USAID Youth Excel: Malawi Youth Landscape and Learning Platform (YLLP)

Facilitating and leading the learning agenda, coordinating youth engagement, communication, and stakeholder mobilization to enhance Positive Youth Development in Malawi

Request for Applications (RFA) No. FY22-Youth Excel-Malawi-03
Deadline: August 5, 22 by 23:59 CAT

IREX is pleased to announce a Request for Applications (RFA), that seeks 1-3 Malawi partner organizations to co-lead the implementation of USAID/Malawi Mission's Development Objective 2 Learning Agenda, under USAID Malawi's Strategic Approach. Under this Development Objective, USAID is committed to helping Malawi's youth lead healthy, informed, and productive lives, while also enhancing the youth's ability to collaborate, learn, and adapt across USAID's Program Cycle.

To support this Development Objective, the selected partner(s) will be collaborating with IREX to support the Mission's Learning Agenda by facilitating learning activities including synthesizing data, creating, and sustaining feedback loops and strengthening capacity building of the Mission and relevant stakeholders, including the Government of Malawi and Youth Led / Youth Serving Organizations. It is against this backdrop that IREX is seeking 1-3 Malawi local organizations to co-lead the implementation of YLLP Youth_Landscape_and_Learning_Platform_Factsheet by carrying out specific tasks outlined in the scope of work.

Please see full information in the following request for applications.

RFA Information	
Request for Applications (RFA) Number	FY22-Youth Excel-Malawi-03 Issued under USAID Youth Excel Cooperative Agreement Number 7200AA20CA00024
Website	Access all information about this opportunity online at: https://www.irex.org/program/seeking-research-organizations-co-lead-implementation-yllp-enhance-positive-youth

Social Media	Follow RFA updates on social media at: Facebook: https://www.facebook.com/youthexcelprogram Twitter: https://twitter.com/excelyouth
Email	Email the Youth Excel team at: excelyouth@irex.org Subject line: "FY22-Youth Excel-Malawi-03"
Information	Submit questions on an ongoing basis by 1st August , 2022, to: excelyouth@irex.org Subject: FY22-Youth Excel-Malawi-03 Questions. Check for responses posted by 2 August 2022 Access and Check for responses and webinar materials posted online 2nd August at:https://www.irex.org/program/seeking-research-organizations-co-lead-implementation-yllp-enhance-positive-youth
Application	Submit applications online at: https://irexorg.formstack.com/forms/fy22_youth_excel_malawi_03
RFA Timeframe	
Issue Date	26 July
Info-session webinar Held	June 16, 2022
Questions Due	1st August 2022
Answers Posted	2nd August 2022
Close Date	5th August , 2022, at 23:59 CAT
Grant Start Date	September 2022

Overview

About Youth Excel: The [USAID-funded Youth Excel: Our Knowledge Leading Change program](#) implemented by IREX and its consortium supports young leaders and youth-led and youth-serving organizations around the globe to conduct quality "research-to-change" (implementation research); use data and learnings to improve their own cross-sectoral, positive youth development programs; synthesize data and learning; and engage in intergenerational dialogue with adult decision-makers so that together youth and adults can shape and advance data-informed development policies, agendas, and programs.

About YLLP: IREX is the prime holder of the USAID-funded global YouthPower 2: Youth Excel award. Under this award, IREX implements the Youth Landscape and Learning Platform (YLLP) Activity from 2021-2025. The activity will support the USAID/Malawi Mission's implementation of Development Objective 2 (DO2) of their Country Development Cooperation Strategy (CDCS): Youth lead healthy, informed, and productive lives and the ability to collaborate, learn, and adapt across USAID's Program Cycle. YLLP comprises of these three tasks: Task 1) Youth Landscape Analyses (two over the life of the activity), providing key information on youth context in Malawi; YLLP seeks a local partner (s) to co-lead Task 2) Facilitating a Learning Agenda and Feedback Loops; and Task 3) Data Collection and Reporting. Task 3) Data Collection and Reporting over the life of the activity.

