# TERMS OF REFERENCES (TORS)

# Expert in Youth Strategy Design and Implementation

# International Secretariat for Water (ISW) – Solidarity Water Europe (SWE)

# SUBJECT:

Developing a 3-years Youth Strategy and planning its implementation for the International Secretariat for Water (ISW) – Solidarity Water Europe (SWE) at global level with local / regional impacts.

**PART A: BACKGROUND**

The International Secretariat for Water (ISW) founded in Montreal 1989 and Solidarity Water Europe (SWE) founded in Strasbourg in 1998 are two related organizations that work to strengthen the Human Rights to Water & Sanitation globally and regionally, implementing combined advocacy, infrastructure and management projects. Together the ISW-SWE constitute a movement with many organizations and individuals that share and spread the vision where all men and women have access to a sustainable and safe water and sanitation, while preserving water resources. The ISW-SWE activities are focused on three lines of actions: 1) Field projects, 2) Advocacy, 3) Education & Awareness raising.

**THE EUROPEAN YOUTH PARLIAMENT FOR WATER**

Launched in 1998 at the initiative of Solidarity Water Europe, the first European Youth Parliament for Water (EYPW) was held in Espalion, France. Since then and throughout the following 13 EYPW, a youth network has been created that advocates for water throughout not only in Europe but also worldwide. The European Youth Parliament for Water aims to promote youth involvement in the water sector, both by increasing their awareness of water resource management issues and by fostering understanding of citizenship and democracy.

The EYPW also attempts to build strong ties among the young participants, elected officials and experts, promoting cooperation by, among other things, participation in decision-making processes and consultation sessions at local level. The EYPW promote international solidarity not only between generations but also amongst young people who may not enjoy the same living conditions as each other. The EYPW contributes to developing leadership skills on water, and a sense of responsibility, linguistic skills and cultural awareness. The European Youth Parliament for Water is a gathering, over 7 days, of young Europeans from 17 to 22 years old and adults (experts and elected officials) focusing on the overall issue of water.

As part of the «Education and Awareness raising» agenda, the ISW-SWE develops the Youth Program for already 20 years, raising young people’s awareness on integrated water management and the environment, encouraging them to get actively involved, teaching them about civic duty and democracy and bringing them into contact with other young people from around the world.

The ISW-SWE Youth Program includes currently the World Youth Parliament for Water (WYPW) and regional youth networks, such as the European Youth Parliament for Water (EYPW) and the inclusion of youth in decision-making processes in basin management in the Andes and in Moldova. Also, the ISW-SWE is supporting youth to implement projects in their countries, so that experiences from the global can be shared with the local level and the other way around. Recently, the ISW-SWE is working closely with the Swiss Agency for Development and Cooperation (SDC) to administrate a trust fund to implement youth projects at the national and bilateral levels to strengthen water management cooperation.

For United Nations, the term “youth” refers to all those between the ages of 15 and 24, as reflected in the World Programme of Action for Youth. Youth comprise a quarter of the Earth’s population. In the global South, this figure rises to between 60 and 70 per cent, resulting in a “youth bulge”. Young people make up a significant proportion of the world’s population and youth movements are drivers of changes, but they are too often marginalized both politically and economically.

Youth movements are challenging traditional power structures and advocating a new social contract between States and societies. Young leaders contribute fresh ideas, take proactive measures, and mobilize through social media as never before.

