



Youth Entrepreneurship Framework Scope of Work

Consultancy Title	Youth Entrepreneurship Framework
RFP number	US5097.08.2022
Location	Remote
Contract Duration and LOE	September 2– October 31, 2022
Due date for clarifying questions	August 17, 2022, 11:59 PM EST
Due date for full proposal	August 25, 2022, 11:59 PM EST

I. BACKGROUND

As part of its strategy Vision 2030, CRS aims to scale youth livelihoods and leadership. Our vision is to transform employment and entrepreneurship systems to be more responsive to the needs of young people, thereby resulting in sustained impact on the lives and livelihoods of 5 million opportunity youth. We will accomplish this through a three-pronged strategy of supporting platforms for dignified employment and entrepreneurship with governments, private sector, civil society and youth; integrating youth approaches and models into other program areas; and investing in innovative financing and business models to expand livelihoods opportunities for young people. Promoting youth entrepreneurship is a critical aspect of our strategy and we seek to strengthen our approaches to designing and implementing youth entrepreneurship programs.

II. OBJECTIVE

Develop a framework for youth entrepreneurship that illustrates CRS’ approach for designing and implementing programming that increases young people’s opportunities to start and grow their own businesses. The framework should represent key components for holistic and scalable youth entrepreneurship programming and reflect best practice and evidence from thought leaders and researchers in the global youth development sector. The framework should also build on the CRS framework for youth engagement and on Positive Youth Development, a programmatic approach that engages youth along with their families, communities, and governments so they can reach their full potential.

III. WORK TO BE ACCOMPLISHED

1. Review existing resources related to youth entrepreneurship, such as CRS’ youth entrepreneurship toolkit and Private Sector Engagement Playbook, as well as CRS’ frameworks for youth engagement and youth workforce development and other frameworks from relevant CRS units and from global thought leaders in youth entrepreneurship.
2. Conduct key informant interviews (KIIs) with CRS staff.

3. Develop a list of the key components of the proposed youth entrepreneurship framework.
4. Conduct a workshop with CRS staff to review the list of key components of the youth entrepreneurship framework.
5. Carry out 4-5 focus group discussions (FGDs) with different groups of youth to review the list of key components of the youth entrepreneurship framework.
6. Finalize the list of key components of the youth entrepreneurship framework, considering input from youth and CRS staff.
7. Develop the draft framework for CRS' approach for youth entrepreneurship, including a visual aid that represents the approach and a document not to exceed 10 pages that includes CRS' approach to youth entrepreneurship and a detailed description of the components of the framework.
8. Conduct a workshop with CRS staff to review the draft youth entrepreneurship framework.
9. Finalize draft youth entrepreneurship framework, considering input from youth and CRS staff.

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

IV. DELIVERABLES

1. Workplan.
2. Interview guide for KIIs with CRS staff.
3. Notes from each KII.
4. Draft list of the proposed key components of the youth entrepreneurship framework for CRS HQ Youth team's review and input.
5. Agenda and slides for workshop with CRS staff to review the key components of the proposed youth entrepreneurship framework.
6. Report that captures feedback and key takeaways from the workshop to review the key components of the proposed youth entrepreneurship framework.
7. Guide for FGDs with youth.
8. Report that captures feedback and key takeaways from FGDs.
9. Final list of key components of the framework for CRS HQ Youth team's approval.
10. Draft framework for CRS HQ Youth team's review and input.
11. Agenda and slides for workshop with CRS staff to review the draft youth entrepreneurship framework.
12. Report that captures feedback and key takeaways from the workshop to review the draft youth entrepreneurship framework.
13. Final framework for CRS HQ Youth team's approval.

V. DATES OF PERFORMANCE

The consultancy will be conducted between September 2 and October 31, 2022.

VI. LEVEL OF EFFORT

This assignment is estimated to be completed within a level of effort of approximately 22 working days.

