



Palestinian NGOs Network (PNGO)

Terms of Reference for companies and consultancy firms to conduct a survey and report

P-Q/25.2026

Project Title	Youth lead
Purpose	Conduct youth actor mapping and YLO/YRO needs assessment.
Location	Palestine
Duration	28 working days
Start Date	August 2026

Purpose, objectives, and background

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.

2. Background and Rationale

Youth in the Gaza Strip represent a dynamic and essential segment of the population, yet they continue to face multifaceted challenges due to the protracted humanitarian crisis, political fragmentation, economic deprivation, and restrictions on movement. These conditions have significantly impacted their access to quality education, decent employment, participation in public life, and psychosocial well-being. In this context, youth-led organizations and civil society institutions that design and implement youth-targeted programs have emerged as vital actors in addressing both immediate needs and long-term development goals.

These organizations play a crucial role in humanitarian response, community resilience, policy advocacy, and social cohesion. They work to empower young people by promoting inclusive participation, enhancing skills and capacities, and advocating for youth-friendly policies and interventions. Mapping these actors is critical to understanding the landscape of youth engagement in Gaza, identifying gaps and overlaps in programming, and informing strategies for stronger coordination, localization, and support within the humanitarian-development-peace nexus. This assessment will serve as a foundation for evidence-based planning and improved integration of youth priorities within local and international response frameworks.





To that end, PNGO seeks to commission a Mapping and Needs Assessment of Youth Organizations in the Gaza Strip, the assignment is conducted as part of a project implemented by PNGO in partnership with ActionAid Palestine, funded by People's Postcode Lottery through Action Aid - UK.

The assessment will serve as the foundational activity of the project and will guide the design of capacity building interventions, institutional support, evidence generation, knowledge products, and youth advocacy initiatives implemented under the project.

The following details explain in-depth the objectives of the survey and the expected results

3. Purpose of the assignment:

The purpose of this assignment is to conduct a comprehensive youth actor mapping and a needs assessment for Youth-Led Organizations (YLOs) and Youth-Responsive Organizations (YROs) operating in the Gaza Strip. This initiative aims to generate an evidence-based understanding of the current landscape of youth engagement in humanitarian, development, and policy processes.

The assessment will identify active youth organizations, their areas of focus, target groups, geographic coverage, and operational capacities. It will also explore existing challenges, gaps, and opportunities in programming, coordination, and policy influence.

The findings will inform future interventions, strengthen localization efforts, and enhance the meaningful participation of youth-led and youth-focused institutions in shaping policies and delivering context-relevant, youth-centered responses.

The survey is intended to cover the following:

- Identify and document active Youth-Led Organizations (YLOs) and Youth-Responsive Organizations (YROs) in the Gaza Strip, including their thematic focus, target groups, and geographic areas of operation.
- To assess the organizational capacities and structures of YLOs and YROs, including staffing, resources, partnerships, and technical expertise.
- To analyse the level of engagement of youth organizations in humanitarian coordination mechanisms, policy-making processes, and development planning.
- To identify key challenges and capacity gaps that hinder the effective participation and impact of youth actors in the humanitarian-development nexus.
- To provide actionable recommendations to strengthen youth organizations' roles in localizing aid, shaping inclusive policies, and delivering youth-centered interventions.
- To assess training, organizational development, advocacy, coordination, and knowledge management needs of YLOs and YROs.



4. Major Tasks to be accomplished

The consultancy firm will be responsible for carrying out the following key tasks:

1. **Desk Review and Tools Development**
 - Conduct a desk review of relevant documents, reports, and databases related to youth organizations in Gaza.
 - Develop data collection tools (questionnaires, interview guides, etc.) tailored to capture organizational profiles and capacity needs of YLOs and YROs.
2. **Field Data Collection and Stakeholder Engagement**
 - Identify and engage with active YLOs and YROs across the Gaza Strip through surveys, interviews, focus group discussions, and/or key informant interviews.
 - Ensure inclusive participation, including representation of marginalized youth groups (e.g., young women, youth with disabilities).
3. **Data Analysis and Mapping**
 - Analyse collected data to map the geographic and thematic distribution of youth organizations.
 - Assess capacity levels, existing challenges, and engagement in humanitarian and policy processes.
4. **Reporting and Recommendations**
 - Produce a comprehensive report that includes:
 - A database of mapped organizations
 - Analysis of key findings
 - Identified capacity gaps
 - Strategic and practical recommendations to strengthen youth actors' role in the humanitarian-development nexus
 - Present the findings to key stakeholders in a validation meeting or workshop.

5. Methodology:

The consultant/consulting firm is expected to propose a clear, participatory, and context-sensitive methodology to conduct the youth mapping and needs assessment. The methodology should combine both qualitative and quantitative approaches to ensure a comprehensive understanding of the status and needs of Youth-Led Organizations (YLOs) and Youth-Responsive Organizations (YROs) in the Gaza Strip.

Key methodological components should include:

1. **Desk Review**
A thorough review of existing literature, databases, previous assessments, and relevant national and international reports related to youth organizations and youth participation in humanitarian, development, and policy processes in Palestine.
2. **Mapping Tool Design**
Development of structured tools (e.g., online survey, semi-structured interviews, focus group guides) to collect data on organizational profiles, thematic focus, geographical coverage, capacities, and challenges.
3. **Primary Data Collection**
Fieldwork should involve:
 - Online and/or face-to-face surveys with a representative sample of YLOs and YROs.

- Key Informant Interviews (KIs) with youth leaders, relevant stakeholders, and humanitarian actors.
- Focus Group Discussions (FGDs) with diverse youth groups to ensure inclusiveness and gender sensitivity.

4. Data Analysis

Analysis of both quantitative and qualitative data to identify patterns, gaps, strengths, and areas for improvement. Findings should be triangulated to ensure validity and accuracy.