Task 2 provides a mechanism that will support USAID/Malawi Mission's collaboration, learning and adaptation process across the implementation of Development Objective 2 (DO2).

The selected partner(s) will contribute to the achievement of Task 2 by partnering with IREX to carry out three interlinked sub-tasks with Mission staff, IPs, Government, and other in-country stakeholders, including youth leaders and youth-led organizations. These three sub-tasks are described in detail below:

Sub-Task	Description
2.1. Learning Agenda (LA)	Using data gathered in Task 1: Youth Landscape Analysis, Task 3: Data collection and reporting, and through other sources, engage the target audiences in analyzing and synthesizing data, and creating recommendations to inform the Mission's cross-sectoral youth activities.
2.2. Feedback Loops	Engage key actors in Malawi's youth ecosystem with YLLP-surfaced data, analysis, and synthesis (drawing from Tasks 1 and 3); create opportunities for target audiences to share learning and experiences with cross-sectoral youth programming; identify opportunities for collaboration and continued feedback.
2.3. Capacity-Development	Build awareness, knowledge, and skills in PYD, youth engagement, and youth-focused MEL. This will happen through participating in learning activities, and in offering intentional learning opportunities based on knowledge/skills/attitudinal gaps identified.

Issuance of this request for applications does not constitute an award commitment on the part of Youth Excel, nor does it commit Youth Excel, IREX, or USAID to pay for costs incurred in the preparation and submission of an application. The application is submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Definitions

- **Capacity development:** an approach for Mission staff, selected Implementing Partners (IPs), Government, in country stakeholder, youth leaders and youth-lead/serving organizations to strengthen skills and leverage opportunities for Development Objective 2

- **Country Development Cooperation Strategy (CDCS) 2020-2025:** USAID partners with the Government of Malawi (GOM) and local and international organizations on a shared development agenda to strengthen long-term capacity and advance toward Malawi 2063's vision for an inclusively wealthy and self-reliant nation.

- **Collaboration, Learning and Adaptation:** Collaborating, learning, and adapting **(CLA)** is a set of practices that help USAID and partners improve development effectiveness. The systematic application of CLA approaches enables USAID - and partners! - to be an effective learning organization and thereby a more effective development organization

- **Development Objective 2 (DO2):** One of USAID Malawi Mission's CDCS development objectives aimed at helping Malawi's youth lead healthy, informed, and productive lives.

- **International Research and Exchanges Board (IREX):** IREX is a global development and education organization. We strive for a more just, prosperous, and inclusive world—where individuals reach their full potential, governments serve their people, and communities thrive. IREX and its Our Knowledge, Leading Change consortium lead the Youth Excel program managing this RFA,

- **Intersectionality:** Interaction of an individual's identities (race, gender, disability status, age, and other aspects) in ways that can intensify the inclusion or exclusion they experience. Intersectionality is the understanding that a person may enjoy advantages, or suffer disadvantages, based on multiple identities rather than just one.

- **Knowledge Product:** a product for sharing learning and enabling the audience to act based on that learning from the research-to-change process.

- **Learning Agenda Implementation Plan (LAIP):** Learning Agenda Implementation Plan involves developing Learning Questions; reviewing, analyzing and/or synthesizing data against learning questions; and preparing data visualizations and other knowledge products, such as Learning Briefs.

- **Local Organization:** an organization that is legally organized under the laws of a country that is receiving assistance from USAID; has its principal place of business or operations in that country;

is majority-owned by individuals who are citizens or lawful permanent residents of that country; and is managed by a governing body, the majority of whom are citizens or lawful permanent residents of that country. This definition comes from USAID's New Partnership Initiative and ADS 303.6. This grant RFA is open to local, registered youth-led and/or youth serving organizations in Malawi

- **Marginalized groups:** Those who have traditionally been excluded from power and access to resources, and may include indigenous peoples, ethnicities, religious groups, LGBTQI+ populations, women and girls, youth, individuals with disabilities, or other groups.

