Scope of Work
Youth Programming Capabilities Model
Catholic Relief Services

I. BACKGROUND
As part of the agency Vision 2030 Strategy, CRS aims to scale youth livelihoods and leadership opportunities. The 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 of 5 million opportunity youth. This will be accomplished through a three-pronged strategy of building/strengthening platforms for dignified employment and entrepreneurship with governments, private sector, civil society and youth; integrating youth models and approaches into our strategic platforms; and advancing innovative financing and business models to expand livelihoods opportunities for young people. CRS youth programming staff are critical to the success of the agency’s youth strategy, as they are responsible for promoting, leading and conducting the integration of evidence-based approaches and practices in CRS youth programs.

In May 2021, the CRS HQ Youth team conducted a needs assessment to design a training on positive youth development for staff. Through this consultative process and engagement with staff, it became clear that a set of standard competencies that define the knowledge, skills and attitudes (KSAs) required to design and implement quality youth programming would support CRS’ efforts.

II. OBJECTIVES
The purpose of this consultancy is to develop a capabilities model to support the development and application of the critical knowledge, skills and attitudes (KSAs) to ensure that CRS staff working on youth programs have, in support of the agency’s vision for impactful youth programming. The specific objective will be to identify, describe and prioritize KSAs, including their manifestation at the different proficiency levels resulting in a capabilities model.

III. WORK TO BE ACCOMPLISHED
1. Review existing resources related to CRS competency models, job and roles, existing youth programming capabilities models.
2. Conduct key informant interviews (KIIIs) with 6-8 CRS staff to assess audience and stakeholder learning needs.
3. Analyze and synthesize the findings.
4. Present the findings to CRS HQ Youth team.
5. Define and describe capabilities including the KSAs at each level of progression for targeted job roles.
6. Conduct a workshop with key CRS staff to review the proposed key components of the proposed capabilities model.
7. Document feedback and key takeaways from workshop.
8. Draft capabilities model.
9. Conduct a workshop on the draft capabilities model with key CRS staff.
10. Document feedback and key takeaways from workshop.
11. Revise and finalize capabilities model based on review and validation workshop.
12. Finalize capabilities model for CRS HQ Youth team’s approval.

CRS will share examples of capabilities models it has developed. CRS will also provide its frameworks related to youth programming and the findings from the May 2021 needs assessment.

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
- Workplan.
- Interview guide for key informant interviews (KII}s) with CRS staff.
- Notes from each KII and presentation of key findings from the learning needs assessment.
- Draft outline of the proposed capabilities model for CRS HQ Youth team’s review. The following should be included: definition and description of capabilities; the KSAs at each of level of progression; and targeted job roles.
- Agenda and slides for the workshop with CRS staff to review the proposed key components of the proposed capabilities model.
- Report that captures feedback and key takeaways from the review workshop noted above.
- Final outline of the proposed capabilities model for CRS HQ Youth team’s approval.
- Draft capabilities model for CRS HQ Youth team’s review.
- Agenda and slides for workshop with CRS staff to review the draft capabilities model.
- Report that captures feedback and key takeaways from the workshop to review the draft capabilities model.
- Final capabilities model for CRS HQ Youth team’s approval.

V. DATES OF PERFORMANCE
The consultancy is expected to be conducted between August 22 – September 30, 2022.

VI. LEVEL OF EFFORT
This assignment is estimated to be completed within a level of effort of approximately 18-20 working days.

VII. LOCATION
The consultant shall work outside the CRS office, working remotely from their 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
Consultants interested in being considered for this consultancy should submit the following documents by COB on August 11, 2022 to anthony.russell@crs.org

A. Résumé
B. A proposal that includes a description of how the consultant would approach the development of the capabilities model
C. Examples of previous capabilities/competency models from similar assignments (if available)
D. An estimated total fee for the service
E. Reference list (names and contact information for at least three professional references)

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, anthony.russell@crs.org, by August 9. Responses will be provided to any known prospective bidders on August 16.

X. TERMS OF PAYMENT
The consultant shall be compensated on a fixed-price basis for provision of the deliverables outlined above. Payment shall be disbursed in two tranches upon receipt of an invoice after completion and approval of the following milestones:

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<th>Milestone</th>
<th>Payment %</th>
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<tr>
<td>Completion of the following deliverables:</td>
<td>60%</td>
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<td>1. Workplan due August 26. (Deadlines for completing all deliverables listed below will be established in the workplan.)</td>
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<td>2. Interview guide for key informant interviews (KII) with CRS staff.</td>
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<td>3. Notes from each KII and presentation of key findings from the learning needs assessment.</td>
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<td>4. Draft outline of the proposed capabilities model for CRS HQ Youth team’s review. The following should be included: definition and description of capabilities; the KSAs at each of level of progression; and targeted job roles.</td>
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<td>5. Agenda and slides for the workshop with CRS staff to review the proposed key components of the proposed capabilities model.</td>
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<td>6. Report that captures feedback and key takeaways from the review workshop noted above.</td>
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<td>7. Final outline of the proposed capabilities model for CRS HQ Youth team’s approval.</td>
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Completion of the following deliverables:
1. Draft capabilities model for CRS HQ Youth team’s review.
2. Agenda and slides for workshop with CRS staff to review the draft capabilities model.
3. Report that captures feedback and key takeaways from the workshop to review the draft capabilities model.
4. Final capabilities model for CRS HQ Youth team’s approval.

XI. CRS CONTACT PERSON
Primary points of contact for this consultancy will be the Technical Advisor for Youth Programming Knowledge Management and Learning and the Senior Technical Advisor for Youth Programming.

XII. QUALIFICATIONS
The ideal consultant will possess the following qualifications:
- Expertise in behavior change, capacity building/training, and/or organizational development.
- Familiarity with effective approaches and best practices for youth programming including positive youth development, youth engagement, youth workforce development, youth entrepreneurship and scale/systems change.
- Demonstrated experience with capacity strengthening of youth-serving organizations.
- Ability to gather, analyze and synthesize information.
- 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.
- Understanding of international development and youth-serving organizations; familiarity with CRS preferred.