5. Validation and Feedback

Presentation of preliminary findings to key stakeholders through a validation session to gather feedback, verify results, and enhance ownership of the recommendations.

6. Final Reporting

Compilation of all findings into a final report, including a mapped database of YLOs/YROs, analysis of needs and challenges, and a set of actionable recommendations.

The methodology must ensure ethical standards, data protection, informed consent, and youth-safe practices throughout the assignment.

6. Key Deliverables:

The consultant will be expected to provide concrete results of the research study in compliance with the following key deliverables:

Deliverables and timeline		# of working days
1	Inception Report: detailed report outlining the methodology, data collection tools, sampling approach, work plan, and timeline (15 pages maximum)	3 days
2	Validated Mapping Tool and Assessment Instruments; Finalized data collection tools (e.g., questionnaire, interview guides, FGD protocols) tailored to the local context and reviewed by relevant stakeholders.	2 days
3	Mapped Database of Youth Organizations: A structured and searchable Excel database of active YLOs and YROs in Gaza, including contact information, areas of focus, target groups, geographic coverage, organizational capacities, training needs, advocacy priorities, coordination challenges, partnership opportunities, and institutional development needs.	8 days
4	Capacity Building Matrix : identifying priority training, organizational development, advocacy, knowledge management, and coordination needs of YLOs and YROs.	2 days
6	Draft Report: A comprehensive draft report presenting key findings from the mapping and needs assessment, including analysis, data visualizations, and preliminary recommendations.	4 days
7	Validation Workshop/Session: Facilitation of a stakeholder meeting or workshop to present preliminary findings, gather feedback, and validate conclusions.	2 days
8	Final Report (English and Arabic): A revised and finalized report incorporating feedback from the validation process. The report must include an executive summary, methodology, detailed findings, a summary of capacity needs, and clear, actionable recommendations ,and recommendations for future fact sheets, policy briefs, position papers, and youth advocacy priorities based on the assessment findings.	7 days
Total estimated number of workdays		28 days

7. Estimated duration of the contract and Tentative Dates

Duration: 28 working days within the period from 10 August till 15 September 2026.

8. Qualification or Specialized Knowledge/Experience Required:

The Consultant is a reputable firm, university, and/or technical research institution with at least 10 years of relevant experience. The primary experience is the conduct of studies and researches and related expertise. The Consultant (Team Leader) organizes the adequate number and experts necessary to carry out the activities effectively, efficiently, and successfully and deliver the outputs stipulated in this TOR. The Consultant will identify the key and non-key expertise, qualifications, and manpower inputs, in accordance with the proposed approach and methodology. However, at a minimum, the Team Leader will be able to mobilize the team members.

PNGO assigned staff will provide the consultant with any needed support, materials, and guidance. They will be responsible to determine and agree on 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.

9. Selection and Evaluation Criteria

Proposals will be evaluated based on a two-envelope system: technical and financial. The technical proposal will carry 70% of the total score, and the financial proposal will carry 30%.

10. Ethics and Data Protection Protocol

The consultant is expected to adhere to the highest ethical standards throughout the assignment, particularly with regard to data collection involving individuals or organizations.

All participants must be provided with informed consent forms explaining the purpose, voluntary nature, and confidentiality of the research.

Data collection must be conducted with sensitivity to age, gender, disability, and vulnerability status.

All data will be stored securely and used only for the purposes outlined in this ToR. PNGO reserve the right to request raw data files for verification or review.

11. Risk Management

Given the complex operational environment in Palestine, particularly Gaza, the consultant must prepare a risk matrix identifying potential constraints and mitigation strategies.



The consultant must remain flexible and adaptive to changing conditions, with close coordination with PNGO for risk-related updates.

12. Remuneration

The Consultant's payment shall be based on the financial proposal developed for this assignment. Payment shall be affected as per the following schedule:

- 30% - Upon signing of contract and submission of the draft inception report.
- 70% - Upon submission and approval of Final Report and other deliverables.

13. Application Procedure

Applicants are required to submit the following:

1. Technical offer: detailed response to TORs, with specific focus addressing the purpose and objectives of the assignment, methodology to be used, and key selection criteria (max. 15 pages).
2. Financial offer: detailed budget breakdown based on expected daily rates and initial work plan.
3. Cover letter including the consultant's/firm's suitability for the assignment and current contact information.
4. Include previously concluded studies or assignments similar to this assignment.

14. The deadline for submitting the proposals is **2nd Of August 2026**

15. **Prerequisites for accepting financial offers:**

The financial proposal must be submitted in USD and should include:

- Daily consultancy fees (based on estimated number of working days)
- Transportation costs.
- Per diems (meals, accommodation if needed).
- Communication and coordination expenses.
- Data collection costs (e.g., translation, enumerators, printing)
- All costs must include Value Added Tax (VAT). PNGO will not cover any unapproved additional costs. The budget must be clear, itemized, and aligned with the proposed methodology and work plan.

Other conditions:

- Prices are to be submitted in USD and are valid for 30 days starting from the application's closing date.
- The Bid's awarding committee is not bound by the lowest prices.
- Interested consultancy firms are encouraged to submit proposals via email to offers@pngoportal.org
- The proposal should contain two separate files/sealed envelopes for the technical offer and the financial offer, respectively.
- The submitted financial offer should be in USD dollar including VAT.





Bidding Form P-Q/25.2026

National consultancy: Research Study

Messrs.: _____

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

No.	Item	Unity	Quantity	Unit Price (USD)	Total Price (USD)
1.	Conduct youth actor mapping and YLO/YRO needs assessment.	Research	1		
Sub-total					
VAT/Tax					
Total price includes VAT					
Total in letters					

Company name : _____

Company Stamp: _____