- **Positive Youth Development (PYD):** A framework which USAID applies through employing integrated, multi-sector approaches that reflect the complexity of helping young people grow, develop, and succeed

- **Protection:** an approach that helps us understand and prepare for protection concerns for youth, which can be digital, physical, and psychosocial. (See Section 3.)

- **United States Agency for International Development (USAID):** USAID leads international development and humanitarian efforts to save lives, reduce poverty, strengthen democratic governance, and help people progress beyond assistance. USAID funds the Youth Excel program and this RFA.

- **Youth:** Youth Excel defines youth as people between the ages of 10 and 35. USAID defines youth as people between the ages of 10-29. Youth Excel has expanded this definition to include youth leaders in countries where the definition of youth extends beyond age 29.

- **Youth Excel:** Youth Excel is a global program funded by USAID and implemented by IREX and its Our Knowledge, Leading Change consortium. Youth Excel empowers young people and youth organizations to use implementation research to strengthen local, national, and global development solutions. Youth Excel is managing this RFA.

  Youth Landscape and Learning Platform (YLLP): An activity under the Youth Excel program being implemented by IREX in Malawi from 2021-2025. YLLP will continuously provide key information on the youth context in Malawi and support the Mission's DO2 Learning Agenda, facilitating feedback loops with relevant stakeholders, including the Government of Malawi, and will also track and report on selected youth indicators. This RFA is seeking partners to facilitate the learning agenda and feedback loops for YLLP.

- **Youth-Led Organization:** Youth Excel defines youth-led organizations as those whose Chief Executive Officer or other leaders are under the age of 35, and whose Board of Directors are predominantly under the age of 35. This RFA is open to both youth-led and youth serving organizations.

- **Youth-Serving Organization:** Youth Excel defines youth-serving organizations as those who have a mission, mandate, or programs with an expressed priority of serving or supporting youth under age 35. This RFA is open to both youth-led and youth serving organizations.

Contents

1. What will the selected partner(s) do?

Applicants may apply for any or all of the following sections of the scope of work: A, B, C, D, and E. Applicants will submit a separate budget for each section. IREX reserves the right to determine which sections to award to any applicant. For example, an applicant may apply for Sections A, B, and C. IREX may determine to award that applicant only Sections A and C, and award Sections B and D to a different applicant.

Scope of Work Section A: **Facilitate a Learning Working Group.**

The Learning Working Group will be led by the selected partner, and Mission representatives, in consultation with IREX. This will provide a platform for the Mission and key youth ecosystem actors including young people to reflect, learn, collaborate, and share feedback on cross sectoral youth activities implementation, data and learning processes. The group will meet quarterly to conduct critical reflections, data reviews and promote learning products). This task requires the inclusion of young professionals leading or co-leading technical and management tasks.

The selected partner will:

- Co-lead learning committee meeting preparation, including developing meeting agendas and technical documents based on YLLP activities.

- Manage logistics of Learning Committee meetings.

Scope of Work Section B: Learning Agenda Management, including Data Management, Analysis, Synthesis, and Visualization

YLLP will provide the efficient and timely comprehensive implementation of a DO2 learning agenda, including preparing an annual Learning Agenda Implementation Plan (LAIP); developing Learning Questions; reviewing, analyzing and/or synthesizing data against learning questions; and preparing data visualizations and other knowledge products, such as Learning Briefs. This task requires the inclusion of diverse young professionals and researchers leading or co-leading technical and management tasks. *(Please note: another YLLP partner working under Task 3 will also provide periodic support data analysis and visualization.)*

The selected partner will:

- Co-lead preparation of the annual LAIP.

- Develop data management, analysis, and synthesis plans on assigned topics, in collaboration with IREX and the data analysis partner.

- Carry out data management, analysis, and synthesis in a timely fashion in line with agreed plans.

- Prepare creative, youth-inclusive data visualizations and other knowledge products.

- Contribute to knowledge dissemination.