VII. LOCATION

The consultant shall work outside the CRS office, working remotely from his home, personal office, or usual place of business. No travel is planned, whether overseas or domestic. Meetings and discussions with CRS staff will take place virtually.

VIII. PROPOSAL SUBMISSION

In order to be considered, consultants must submit ALL the following documents on August 25, 2022, 11:59 PM EST to Lauren Hamdy (lauren.hamdy@crs.org):

- A. Résumé
- B. A proposal that includes a description of how the consultant would approach the development of the youth entrepreneurship framework
- C. Examples of previous frameworks or guides from similar assignments
- D. A compensation rate per day and total cost for completing the assignment, including a confirmation of the level of effort (total number of billable days) to complete the assignment.
- E. Three 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.

IX. Q&A OPPORTUNITY

Prospective bidders may submit any clarification questions to the same contact email address noted above, lauren.hamdy@crs.org, by August 17, 2022, at 11:59 PM EST. Responses will be provided to any known prospective bidders on August 19, 2022, at 11:59 PM EST.

X. TERMS OF PAYMENT

Payment shall be disbursed in two tranches within 30 days upon receipt of an invoice after completion and approval of the following milestones:

Milestone	LOE and Payment
<p>Completion of the following deliverables:</p> <ul style="list-style-type: none"> • Workplan. • Interview guide for KIIs with CRS staff. • Notes from each KII. • Draft list of the proposed key components of the youth entrepreneurship framework for CRS HQ Youth team’s review and input. • Agenda and slides for workshop with CRS staff to review the key components of the proposed youth entrepreneurship framework. 	<p>Estimated at 35% of total contracted LOE</p> <p>Payment will be made based off of billable units incurred for these deliverables if contracted for billable units.</p> <p>If contracted for a fixed fee, it is estimated that 35% of the total contracted amount would be paid for these deliverables.</p> <p>In either case, payment would be made within 30 days after completion and submission of the deliverables and an invoice by consultant, and approval of both by CRS.</p>
<p>Completion of the following deliverables:</p> <ul style="list-style-type: none"> • Report that captures feedback and key takeaways from the workshop to review the key components of the proposed youth entrepreneurship framework. • Guide for FGDs with youth. • Report that captures feedback and key takeaways from FGDs. • Final list of key components of the framework for CRS HQ Youth team’s • Draft framework for CRS HQ Youth team’s review and input. • Agenda and slides for workshop with CRS staff to review the draft youth entrepreneurship framework. • Report that captures feedback and key takeaways from the workshop to review the draft youth entrepreneurship framework. • Final framework for CRS HQ Youth team’s approval. 	<p>Estimated at 65% of total contracted LOE</p> <p>Payment will be made based off of billable units incurred for these deliverables if contracted for billable units.</p> <p>If contracted for a fixed fee, it is estimated that 65% of the total contracted amount would be paid for these deliverables.</p> <p>In either case, payment would be made within 30 days after completion and submission of the deliverables and an invoice by consultant, and approval of both by CRS.</p>

XI. CRS CONTACT PERSON

Primary points of contact for this consultancy will be the Senior Technical Advisors for Youth Programming.

XII. QUALIFICATIONS

The ideal consultant will possess the following qualifications:

- Deep and broad knowledge of effective approaches and best practices for youth entrepreneurship, particularly for Opportunity Youth – defined as young people between the ages of 15 and 29 who are neither enrolled in school nor participating in the labor market.
- Understanding of policy trends, donor institutions, and international development organizations related to youth entrepreneurship.
- Familiarity with positive youth development, private sector engagement and micro, small, and medium enterprises (MSME) development, particularly how to apply these approaches in youth entrepreneurship programs.
- Demonstrated experience with capacity strengthening of youth-serving organizations.
- Demonstrated experience with the development of strategies or frameworks for youth entrepreneurship.
- Excellent writing and analytical skills for producing high quality, practical tools and reports.
- Strong skills for coordination and collaboration, as well as ability to adhere to deadlines and work remotely.
- Familiarity with CRS a plus.