**TERMS OF REFERENCE (TOR) FOR THE SOP FOR THE YOUTH ORGANISATION**

**CONSULTANCY FOR THE DEVELOPMENT OF STANDARD OPERATION PROCEDURE (SOP) FOR YOUTH ORGANIZATION**

**GENERAL INFORMATION:**

**Position Title:** Consultant(s) to develop the SOP for youth organisation

**Duty Station:** Kanifing Municipality

**Duration: 2 Months**

**BACKGROUND:**

Following the approval and implementation of the Project: Empowering Marginalized Youth Inclusion in Civic Space and Local Infrastructure for Peace (YPI), under the AAITG in collaboration with the Department of Youth and Sports and other partners, and with support from the United Nation Peace Building Fund, seek to recruit a consultant for the formulation of the Standard Operation Procedure (SOP’s) for Youth Organizations.

The Ministry of Youth and Sports with ActionAid International The Gambia is dedicated to empowering Youth through various Programs aimed at personal development, education, and Community engagement. However, the lack of standardized procedures has led to inconsistencies in operations and challenges in Monitoring and Evaluation. To enhance our workflow and ensure effective delivery of programs, we are seeking a qualified consultant to develop comprehensive Standard Operating Procedures (SOPs) tailored for our needs. The objective of this assignment is to formulate an operational guide or Manual for the formation and operation of the Youth- led Organizations and align with the national Youth Policy 2019-2028 to ensure its efficient and effective implementation.

The successful Consultant will be assigned to formulate standard Operation Procedures during which she/he will work very closely with the AAITG, and partly with the Department of Youth ad Sports under the Ministry of Youth & Sports and respective Satellite Institutions she/he is assigned to undertake.

**SCOPE OF THE WORK:**

The Consultancy will also involve working very closely with youth led organisations such as the national and Regional Youth Committees, District Youth Committee, Multi-Disciplinary Facilitation Team (MDFT), Ward Development Committee (WDC), and Village Development Committee (VDC); and Non-Governmental Organisations; to develop a detailed situational analysis, identify challenges and strategies to operationalize the SOP, and a robust monitoring and evaluation mechanism. The Consultant will therefore:

• Conduct a need assessment to identify existing gaps in current operational practices

• Facilitate discussions with staff and stakeholders to understand workflow and procedural needs

• Draft SOPs covering the following areas but not limited to :

1. Program planning and implementation
2. Financial management
3. Human resources and Volunteer management
4. Monitoring and Evaluation
5. Communication and Reporting

• Present the draft SOPs for feedback and make necessary revisions

• Conduct training sessions for staff on implementing the new SOPs

**REPORTING LINES:**

The assignment is under the purview of the Action Aid International The Gambia (AAITG), and under the direct supervision of the YPI Focal Point. The successful consultant shall report directly to the YPI Focal Point, AAITG Premises.

**DELIVERABLES:**

Prior to the start of the consultancy, the successful Consultant is expected to:

1. Provide an acceptable Inception Report to the Executive Director, AAITG and the project team in question that outlines the framework, methodology, milestones and overall approach of the assignment
2. A need assessment report summarizing findings and recommendations
3. Draft SOP documents reflecting stakeholder input
4. Produce a draft SOP procedural manual that is to be subjected to validation and subsequent incorporation of all comments emerging from the validation for final submission to the AAITG.
5. Submit a fully pledged SOP document with implementation arrangements and a robust monitoring and evaluation format
6. Training materials and documentation for staff training sessions
7. A final report documenting the consultative process and implementation strategy

**DURATION OF THE ASSIGNMENT:**

The assignment is scheduled for a (2) month effective the date the contract is signed by both parties.

 • Needs assessment: 3 weeks

• Drafting SOPs: 2 weeks

• Feedback and revision: 2 weeks

• Staff Training: 2 weeks

**QUALIFICATIONS AND EXPERIENCE:**

* The successful candidate(s) must have a postgraduate degree in Economics, Development Studies, Public Policy, research etc.
* The applicant(s) must have a clear understanding of the youth development work within a national, Regional or Local Government Area context.
* The applicant(s) must Possess in-depth knowledge of Participatory Rural Appraisal, Participatory Planning and Monitoring (PPM) among other techniques would be an advantage
* The Applicant(s) must have experience in the formulation, application and review of data collection tools and techniques for adequate harnessing of information from diverse stakeholders
* The applicant(s) must be experienced in carrying out similar training Programs in SOPs specifically related to Youth

**FUNDING:**

ActionAid The Gambia through support from Peace Building Fund will provide the funding for the Consultancy. The remuneration is attractive all payments shall be made as per ActionAid The Gambia procurement procedures.

Interested candidates are invited to send their CV and a cover letter to ActionAid [hr.gambia@actionaid.org](mailto:hr.gambia@actionaid.org) and  [procurement.gambia@actionaid.org](mailto:procurement.gambia@actionaid.org)  on or before **3th March 2025**. The consultancy is expected to start on the 10th of March 2025.