Scope of Work Section C: Youth-inclusive communications and dissemination

Key information/updates and knowledge products will be disseminated: (1) quarterly electronic newsletters; and (2) the YouthLead Malawi Page. YLLP will prepare and disseminate quarterly newsletters which will draw content from learning activities, DO2 key stakeholder and youth themselves, capitalizing on IP success stories and lessons learned, including positive youth development work across the Mission. This will be disseminated to the Mission, implementing partners, and national stakeholders and more broadly.

YLLP will facilitate and curate YouthLead/Malawi as a key resource for engaging youth leaders across sectors. This task requires the inclusion of young professionals leading or co-leading technical and management tasks.

The selected partner will:

- Curate a contact list for communications and dissemination.

- Prepare quarterly newsletters in close collaboration with IREX and including communications and inputs from USAID/Malawi activities and USAID global activities as appropriate.

- Curate and manage a dynamic YouthLead.org/Malawi page, including fostering a growing YouthLead community, developing communication campaigns and communication products

Scope of Work Section D: Partnership-Building and External Events Planning, Facilitation and Logistics

YLLP will facilitate quarterly learning events (four times per year; events of ½ day – two days) with the USAID community and, in many cases, with a broader group of stakeholders. Learning events will be outlined in the LAIP, align with annual learning priorities, include capacity-development opportunities for participants, and be co-planned with IREX, with input from USAID. They will be engaging, creative, and interactive and youth-inclusive, including being co-led/co-facilitated by diverse youth.

The selected partner will:

- Work with IREX to identify key stakeholders for Feedback Loop events; maintain contact lists. If appropriate, manage relationships.

- Co-lead event preparation, including planning agendas and content.

- Co-facilitate events.

- Manage event logistics, including participant travel, venues, interpretation, etc.

Scope of Work Section E: Host IREX staff in Lilongwe office

The selected partner will provide office space and IT services (including a strong, reliable internet connection) to two (2) YLLP staff for the full activity. The facility is set up with security considerations in mind, has COVID-19 protocol in place, is accessible to persons with disabilities, has reliable power and water systems in place, and is located in a safe and accessible area. In addition to office space for two YLLP

staff, the Partner will provide a mailing address and the ability to receive and send mail from the facility, as well as access to meeting rooms requested by staff with reasonable lead time.

2. Who can apply?

This RFA is open to local organizations, registered youth led and/or youth serving organizations, including new recipients of USAID funding, that meet the following minimum criteria and share Youth Excel objectives. Organizations led by and/or serving youth from marginalized groups, which may include age, gender, disability, ethnicity, and other identities, are encouraged to apply. The RFA is not restricted to certain technical sectors or to research organizations.

Eligible	Not Eligible
✓ Legally registered, local organization in the country of activity implementation: • Is legally organized under the laws of Malawi • If undergoing registration process, will have been fully registered by the anticipated date of signing the grant agreement. • Has its principal place of business or operations in Malawi • Is majority-owned by individuals who are citizens or lawful permanent residents of Malawi • Is managed by a governing body, the majority of whom are citizens or lawful permanent residents of Malawi	✗ Unregistered organization, group, or individual ✗ International organization ✗ Consortium of multiple organizations
✓ Non-governmental or private organization of any legal type	✗ Government institutions or political parties

✓ Youth-led and/or youth-serving organizations

- Youth-led organization whose Chief Executive Officer or other leaders are under the age of 35, and whose Board of Directors are predominantly under the age of 35.

- Youth-serving organization that has a mission, mandate, or programs with an expressed priority of serving or supporting youth under age 35.

✓ Eligible to accept and receive USAID funding:

- Has or willing to register for UEI Number
- Able to sign ADS 303mav Certifications, Assurances, Representations, and Other Statements of the Recipient

✗ Not eligible due to appearance on certain watchlists or exclusions from receiving U.S. Government funding:

- Appears on Treasury Department's Office of Foreign Assets Control list
- Has active exclusions in the System for Award Management
- Appears on United Nations Security Designation list
- Appears on U.S. Government suspended or debarred list