**THE WORLD YOUTH PARLIAMENT FOR WATER**

The World Youth Parliament for Water is a youth network acting for water around the world created by the ISW in 2002. This network of young people acts for water at all levels: from local communities, where they implement concrete actions to the United Nations General Assembly, where they advocate for youth participation in the water sector. The WYPW is an ISW initiative and its coordinator is based at the ISW office in Montreal. Its mission: 1) To coordinate youth action and advocacy relating to water at local level, basin level and international level, 2) To guarantee recognition of youth as key stakeholders in the water sector, 3) To raise young people’s awareness of water issues, 4) To encourage youth capacities to take action for water. Every three years, during the World Water Forum, a general assembly is held in order to identify new youth parliamentarians and to develop an action strategy for the coming three years. So far, the main achievements are: 11 national parliaments and 3 regional parliaments, 720 young people participation in the educational platform in Mexico, 2000 young people who now have access to safe water thanks to pump rehabilitation, 80 participants in the third general assembly of the WYPW and included in the parliamentary declaration of the 7th World Water Forum.

In taking on political and economic inequalities, youth through social involvement have re-energized the notions of public empowerment and citizenship. They are a compelling force because of both their demographic weight and their mobilizing power.

However, still many questions remain related to the participation of the youth in water supply, sanitation and water resources management as change deliverers. How do they engage on the field and within institutions? and what are the ideas that drive them? How sustainable is their water involvement? And finally, how can youth and other stakeholders ensure the meaningful participation of young people within water governance structures?

Young people can be key players in the water sector, especially regarding the implementation of the dedicated water goal and the water targets encompassed in the Agenda 2030 for Sustainable Development. To successfully implement this ambitious agenda, it is essential that young people highlight their commitment to water, develop an understanding of water issues, and contribute to water related public debates with solutions based on their initiatives and their projects.

Despite more than 20 years of continuous work with young people in several developing and industrialized countries educating them and helping them to raise awareness, **the current ISW-SWE Youth Program has an inadequately methodological design and a dedicated ISW-SWE Youth Strategy has not yet been elaborated, which has led to constraints in measuring the impacts of the Youth Program and to the limitation of concrete actions.** It will be of the utmost importance to use sound methodology in designing the strategy, to ensure real change and impact of the strategy.  The strategy should be based on a solid methodology, including results-based management. The mechanisms for the implementation and monitoring of this Strategy are another key issue.

**PART B: THE CONSULTANT**

He or She has a strong strategical planning capacity and knows the means of implementation and financing of development strategies and projects, especially those youth-oriented. Prior experience in working in Africa, Asia and/or South America would be an asset. The Consultant is expected to have a strong grasp of strategy design, to be an articulate and engaging person, to transmit high energy levels, to think out of the box, to be a good listener, give feedback to the operational team and negotiate solutions where there are areas of disagreement.

Knowledge of water stakeholders and the issues in the sector is necessary. The Consultant is expected to be objective and would not be expected to take positions on any technical or political water matter, but rather to facilitate dialogue and develop the **ISW-SWE Youth strategy** – that included the Water Parliaments - for the next 3 years.

*As a summary the Consultant has:*

* Strong sustainable development skills and knowledge
* Strong knowledge of youth strategies
* Knowledge and experience in sustainable development networking
* Knowledge to implement advocacy and field projects
* Financial strategy development capacities
* Experience in developing countries

*The Consultant is expected to consider:*

* The mission and the values of the ISW-SWE movement.
* ISW-SWE main achievements, especially the Water Parliaments as an innovative concept.
* The needs to integrate the Water Parliaments in a broader process, going further than a regular event.
* The importance of a Youth pillar in ISW-SWE global strategy including the transversal aspects with the two other pillars included in the strategy of the organization (Field projects & Advocacy).
* The voice & the perspectives of the youth in the development of ISW-SWE youth strategy.
* The existing youth initiatives / networks and the possible synergies / partnerships.

*The following stages are to be considered:*

* Analysis of previous and current ISW-SWE Youth Programs.
* Identification of the approaches to design the Strategy (concept, principles, areas, transversal issues, methodology).
* Design of the Strategy and the Action Plan (human & financial resources, objectives, indicators, etc.).
* Monitoring (the consultant will make a follow-up to the First-Term Implementation stage (4 weeks) to identify corrective measures if needed).

