



Request for Proposal

Consultancy Title	Youth Needs Assessment Tool and Guide
Solicitation RFP number	US8297.05.2024
Location	Remote
Anticipated Contract Duration	June 17, 2024 – February 28, 2025 (8 Months)
Anticipated Level of Effort	36% of full time and 67 Billable Days
Procurement Contact Person	Andrea Wilson-Taylor (andrea.wilson-taylor@crs.org)
Due date for clarifying questions	May 21, 2024 [11:59 PM EST]
Due date for full proposal	May 28, 2024 [11:59 PM EST]

I. Background

As part of its 2020-2030 strategy, CRS’ vision is that all young people lead healthy, productive and engaged lives. In support of this, CRS aims to transform employment and entrepreneurship systems so that they foster an enabling environment where millions of Opportunity Youth have sustainable livelihoods. This will be achieved by ensuring that Opportunity Youth has agency and leadership, that Opportunity Youth access quality training, services, and support, that ecosystem actors enhance collaboration for shared and expanded impact, and that ecosystem actors influence youth livelihood systems.

CRS is committed to designing holistic and impactful programming that meets the needs of diverse groups of young people. Toward this end, CRS aims to design a youth needs assessment tool and guide to support a global portfolio of youth programs. The development of the tool and guide will be accomplished in three phases:

1. Phase 1 will be the development of the beta version of the assessment tool, which will include the validation of the tool (a long-form version and a shorter form version to support a range of project types) and a corresponding guide.
2. Phase 2 will be the piloting of the tool and guide.
3. Phase 3 will be the finalization of the youth needs assessment tool and guide based on the findings of the pilot.

II. Objective

This consultancy's objective is to develop a youth needs assessment tool and guide to support CRS youth programs worldwide. The tool and guide should reflect the standards and best practices for assessing the needs of different groups of young people (e.g., young women, young men, youth with disabilities, young mothers).

III. Tasks and Activities

Phase 1: Development of Beta Version of the Youth Needs Assessment Tool and Guide

1. Develop a draft work plan for the deliverables in the scope of work (see below) that includes deadlines for submitting drafts, receiving CRS feedback, and submitting final versions. The work plan should also include a description of the methodology that will be used to validate the youth needs assessment tool and guide.
2. Review literature on best practices in developing needs assessment tools with a specific focus on youth who are 15-29 years old.
3. Review existing needs assessment processes and tools of implementing agencies and thought leaders who work in the fields of youth development and youth livelihoods.
4. Develop interview guide and conduct virtual key informant interviews with relevant CRS staff to understand existing participant needs assessment processes that include youth and tools within CRS with a focus on how they are used and rolled out.
5. Submit a report that summarizes findings from the desk review and interviews and offers recommendations for designing a youth needs assessment tool and guide based on those findings.
6. Conduct an initial virtual workshop to review findings with relevant CRS staff to gather input that will inform the development of the youth needs assessment tool and guide.
7. Draft a report of feedback from the virtual workshop.
8. Incorporate feedback shared from CRS staff and through virtual workshops.
9. Draft youth needs assessment tool and guide, including a long-form version and a short-form version of the tool, guidance on how the tool should be used, how the tool should be administered during focus group discussions and/or key informant interviews with young people, how data from the assessment should be analyzed, and how data should be used to inform program design.
10. Organize and facilitate a virtual workshop with relevant CRS staff to get feedback on the draft assessment tool and guide.
11. Submit a revised assessment tool and guide that incorporates feedback from the virtual workshop and a plan for piloting the tool and guide.

Phase 2: Piloting of the Beta Version of the Youth Needs Assessment Tool and Guide

1. Virtually support a pilot of the youth needs assessment tool and guide that includes three different country programs from different regions.
2. Draft a report of the findings from the pilot and recommended adjustments to the youth needs assessment guide and tool (long- and short-form versions), based on the pilot.
3. Organize and facilitate a virtual workshop with relevant CRS staff to review and validate the findings of the pilot and recommended adjustments to the assessment tool and guide.

Phase 3: Finalization of Youth Needs Assessment

1. Revise and submit the assessment tool and guide based on the pilot.
2. Organize and facilitate a virtual event with relevant CRS staff to present and disseminate the final youth needs assessment tool and guide.

The Consultant and CRS Youth Team will have periodic meetings throughout the consultancy to align expectations and ensure that the objective and deadlines are met.

