

Terms of Reference (TOR)

Localization of the Youth leadership In Emergencies

1. Introduction

The Palestinian Non-Governmental Organizations Network (PNGO) is composed of the leading and older NGOs in Palestine. It is the largest umbrella Network consisting of 146 national NGOs in both the West Bank and Gaza Strip. PNGO is a civil and democratic gathering which strives to support, consolidate, and strengthen Palestinian civil society, based on the principles of democracy, social justice, and sustainable development and it works in different development and humanitarian arenas. Among the existing national platforms, it is the one with the most experience and the strongest organizational structure. In addition to coordinating the thematic networks and launching common advocacy campaigns, PNGO plays a pivotal role as a "coordination committee" among national platforms. In this framework, PNGO is supporting other networks, often as a coach.

2. Project introduction:

"Strengthening the influence of Palestinian young people for the humanitarian resilience and transformative response policies at local, national, regional, and global levels"

The project aims to strengthen the capacity of Palestinian youth to lead and influence humanitarian action at the local, national, regional, and global levels.

3. Background and Rational:

In light of the evolving humanitarian context in Gaza and the increasing recognition of the critical role of young people in emergency response, there is a growing need to strengthen youth-led approaches within humanitarian programming. The *Youth-Led in Emergencies Handbook*, developed by ActionAid, provides a global framework, practical tools, and guidance to support meaningful youth participation in crisis settings. However, to ensure its relevance and effectiveness, the handbook requires contextual adaptation to reflect the realities, challenges, and opportunities within the Palestinian context.

This Terms of Reference (TOR) outlines the process for localizing the handbook to enhance its applicability for NGOs and youth actors working in emergency and humanitarian settings in Gaza.



4. Overall Objective:

To localize and adapt the Youth-Led in Emergencies Handbook to the Palestinian context, in order to strengthen meaningful youth participation, leadership, and inclusion in humanitarian preparedness and emergency response programming.

5. Specific Objectives

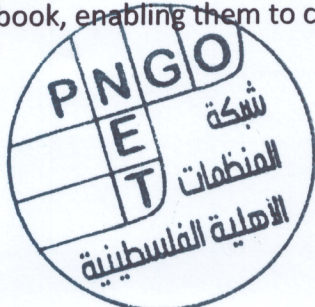
- To review and analyze the Youth-Led in Emergencies Handbook and assess its relevance to the local humanitarian and socio-political context Palestine.
- To identify contextual gaps, challenges, and opportunities related to youth participation and leadership in emergency response within local NGOs and community structures.
- To adapt tools, methodologies, and guidance materials to ensure they are practical, culturally appropriate, and feasible within the Palestinian emergency context.
- To document and integrate relevant local practices, experiences, and lessons learned from youth-led initiatives implemented by NGOs and youth groups in Gaza.
- To engage youth representatives and relevant stakeholders in validating the adapted content to ensure its relevance, inclusiveness, and usability.
- To produce a localized version of the handbook that can be used by NGOs and youth actors to strengthen youth-led emergency programming.

6. Main Tasks of the Consultancy Service

The consultant will develop and implement a structured methodology to guide the localization of the Youth-Led in Emergencies Handbook to the Palestinian context, ensuring its relevance and practical applicability.

Key activities will include:

- Methodology development: Designing a clear and participatory approach for contextualizing and adapting the handbook, including stakeholder engagement and validation processes.
- Contextual review and adaptation: Reviewing the handbook and adapting its content, tools, and examples to reflect the realities of youth programming in emergency settings in Palestine.
- Validation workshop: Facilitating a workshop with key stakeholders (youth representatives, NGOs, and humanitarian actors) to present findings and gather feedback for finalization.
- Training of Trainers (ToT): Conducting a ToT session for members of the Humanitarian Youth Group (HYG) and relevant NGO staff on the use and application of the localized handbook, enabling them to cascade the learning within their organizations.



- Translation: Finalizing the localized handbook and ensuring accurate translation between Arabic and English, maintaining technical consistency and contextual relevance.

7. Key Deliverables

The consultant will be expected to provide:

	Deliverables	# of working days
1	Inception Report: Including detailed methodology, workplan, and data collection tools.	5
2	Draft Localized Handbook: Adapted version of the <i>Youth-Led in Emergencies Handbook</i> reflecting the local context.	20
3	Validation Workshop Report: Summary of key feedback and recommendations from stakeholders.	5
4	Training of Trainers (ToT): Delivery of one ToT session, including training materials and reports.	5
5	final Localized Handbook: Final revised version incorporating feedback, in both Arabic and English.	5
Total estimated number of working days		40 days

7. Role of PNGO:

The consultant will work with and be supervised by PNGO will provide the consultant with any needed support, materials, and guidance. They will be responsible for determining and agreeing whether the consultant’s proposed methodology is addressing the desired outcomes. Thus, they will give a go-ahead or propose some changes to ensure that the desired results are achieved. They will also be responsible for quality control of process, documentation, and reporting.

8. Expected Profile of the Consultant

The consultant should have:

- Advanced degree in a relevant field (humanitarian action, international development, education, social sciences).
- Proven experience in toolkit localization and curriculum development for youth.
- Strong knowledge of the Palestinian context, especially Gaza.
- **Demonstrated experience in designing and delivering Training of Trainers (ToT) or facilitation skills workshops.**
- Sound knowledge of IHL, IHRL, gender equality, and protection principles.
- Excellent writing and analytical skills in both **Arabic and English.**
- Strong facilitation and communication skills.

9. Duration of the Assignment

Total estimated duration: **40 days** (including localization, validation, training workshop design, delivery, and reporting).

10. Application Requirements

Interested consultants should submit:

- Cover letter (max 2 pages) including:
 - Understanding the TOR and proposed methodology.
 - Proposed work plan and timeline.
 - Brief description of previous relevant experience, especially in ToT.
- CV
- Financial proposal in USD (excluding VAT), including all fees, workshop costs, materials, and any other expenses.
- Two samples of similar work (handbook localization, training manual, or ToT delivery).

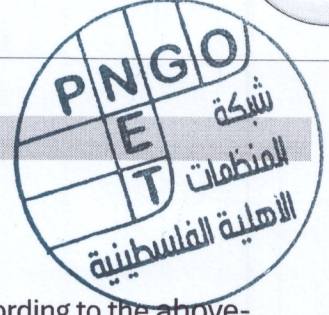
11. Evaluation and Payment

- **Evaluation:** Technical (70%) and financial (30%).
- **Payment Schedule:**
 - 30% upon signing contract and submission of Inception Report.



- 30% upon submission and approval of Draft Localized Handbook & Training Curriculum.
- 40% upon successful delivery of training workshop, submission of Training Workshop Report, and final deliverables.



Bidding Form

Messrs.: _____

You are invited to submit your quotes for producing assessment according to the above-mentioned terms of reference:

No.	Item	Unity	Quantity	Unit Price (USD)	Total Price (USD)
1.	Localized Handbook (Arabic and English).	1	1		
2.	Training of Trainers (ToT)	1	1		
Sub-total					
VAT/Tax					
Total price includes VAT					
Total in letters					

Company Name: _____

Company Stamp: _____