✗ Has conflict of interest

3. What type of grants are available?

- **Purpose:** Facilitating and leading the learning agenda, coordinating youth engagement, communication, and stakeholder mobilization to enhance Positive Youth Development in Malawi.
- **Location:** Malawi
- **Number:** 1-3. *Subject to the availability of funds, Youth Excel reserves the right to fund any or none of the applications submitted.*
- **Type:** Fixed amount subaward. Payments set based on the negotiated budget will be made upon successful completion of project milestones. *ADS Reference 303mat Mandatory Standard Provisions for Fixed Amount Awards to Non-Governmental Organizations apply.*
- **Amount:**
  - ✓ Applicants applying for all the 5 sections can propose the amount required for project implementation within the range of $60,000-$80,000.
  - ✓ Applicants applying for only some of the sections can propose the amount required for the project implementation within the following funding ranges per section:
    - **Section A:** $8,000-$10,000
    - **Section B:** $20,000-$25,000
    - **Section C:** $8,000-$10,000
    - **Section D:** $20,000-$25,000
    - **Section E:** $5,000-7,000

A total funding pool of USD $60,000– $80,000 per year is allocated for this RFA. *Cost share is not required.*

- **Start:** August 2022.
- **Length**: September 1 2022, to August 31, 2023; eligible for renewal through August, 2025.

Renewal: IREX reserves the right, based on availability of funding and partner performance, to enter into subsequent sub-agreements with the selected partner for a period of up to three years without issuing a new RFA.

4. **What types of costs can you request funding for?**

a) If your organization is applying for all the 5 sections of the scope of work, you can cost your activities for the initial one-year project timeframe using the recommendations provided in the table below, and **within the $60,000-$80,000 funding range**.

b) If your organization is applying only for some of the sections of the scope of work, you can cost your activities for the selected sections using the recommendations provided in the table below, and **within the funding range for the selected sections** as follows:

- **Section A:** $8,000-$10,000
- **Section B:** $20,000-$25,000
- **Section C:** $8,000-$10,000
- **Section D:** $20,000-$25,000
- **Section E:** $5,000-7,000

IREX will assess and negotiate cost allowability, realism, and effectiveness in alignment with the scope of work

Cost Recommendations

Overall
- Youth leadership of overall project activities: Your organization is encouraged to identify 1 or 2 staff to manage and coordinate the overall project, plus other administration, logistics, data, and communications support for your specific project needs.   - Protection focal point: identify a team member responsible for ensuring adherence to the protection policy and reporting on protection issues. The recommended level of effort is 20% or approximately 8 hours per week.
Cost Recommendations: compensation, supplies, communications, and transportation costs for youth leading the project. Compensation for the time of youth leading the project may be salaries/benefits, consulting fees, internship, or other stipends.
Section A: Facilitate a Learning Working Group.
- Co-lead learning committee meeting preparation, including developing meeting agendas and technical documents based on YLLP activities.   - Manage logistics of Learning Committee meetings
Cost Recommendations: - Compensation, phone/internet data, other supplies, local travel days depending on context, and internal meetings for staff organizing and facilitating meetings   - printing costs for meeting materials   - venue hire and conference package

- Support for participants to engage in meetings, which may include communications and transportation reimbursements and supplies

Section B: Learning Agenda Management, including Data Management, Analysis, Synthesis, and Visualization

- Co-lead preparation of the annual LAIP.
- Develop data management, analysis, and synthesis plans on assigned topics, in collaboration with IREX and the data analysis partner.
- Carry out data management, analysis, and synthesis in a timely fashion in line with agreed plans.
- Prepare creative, youth-inclusive data visualizations and other knowledge products.
- Contribute to knowledge dissemination.

Cost Recommendations:

- Compensation, phone/internet data, other supplies, local travel days depending on context, and internal meetings for youth organizing and coordinating
- printing costs
- data visualization expert, graphics designer cost

Section C: Youth-inclusive communications and dissemination

- Curate a contact list for communications and dissemination.
- Prepare quarterly newsletters in close collaboration with IREX and including communications and inputs from USAID/Malawi activities and USAID global activities as appropriate.
- Curate and manage a dynamic YouthLead.org/Malawi page, including fostering a growing YouthLead community.

