone, e-mail)	Type of organisation	Proposed role of this organisation

Attach an additional page if needed

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SECTION 9: DECLARATION

I confirm that the information provided in this assessment form is a true reflection of the operations and technical capacity of my organisation. I understand that this is a competitive process.

Name: _____

Signature: _____

Date: _____

Stamp _____

ANNEXES TO THE APPLICATION: This will form part of the preliminary evaluation

All applicants must attach the following nine (7) documents as annexes to their application

1. **Copy of valid organization's registration certificate**
2. **Copy of organization's constitution**
3. **Bank statements for the last 6 months (August 2020 – January 2021) signed and stamped by the bank**
4. **Valid Organizational tax compliance certificate.**
5. **Valid business permit in the county of operation for the last 2 years (2019 and 2020)**
6. **Attach a list of at least 2 references (One from the county of operation and One from a Partner Organization Finance policy manuals**
7. **Dully Filled Contact form Letter of recommendation from County director of health from each of the county you propose to implement the project**

NB (Bids that miss any one of the above 7 requirements will be considered as non-responsive and will not be evaluated further)