**PART C: DUTIES & RESPONSABILITIES**

The Consultant will maintain permanent contact with the ISW-SWE team to carry on the development of the stages mentioned above. The Consultant will have to organize workshops with the ISW-SWE team and the Youth to implement the Stages in France and in Canada, therefore the Consultant will have to travel to those places. The Consultant will determine in its offer the number of workshops and the places where the workshops will take place. The Consultant will prepare Reports for every stage as stipulated in the table below.

**Products:**

The expected deliverables are:

* [Paper] Analysis of previous and current ISW-SWE Youth Program.
* [Paper] Design of the Strategy, Partnerships strategy, internal procedures, financial mechanisms and the Action Plan (approaches, human & financial resources, objectives, indicators).
* [Paper] Monitoring and Follow-Up Plan (the consultant will make a follow-up to the First-Term Implementation stage (4 weeks) to identify corrective measures if needed).

**Activities:**

* Interviews and consultations with members of the Water Parliaments, Project team members, other experts, partners, existing youth networks, donors.
* Literature review.
* A survey among the youth (from the current and past Water Parliaments but also from other youth networks) to identify specific orientations and complementarity demands.
* Workshops with the ISW-SWE team (including members of the present and former Water Parliaments and if needed further participants) to develop and validate the analysis, design the Strategy, the financial Strategy, the Action Plan and the Monitoring Plan. The Consultant will determine in its offer the number of workshops and the places where the workshops will take place.

**Activities, duration and deadlines:**

The role of the Consultant, as a senior specialist, is to lead the facilitation of the Meetings, assure that the objectives of the meetings are achieved and develop the 3-years youth strategy.

The contract will start on 1st December 2016. The duration (person days) is 33 days in total.

Key functions of the Consultant are:

* Develop the Youth Strategy (design, action plan, monitoring plan, …).
* Act as Lead facilitator.
* Lead the elaboration of the reports.

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| STAGE | ACTIVITY | **DELIVERABLE** | **DURATION (PERSON DAYS)** | **COMPLETION DATE** | **COST Euro** |
| 1) Analysis of previous and current ISW-SWE Youth Program | 1a) Workshop 1b) Literature review  1c) Survey  1d) Interviews | 1) [Paper] Analysis and revision of previous and current ISW-SWE Youth Program Report | 8 |  |  |
| 2) Identification of the approaches to design the Strategy (concept, principles, areas, transversal issues, methodology) | 2a) Workshop 2b) Literature review  2c) Interviews | 2) [Paper] Design of the Strategy, Partnerships strategy, internal procedures, financial mechanisms and the Action Plan (approaches, human & financial resources, objectives, indicators) | 9 |  |  |
| 3) Design of the Strategy and the Action Plan (human & financial resources, objectives, indicators, etc.) | 3a) Workshop 3b) Literature review  3c) Interviews | 10 |  |  |
| 4) Monitoring (the consultant will make a permanent follow-up to the First-Term Implementation stage to identify corrective measures if needed) | 4a) Workshop 4b) Literature review  4c) Interviews  4d) Follow-up meetings | 1) [Paper] Monitoring and Follow-Up Plan (the consultant will make a permanent follow-up to the First-Term Implementation stage to identify corrective measures if needed) | 6 | 15 February 2017 |  |
|  | **Total** |  | **33** |  |  |

**Communication & Travel Costs**

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| --- | --- |
|  | **Approximate Amount in CHF** |
| Communication/production costs (reimbursed with receipt)  *The Consultant give a detailed list of those costs in its offer* | To be included in the budget – Annexe 5 |
| Hotel and subsistence costs in Montreal & Strasburg  *The appreciation of the number of workshops and the places where the workshops should take place will be determined by the Consultant in its offer. The offer includes the travel costs for the Workshops participants.* | To be included in the budget – Annexe 5 |
| Travel costs  *The appreciation of the number of workshops and the places where the workshops take place are determined by the Consultant in its offer.* | To be included in the budget – Annexe 5 |
| **Estimated Total** | To be included in the budget – Annexe 5 |