Cost Recommendations:

- Compensation, phone/internet data, other supplies, local travel days depending on context, and internal meetings for staff organizing and coordinating
- Graphic design support

Section D: Partnership-Building and External Events Planning, Facilitation and Logistics

- Work with IREX to identify key stakeholders for Feedback Loop events; maintain contact lists. If appropriate, manage relationships.
- Co-lead event preparation, including planning agendas and content.
- Co-facilitate events.

- Manage event logistics, including participant travel, venues, interpretation, etc.

Cost Recommendations:

- Compensation, phone/internet data, other supplies, local travel days depending on context, and internal meetings for staff organizing and facilitating events
- printing costs for meeting materials
- venue hire and conference package
- Support for participants to engage in events, which may include communications and transportation reimbursements and supplies

Section E: Host IREX staff in Lilongwe office

- Provide office space and IT services (including a strong, reliable internet connection) to two (2) YLLP staff for the full activity.

Cost Recommendations: Rent, internet costs for hosting two Youth Excel staff. Provide a breakdown of the cost allocation showing:

- Youth Excel's contribution to office costs for your staff
- Youth Excel's contribution to office costs for 2 Youth Excel Staff
- The method that you will use in calculating the costs to allocate

Refer to the budget template for detailed guidance

Cost Restrictions: the RFA <u>cannot fund</u> the following types of costs:

- ✗ International travel
- ✗ Subawards to other organizations
- ✗ Organizational costs, such as executive and administrative salaries, rent and utilities, and bank fees. However, you may request 10% of the budget as Youth Excel's contribution to your organizational costs. *All organizations are eligible for the standard 10% de minimis indirect cost rate of modified total direct costs per 2 CFR 200.414(f) or may provide a negotiated indirect cost rate agreement with the U.S. Government.*
- ✗ Profits and fees
- ✗ Limitations on equipment/supplies
    - ○ Items with a unit cost of $5,000 or more and a useful lifespan of 1 year or more are defined as **"equipment"** and **will not be funded** by this grant RFA.

- o *Ineligible and restricted commodities listed below, including motor vehicles, will not be funded by this RFA, regardless of their cost and classification as supplies or equipment.*
- ✗ Other cost restrictions and prohibitions in accordance with ADS Reference 303mat Mandatory Standard Provisions for Fixed Amount Awards to Non-Governmental Organizations and other applicable regulations.
  - o Ineligible commodities: military equipment, surveillance equipment, commodities, or equipment for the support of police or other law enforcement activities, abortion equipment and services, luxury goods, gambling equipment, weather modification equipment.
  - o Restricted commodities: agricultural commodities, motor vehicles, pharmaceuticals, contraceptives and condoms, pesticides, used equipment, fertilizer.
  - o Unallowable costs per 2 CFR 200 Subpart E: including, but not limited to, alcoholic beverages, bad debts, contributions and donations, fines and penalties, fundraising, lobbying, and other costs that are not allowable, reasonable, and allocable to the project.

5. **How can you apply?**

IREX reserves the right to accept late and incomplete applications when it is in the best interest of Youth Excel objectives; otherwise, late, and incomplete applications will be automatically disqualified.

6. **How will the local partner (s) be selected to receive funding?**

1. **Eligibility screening:** An IREX grants team will conduct an initial review of the applications, based on the following eligibility requirements, and disqualify applications that are not eligible for consideration.
   - Does application satisfy the basic parameters of the RFA?
   - Does application fulfill the eligibility criteria?
   - Is the application complete and submitted on time?
2. **Shortlisting:**
   a. **Shortlisting:** An IREX technical team will conduct merit review of all eligible applications, based on the selection criteria.

3. **Finalist Selection:** The Youth Excel review panel, comprised of IREX and partner staff, Global Youth Advisory Council members and other youth representatives, and USAID staff will use the selection criteria to select finalist(s) from Malawi

Selection criteria: applications will be holistically reviewed and scored on the following 5 equally weighted factors:

1. **Learning and Adapting (CLA) process approach:** **approach** to fostering a **learning facilitation** culture, introducing new concepts, and facilitating learning events with diverse stakeholders; and/or experience managing, synthesizing and data visualization. Including experience designing creative, youth-inclusive data visualizations as well as other knowledge products and evidence so that programs and policies better serve beneficiaries.

