Youth Connect

Annex 2: Proposal Application Form

May 2025

**Civil Society Organisation Proposal Application – Youth Connect Programme, Libya**

|  |  |
| --- | --- |
| Organization Name: **(To be used on the Contract)** | …………………………………………………………… |
| Organization Address: **(To be used on the Contract)** | …………………………………………………………… |
| Organization Registration Number: | …………………………………………………………… |
| Authorised Representative Name: | …………………………………………………………… |
| Role in the Organization: | …………………………………………………………… |
| Contact email address: | …………………………………………………………… |
| Contact Telephone number: | …………………………………………………………… |
| Regions, Cities, or Areas of Operation for the Organization: | …………………………………………………………… |
| Does the organization have a bank account in its name? | Yes/No |

### Instructions

* Kindly complete the table above with all relevant details of your organization.
* Complete Part 1 of this proposal application, ensuring all answers are inserted in the space below each section of the British Council section/question.
* Complete Part 2 (Proposal Submission Checklist) to acknowledge and ensure your proposal submission includes all the requirements and documentation. The checklist must also be signed by an authorized representative.
* Submit all mandatory documentation to **Programmes.Libya@ly.britishcouncil.org** by the submission deadline, as set out in the Note for Applicants document.
* Avoid using AI-generated responses for your application answers. We can detect AI-generated content, and it may negatively affect the evaluation of your proposal.

## Part 1

1. Proposals will be scored according to the methodology as set out in the Evaluation Criteria section of the Note of Applicants document.

|  |  |  |
| --- | --- | --- |
| Knowledge, Experience, Organisation capacity, and Approach – 40% | | |
| ****ID**** | ****%**** | ****Requirement**** |
| ****OC01**** | ****10%**** | 1. Please describe your experience in including participants from diverse backgrounds, **particularly young women** and youth from marginalized groups, in similar activities, trainings, and projects you have delivered over the past five years. As detailed in Note to Applicants.    * 1. Additionally, provide examples illustrating your engagement with young women and men in marginalized communities, such as participants with disabilities or in remote areas, with a focus on achieving balanced participation (e.g. 50% female participation and involvement) or similar cases**.** 2. Please attach any policies and procedures your organization has regarding women’s empowerment, equality, safeguarding, diversity, and inclusion. Please note that these policies will not be included in the word limit for your response.  * Please be aware that the existence of Safeguarding Policies and Procedures is evaluated as part of the proposal selection process whenever applicable. |
| **Write your answer here:** (Maximum word count 600 Words) |
| **OC02** | **20%** | Please provide between three and five detailed examples of similar activities or projects developed and delivered by your organisation within the last five years, where you have ***conducted events, community consultations, social action projects, mentorship, and trainings*** **for youth, including young women and persons with disabilities.**   * You can mention examples highlighting your experience in delivering Active Citizens or women empowerment and youth development programme activities. * Your response should include details regarding the **number of female participants** involved, the **organisation approach to increase marginalized youth and women participation,** the **cities** where the training was conducted, the **impact** of the project, and a description of the **activities** undertaken during the projects. * Please include any external communications related to the project / activities, such as links to the project's website, Facebook page, Twitter account, as well as any relevant photos or other materials. |
| **Write your answer here:** (Maximum word count 1000 Words) |
| **OC03** | **5%** | In what ways do you anticipate that being chosen as the local partner for this programme will contribute to the growth of your organization and enhance your members' vision? |
| **Write your answer here:** (Maximum word count 200 Words) |
| **OC04** | **5%** | If selected as a local partner on this programme, what unique value and benefits do you believe your organization will bring to the programme, and how will your involvement support the programme’s objectives, ensure its sustainability, and create a positive impact for youth participants? |
| **Write your answer here:** (Maximum word count 200 Words) |