**PART D: INSTRUCTIONS TO SUBMIT THE OFFER**

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| **Parties issuing the invitation** | The International Secretariat for Water (ISW) / Solidarity Water Europe (SWE) |
| **Type of process** | Invitation procedure |
| **Place of performance** | France – Canada |
| **Period of assignment** | December 2016 – April 2017 |
| **Community of bidders** | Not allowed |
| **Partial offers, variants** | Not allowed |
| **Questions** | To be sent by e-mail to: [sdousse@sie-isw.org](mailto:sdousse@sie-isw.org) until 07 November 2016 |
| **Address and date for submitting the offer** | Offers need to be submitted until **10 November 2016 in electronic format** to the following address:  [sdousse@sie-isw.org](mailto:sdousse@sie-isw.org) |
| **Language** | Language of the Terms of References is in English. The offer has to be submitted in English. |

# Formal aspects

The contract will be established between SDC’s Global Programme Water, under the responsibility of Johan Gély, Freiburgstrasse 130, CH-3003 Bern.

# Composition and content of the offer

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| **Part 1** | **Technical Proposal** | **Max 3 pages + annexes** |
| 2.1 | **Delivery of the mandate:** Proposed approach, methodology, set-up and work plan for the delivery of the mandate |  |
| 2.2 | **Understanding of the mandate:** Interpretation of the terms of reference and appreciation / analytical discussion |  |
| **Part 2** | **Financial Proposal** |  |
| 2.1 | **Financial offer:** The financial offer is to be submitted in accordance with Annex 5 (Budget Form) in EURO currency. | In the given format |
| **Part 3** | **Qualifications** |  |
| 3.1 | Description of qualifications and competencies of the Consultant, together with the curriculum vitae. |  |

## Budget

The proposed time-budget for the entire mandate is 33 person-days. The Consultant shall submit a financial offer (in accordance with Annex 5) taking into account fees as well as the related expenses (travel, subsistence and communication/production costs). The budget is to be provided in EURO and shall specify possible taxes/VAT separately.

No reimbursement can be made for work in preparing and submitting his or her offer.

## Contractual terms

The contract to be concluded is subject to the General Terms and Conditions of Business (GTC) of the Swiss Federal Department of Foreign Affairs (FDFA) for mandates (type A and B). The general terms and conditions are considered to be accepted when an offer is submitted.

**Annexe :**

* Annexe 1: EYPW Declaration 2016
* Annexe 2: WYPW Declaration 2015
* Annexe 3: WYPW Brochure presentation
* Annexe 4: SDC ISW/SWE Evaluation 2015
* Annnexe 5: Budget Form
* Annexe 6: General terms and conditions of business (GTC) for mandates
* Annexe 7: Fact sheet on compensation for fees and expenses

**Annexe 1: EYPW Declaration 2016**

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**Annexe 2: WYPW Declaration 2015**



**Annexe 3: WYPW Brochure presentation**



**Annexe 4: SDC ISW/SWE Evaluation 2015**

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**Annnexe 5: Budget Form**

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**Annexe 6:**

[General terms and conditions of business (GTC) for mandates (type A and B) (PDF, Number of pages 4, 173.1 kB, English)](https://www.eda.admin.ch/content/dam/eda/en/documents/dienstleistungen-publikationen/auftraege/CG-contrats-A-B-2015_EN.pdf) [Other languages](https://www.eda.admin.ch/deza/en/home/partnerschaften_auftraege/auftraege_und_beitraege/informationen-downloads/vertraege.html)

**Annexe 7:**

[Fact sheet on compensation for fees and expenses (PDF, Number of pages 2, 30.0 kB, English)](https://www.eda.admin.ch/content/dam/eda/en/documents/dienstleistungen-publikationen/auftraege/Merkblatt-Honoraren-Spesen-2015_EN.pdf)