2. **Partnership and collaboration approach:** A clear approach to building partnerships with other stakeholders addressing positive youth development issues in Malawi. Experience with coordinating engagement and approval from the Government of Malawi and key multisectoral youth development stakeholders at national and district level.

3. **Feasibility:** understanding of requirements and proven capacity to successfully implement.

4. **Protection:** awareness of potential risks for participating youth and consideration of mitigation strategies.

5. **Inclusion:** commitment to diversity and inclusion, especially regarding work with and/or support to vulnerable or marginalized groups such as girls and women, youth with disabilities, youth from ethnic or religious minorities, and other identities.

Notifications to all applicants will be made to the point of contact who submitted the application. The selection of an application in accordance with these established criteria and processes does not guarantee an award. Awards are contingent on successful workplan-budget negotiations, risk assessment, and IREX and USAID approval.

Annex 1. Application Template

A complete application includes responses to the following questions in English and required attachments. An asterisk (*) indicates that a response is mandatory; others are optional.

Required attachments include:

1. Budget using the template provided. (Attachment 1, Excel)
2. Budget Notes using the template provided. (Attachment II, Word)
3. Signed Letter of support for your organization from a local partner or stakeholder. (No template)
4. Your organization's local registration certificate.
5. Attachment 2 - Sample(s) of similar work if available such as learning products, data visualizations and communications products .

You may draft responses in a Word document or directly in the online form, which enables you to save and resume your work as you go. You must submit your responses and attachments online here: https://irexorg.formstack.com/forms/fy22_youth_excel_malawi_03

A. Your organization:

Please provide the following information about your organization:

1. What is your organization's name? * (Short answer)

2. Required: is your organization locally based in Malawi? *

   ☐ Yes
   ☐ No

3. Required: is your organization legally registered in Malawi? * This will be verified by your local registration certificate provided in Attachment 3.
   ☐ Yes
   ☐ No

4. Required: is your organization predominantly led by youth under the age of 35 years? *

☐ Yes

☐ No

5. Please provide links to your organization's website and social media pages if available. (Short answer)

6. Please provide a brief description of your organization in the style of a Tweet. * (280 characters)

   Optional: you may attach an image to accompany the brief description of your organization in the style of a Tweet. (JPG, GIF, or PNG up to 25 MB)

7. What is/are the main youth demographic(s) that your organization focuses on? * Please choose all that apply.

   ☐ Young Women

   ☐ Young Men

   ☐ Adolescent Girls

   ☐ Adolescent Boys

   ☐ Youth with Disabilities

   ☐ Youth from Indigenous Populations

   ☐ Youth from Marginalized Ethnic Group

   ☐ Youth from Marginalized Religious Group

   ☐ Youth Identifying as Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex (LGBTQI+)

   ☐ Youth Affected by Crisis or Conflict

   ☐ Youth Living with HIV/AIDS

   ☐ Other: Please specify.

   Please specify the age range(s) and group(s). * (Short answer)

8. What is the approximate total number of youth participants that your organization has supported in the past year, across all your work? * (Number)

Please provide breakdown by gender identity if available.

- ☐ Female: (number)
- ☐ Male: (number)
- ☐ Non-binary: (number)
- ☐ Choose not to disclose: (number)

9. What are the primary sectors that your organization currently focuses on? * Please choose all that apply. Please note that organizations working in any sector are eligible.

- ☐ Youth economic opportunity/youth livelihoods/employment
- ☐ Gender, inclusion, equity & girls/women's equality
- ☐ Youth mental health & psychosocial support
- ☐ Youth digital leadership, technology & innovation
- ☐ Youth civic or political engagement & advocacy
- ☐ Youth peacebuilding
- ☐ Education
- ☐ Reproductive Health
- ☐ Agriculture
- ☐ Environment and Climate Change
- ☐ Other: Please specify.