|  |  |  |
| --- | --- | --- |
| Feasibility of activities, delivery plan and budget – 20% | | |
| ****ID**** | ****%**** | ****Requirement**** |
| **FD01** | **10%** | Please submit a detailed proposal outlining your proposed methodology and approach for delivering the Youth Connect activities in alignment with the programme objectives and within the timeframe of 9 months.  Your proposal should cover all key components, including:   * Onboarding events * Workshop training * Research and community consultations * The design, implementation, and launch of Collective Action Projects (CAPs) * All CAPs must be fully implemented and completed by February 2026 Please also note that the Look-Back Move-Forward event will take place following the completion of all CAPs.   Your proposal should include the following elements:   * A detailed work plan that outlines key milestones, activities, and timeframe for implementation. ***This may be submitted as a separate document. Please refer to the Note to Applicants for further details.*** * A clear description of the planned activities. * Identification of potential sub-partner organizations, particularly those that can support delivery in remote or hard-to-reach areas. * In your proposal, please specify the number of cohorts to be engaged and the estimated number of direct and indirect beneficiaries in each phase. Additionally, identify relevant stakeholders in the proposed delivery locations who may play a role in supporting the youth participants and contributing to the success of the programme. * A list of the proposed municipalities for project delivery. Final agreement on delivery locations will be made in collaboration with the British Council upon grant award. * A risk assessment outlining key risks and the mitigation strategies your organization intends to implement to ensure smooth delivery. |
| **Write your answer here:** (Maximum word count 1,800 Words) |
| **FD02** | **5%** | Please outline your proposed project team, detailing:   1. Their assigned roles in project activities. The team must include a Project Manager, Communications and Visibility, and Project Coordinator, all actively involved in programme delivery. Additional roles such as an M&E Officer are strongly recommended to enhance implementation and reporting quality. 2. How each member's qualifications and experience are relevant to fulfilling the programme contract. 3. Additionally, please indicate if your organization includes gender experts, experienced facilitators, and/or mentors among its members. 4. In cases where the partner is a consortium, specify the roles of each organization within the consortium.   Please be aware that CVs for each proposed team member must be submitted for informational purposes and will not be subject to evaluation or scoring. Additionally, they will not be included in the word count limit for this proposal. |
| **Write your answer here:** (Maximum word count 600 Words) |
| **FD03** | **5%** | **Please complete Annex 3 (Budget Framework)** |

|  |  |  |
| --- | --- | --- |
| Collaboration, Community Engagement, and Mentorship – 20% | | |
| **ID** | **%** | **Requirement** |
| **CE01** | **15%** | As part of your proposal application, please provide responses to the following:   1. What strategies will your organisation employ to ensure the meaningful inclusion and active participation of young women and diverse groups throughout the different phases of the programme? 2. How will you facilitate youth participation in community consultations with stakeholders to identify priority issues during the discovery/research phase? 3. How will your organisation support and mentor youth throughout the learning journey, with a focus on continuous guidance and mentorship after the workshop phase and through to the successful implementation of their Collective Action Projects (CAPs)? 4. What approach will you take to build and maintain relationships with stakeholders, encourage their active involvement, and secure their support during the Collaborative Decision-Making Event (CDME) and the implementation of the Collective Action Projects (CAPs)? |
| **Write your answer here:** (Maximum word count 1,200 Words) |
| **CE02** | **5%** | * Please outline your approach to supporting the sustainability of the Collective Action Projects (CAPs) beyond the duration of the contract period. * How will you maintain youth momentum and ensure their continuous, active participation throughout the learning journey (over 6-8 months period), while also minimising the risk of dropouts? |
| **Write your answer here:** (Maximum word count 400 Words) |

|  |  |  |
| --- | --- | --- |
| Monitoring, Documentation, and Reporting – 20% | | |
| **ID** | % | **Requirement** |
| **MR01** | **20%** | As part of your proposal please give details of:   1. Describe your proposed monitoring and evaluation (M&E) approach for this programme: What tools and methods will you use to collect and report data on participants, trainings, CAPs, and other activities? And how will you ensure sex-disaggregated data is gathered and reported accurately? 2. Explain your plan for submitting quarterly and final reports, including narrative and financial reports, as required in the Note to Applicants. 3. How will you gather feedback from participants and stakeholders to assess the success and impact of the programme? 4. Describe how you will identify, and document success stories and lessons learned throughout the programme. 5. Detail the evidence your organization will collect and report on to assess the impact of the project. |
| **Write your answer here:** (Maximum word count 1,200 Words) |

## Part 2 – Proposal Submission Checklist

Insert Yes (Y) or No (N) in each box in the table below to indicate that your submission includes all of the mandatory requirements for this call for proposals.

**Important Note:** Failure to provide all mandatory documentation may result in your submission being rejected.

|  |  |
| --- | --- |
| **Proposal Submission Checklist** | |
| Document | **Y / N** |
| 1. Confirm acceptance of the Annex 1 (Terms and Conditions). |  |
| 1. Completed application form in Annex 2 (proposal application) |  |
| 1. Completed Annex 3 Budget Framework |  |
| 1. Proposed Project team CVs |  |
| 1. Organisation policies and/or procedures regarding equality, safeguarding, diversity, and inclusion. |  |
| 1. This checklist signed by an authorised representative |  |
| 1. Confirm:  * The organization has an official updated registration with the relevant Ministry or Office in Libya, specifically the Civil Society Commission. * The existence of a local bank account in the name of the organization/institution or an authorized person. * The organisation is prepared to provide contact details of referees, former donors, or partner INGOs upon request for verification or feedback purposes. |  |

I confirm, on behalf of the applying organisation, the submission of the documents listed in the above checklist. To the best of our knowledge and belief and having exercised all reasonable diligence and care in preparing our proposal, the information provided is accurate and truthful.

|  |  |
| --- | --- |
| Organisation: |  |
| Date: |  |
| Name (print): |  |
| Position in the organisation: |  |
| Signature: |  |

### Consent:

I agree that the British Council can contact me in the future to promote related products, events, programmes, or services, in Libya or globally. YES NO