IV. Deliverables

1. Work plan including methodology for validating the youth needs assessment tool and guide.
2. Interview guide for key informant interviews with CRS staff.
3. Report that summarizes findings from the desk review and interviews and offers recommendations for designing a youth needs assessment tool and guide based on those findings.
4. Agenda and slides for the initial virtual workshop to gather input for the development of the youth needs assessment tool and guide.
5. Report summarizing feedback from the virtual workshop.
6. Draft youth needs assessment tool and guide, including a long-form version and a short-form version of the tool, guidance on how the tool should be used, how the tool should be administered during focus group discussions and/or key informant interviews with young people, how data from the assessment should be analyzed, and how data should be used to inform program design.
7. Agenda and slides for the virtual workshop to review the draft youth needs assessment tool and guide.
8. Revised youth needs assessment tool and guide (long- and short-form versions) that incorporate feedback from the workshop.
9. Plan to pilot the youth needs assessment tool and guide.
10. Draft report of the findings from the pilot and recommended adjustments to the youth needs assessment tool and guide (long- and short-form versions), based on the pilot.
11. Agenda and slides for the virtual workshop to review and validate the findings of the pilot and recommended adjustments to the youth needs assessment tool and guide.
12. Final versions of youth needs assessment tool and guide.
13. Agenda and slides for a virtual event to launch and disseminate final versions of the youth needs assessment tool and guide.

V. Period of Performance

The anticipated period of performance is June 17, 2024, to February 28, 2025 (67 billable days).

VI. Note to Bidder

If, in your assessment, the number of billable days needed is less than or exceeds 67 days, please explain in your proposal.

VII. Deliverables and Estimated Timeline

Illustrative schedule

#	Deliverable	Estimated Due Date
1	Work Plan	June 24, 2024
2	Interview guide for key informant interviews with CRS staff	July 1, 2024
3	Report that summarizes findings from the desk review and interviews and offers recommendations for designing a youth needs assessment tool and guide based on those findings	July 25, 2024
4	Agenda and slides for the virtual workshop to provide feedback on the design of the youth needs assessment tool and guide	August 8, 2024
5	Report summarizing feedback from the virtual workshop	August 29, 2024
6	Draft youth needs assessment guide and tool (long- and short-form versions) that incorporate feedback from the workshop	September 5, 2024
7	Agenda and slides for the virtual workshop to review the draft youth needs assessment tool and guide	September 26, 2024
8	Revised youth needs assessment guide and tool (long- and short-form versions) that incorporate feedback from the workshop	October 17, 2024
9	Plan to pilot the youth needs assessment tool and guide	November 7, 2024
10	Draft report of the findings from the pilot and recommended adjustments to the youth needs assessment guide and tool (long- and short-form versions) based on the pilot	December 12, 2024
11	Agenda and slides for the virtual workshop to review and validate the findings of the pilot and recommended adjustments to the youth needs assessment tool and guide	January 9, 2025
12	Final versions of the youth needs assessment tool and guide	January 30, 2025
13	Agenda and slides for a virtual event to launch and disseminate final versions of the youth needs assessment tool and guide	January 30, 2025

Note: The due dates for the agenda and slides for the virtual workshops to review drafts of the youth needs assessment tool and guide will be established based on the agreed-upon work plan.

VIII. Location of Assignment

The consultant shall work remotely from his or her home, personal office, or usual place of business. All meetings, workshops, and discussions with CRS staff will take place virtually.

IX. Required Application Components

1. CV/Résumé
2. A proposal that includes a description of how the consultant would approach the development of the youth needs assessment tool and guide.
3. 2 – 3 examples of previous needs assessments and/or plans from similar assignments.
4. (a) Compensation rate per day; (b) Total cost for completing the assignment; (c) Confirmation of the level of effort (i.e., number of billable days).
5. Contact information for four professional references, with the following details about the references: (a) name, (b) position, (c) company, (d) phone number, (e) email address, and (f) city, state, country.

Note: Applications that do not include the requirements noted above will not be considered.

X. Qualifications

1. Master's degree in adult or nonformal education, social sciences, social work, international development, or related field required.
2. Minimum of 12 years of experience and skills in designing and administering needs assessment, monitoring, evaluation, accountability, and learning (MEAL) activities and/or designing youth programs in low- and middle-income countries (LMICs) required.
3. Deep knowledge of standards and best practices in needs assessment tool development for diverse youth populations, preferably in LMICs required.
4. Deep knowledge of technical principles and concepts related to MEAL and youth programming, including Positive Youth Development and youth engagement, in diverse contexts required.
5. Excellent writing skills, analytical skills, and attention to detail for producing high-quality, practical tools and reports required.
6. Strong skills for coordination and collaboration, as well as the ability to adhere to deadlines and work remotely required.
7. Familiarity with CRS is a plus.

XI. Clarifying Questions and CRS Response

Prospective bidders may submit any clarification questions by singular request to andrea.wilson-taylor@crs.org by May 21, 2024 [11:59 PM EST]. The solicitation name "US8297.05.2024: Youth Needs Assessment Tool and Guide" must be included in the Email Subject Line. Questions submitted after the deadline will not be accepted. Responses will be provided to any known prospective bidders on May 24, 2024.

XII. Proposal Submission

All proposals must be sent to andrea.wilson-taylor@crs.org no later than May 28, 2024 [11:59 PM EST for electronic submission]. The solicitation name “US8297.05.2024: Youth Needs Assessment Tool and Guide” must be included in the Email Subject Line.