**REQUEST FOR PROPOSALS**

PROGRAMME MANAGEMENT TRAINING EXPERT

**Youth Excel Capacity-Building Implementation Plan**

**Document Release Date:**

**Last Date for Receipt of proposals:**

**Closing Time:**  **26th NOVEMBER 2024 AT 17.00Hrs**

**Tender Number:** **PRF22248**

**Submission Method:** [**tenders@redcross.or.ke**](mailto:tenders@redcross.or.ke)

**Tender Opening Venue & Time:** **Online via Microsoft Teams at 1200hrs on**

# 1. Summary

## **1.1 Purpose**

The primary purpose of this consultancy is to strengthen the Youth Department's capacity in program management by enhancing youth staff's understanding of the program management cycle, equipping them with strategic planning skills, and developing useful knowledge products, such as templates and toolkits, for ongoing and future projects. Through targeted training and practical resources, the consultancy aims to align youth programs with organizational goals for long-term impact. The Youth Staff will receive certification upon successful completion, formally recognizing their enhanced skills and empowering them to drive more impactful programming within the Youth Department.

## **1.2 Details**

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| Partners | Youth Excel and USAID |
| Duration | 5 days |
| Estimated Dates | 6th January -10th January 2025 |
| Geographical Location | Nairobi |
| Target Population | KRCS Youth Staff |
| Deliverables | Certified Programme Management Training |

# 2. Background Information

Kenya Red Cross Society (KRCS) has a Strategic Plan 2021- 2025 to provide direction toward achieving, to be a leading humanitarian organization, sustainably promoting the well-being, health, and resilience of communities. One of the strategic goals is Goal 3 focusing on youth i.e **Youth Leading Positive Change in their Communities.** KRCS has committed to supporting and protecting children and young people and facilitating initiatives that help them reach their potential and lead positive change in their communities. In line with this, there is a 3 -year project being implemented i.e The USAID Youth Excel: Our Knowledge Leading Change program implemented by IREX and its consortium supports young leaders and youth-led and youth-serving organizations around the globe to conduct quality “research-to-change" (implementation research); use data and learnings to improve their own cross-sectoral, positive youth development programs; synthesize data and learning; and engage in intergenerational dialogue with adult decision-makers so that together youth and adults can shape and advance data-informed development policies, agendas, and programs.

Youth Excel works with local youth-led and youth-serving organizations to enhance their program outcomes, learning cultures, networks, and leadership for positive youth development through “research-to-change" in Kenya.

Kenya Red Cross Society is collaborating with IREX in the implementation of the Youth Excel Program as a Consortium Partner in Kenya. KRCS is implementing an Implementation Research (IR) project in Nyeri to understand the impact of meaningful youth engagement and participation in its humanitarian work and Issue Based Collaborative Network (ICON) in Kisumu to develop youth work readiness in the county.

To ensure effective programme implementation, it is therefore key to improve the KRCS youth department staff capacity in program management cycle and knowledge products development. The objective is to strengthen and enhance its strategic planning and organizational analysis activities. Additionally, the program management expert will create content for the training and a pre and post evaluation to evaluate improvement in program management skills. Lastly the consultant will provide certification upon successful completion of the training.

**The training aims to**

* Strengthen youth staff understanding of the program management cycle.
* Improve strategic planning of the youth department.
* Develop and enhance knowledge products related to program management.
* Provide certification upon successful completion of the training.

**Scope of Work The consultant will undertake the following tasks**

* Design and develop comprehensive training materials on the program management cycle and knowledge products development.
* Tailor the content to reflect the unique context and strategic priorities of the KRCS Youth Department.
* Conduct a 3-day training workshop for KRCS Youth Department staff, focusing on the entire program management cycle.
* Facilitate discussions, practical exercises, and case studies to ensure an interactive learning experience.
* Develop and implement pre-training and post-training evaluations to measure participants’ knowledge and skill improvements.
* Assess learning gaps and provide feedback to improve training effectiveness.
* Provide certification of completion to participants who successfully complete the training and meet the set criteria.
* Submit a final report at the end of the assignment, detailing the outcomes of the training, evaluation results, and recommendations for further capacity-building initiatives.

**Deliverables The consultant will be expected to deliver the following**

* Training agenda and materials tailored to the program management cycle.
* Pre- and post-training evaluation tools.
* A comprehensive final report, including evaluation results, participant feedback, and recommendations for further capacity development.
* Certification for all participants who meet the course completion requirements.

**The consultancy will take place over a period of 5 working days, broken down as follows**

* 3 days of training delivery.
* 2 days for content development, including the creation of evaluation tools.

**The ideal consultant should possess the following qualifications**

* At least 7 years of program management experience, focusing on capacity building and training.
* Demonstrated experience in developing and delivering program management training to NGOs or youth-focused organizations.
* Strong understanding of the program management cycle, strategic planning, and organizational analysis.
* Excellent facilitation, communication, and report-writing skills.
* Experience working with youth organizations or in youth development contexts is an advantage.

The consultant will report to the KRCS Youth Department Manager and work closely with designated staff throughout the assignment.

**Technical Evaluation Criteria**

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| **Evaluation Criteria** | **Description** | **Weight (%)** |
| Relevant Experience in Program Management. | Minimum of 7 years in program management, focusing on capacity building and training, particularly for NGOs or youth-focused organizations. | **20** |
| Expertise in Youth Development Contexts | Experience youth organizations or on youth-focused initiatives, demonstrating familiarity with positive youth engagement and relevant issues. | **20** |
| Technical Skills | Strong understanding of program management, strategic planning, organizational analysis, and knowledge product development. Excellent facilitation, communication, and report-writing skills. | **20** |
| Training Design and Content Relevance | Well-defined approach and tailored methodology, reflecting the unique context and strategic priorities of the KRCS Youth Department. Training should address all aspects of program management and knowledge products development. | **10** |
| Participant Engagement Strategy | Clear strategy for engaging participants, using practical exercises, case studies, and interactive discussions to ensure experiential learning. | **5** |
| Evaluation Tools and Feedback Mechanism | Plan for pre- and post-training evaluations to measure participant progress and understanding, with a structured feedback mechanism for addressing learning gaps. | **5** |
| Feasibility of Delivery Plan | Clear, practical delivery plan that fits within the 5-day timeframe, including 3 days of training delivery and 2 days for preparation and evaluation. | **5** |
| References or Testimonials | Positive references or testimonials from previous clients, preferably from similar capacity-building projects or youth-focused organizations. | **10** |
| Sample Work Quality | Sample Work Quality, Quality and relevance of sample work provided, demonstrating previous experience in developing and delivering program management training. | **5** |

**Application Process**

Interested candidates should submit the following documents:

* A detailed CV demonstrating relevant experience.
* A proposal outlining the approach and methodology to be used in the training, including timelines and a cost breakdown.
* Sample work or references related to previous training assignments.

Deadline for Application All applications must be submitted by 28th November 2024.

**Note: Among the other programing work which Kenya Red Cross does, responding to humanitarian crisis is the core of the work we do. With that in mind, this position will be suited for someone who is empathetic to the humanitarian issues that the country/ globe faces.**