10. How do youth, including members of marginalized groups, participate in the leadership of your organization and programming? * (500 characters)

11. **Past Performance and Reference:** list 3-5 ongoing or complete donor-funded projects of similar size and scope within the past 5 years that demonstrate your organization's capacity to successfully co-lead the activities listed in the scope of work*

Project Name* Contract Number* Funder* Prime Recipient* *(Please list the prime recipient organization that received funding directly from the donor. The prime recipient could be your organization or another organization if your organization was a sub-recipient.)* Funding Amount* Currency* Funding Amount in USD* Project Start Date* Project End Date* Project Country* Reference Name* *(Please provide the name of a reference from the donor or prime recipient who can speak to your organization's performance on this project.)* Reference Title* Reference Email Address* Reference Phone Number* Description* *Please provide an overview of activity, objectives, and key results and accomplishments, with focus on relevance*	

B. Technical Questions*

Select below the sections of the scope of work you are interested in executing

☐ **Scope of Work Section A:** Facilitate a Learning Working Group (Answer questions 1,3, 4 & 5)

☐ **Scope of Work Section B:** Learning Agenda Management, including Data Management, Analysis, Synthesis, and Visualization (Answer questions 1,3 & 8)

☐ **Scope of Work Section C:** Youth-inclusive communications and dissemination (Answer questions 1,3 & 7)

☐ **Scope of Work Section D:** Partnership-Building and External Events Planning, Facilitation and Logistics (Answer questions 1,2,3,5 & 6)

☐ **Scope of Work Section E:** Host IREX staff in Lilongwe office (Answer question 9) *(If you are applying to this section, choose at least one of the other sections above. Organizations applying only to section E will not be eligible)*

1. **For the selected sections**: please describe what particularly draws you to the task. Why are the selected sections a priority for you? What key strengths does your Local organization have that will enable you to successfully complete the tasks in those sections? *(2500 characters)

2. **Partnership and collaboration approach:** If you are applying to section D, Clearly Indicate with Examples your organization's **approach** to building partnerships with other stakeholders addressing positive youth development issues in Malawi. Describe in detail the experience you have with coordinating collaborative actions with the **USAID Mission in Malawi**, Multi-sectoral

engagement and with line-ministries of youth, education, health, gender, and labor. (2500 characters)

3. **Inclusion and Protection:** Describe your approach to participant safeguarding and protection. * (2,500 characters)

4. **Approach To Facilitating Learning and the Collaborating, Learning and Adapting (CLA) process:** If you are applying to section A, describe your experience fostering a learning culture, introducing new concepts, and facilitating learning events with diverse stakeholders, citing **examples** of any such events your organization has facilitated and **products:** * (2,500 characters)

5. **Stakeholder Engagement**: If you are applying to sections A and D, describe your experience working with stakeholders, local and national level in Malawi including meaningful youth engagement, indicating past or existing youth development platforms or networks that your Local organization has been involved in while clearly outlining your stakeholder engagement **strategy or plan.** * (2,500 characters)

6. **Logistics Management:** If you are applying to section D, describe your **plan** for organizing, coordinating, and managing the logistics requirements of learning events and dissemination workshops conducted in person or online. Please give **examples** of such tasks previously carried out* (2,500 characters)

7. **Approach to creative, youth focused communications:** If you are applying to section C, clearly describe your **approach** to creative youth-focused communications and advocacy. Describe your experience, giving **examples** of relevant tasks undertaken in this area. *(2,500 characters)

8. **Data management Technique:** If you are applying to section B, describe your **technique** or **approach** to data management, analysis, synthesis, and visualization, including your experience designing creative, youth-inclusive data visualizations and other knowledge products. *(2,500 characters)

9. **Office space and IT services:** If you are applying to section E, describe the setup of your office, highlighting the security features, COVID-19 protocol in place, accessibility to persons with disabilities, and reliability of the power and water systems in place. *(2,500 characters)

C. Attachments

1. **Budget:** * Please use the budget template provided (Attachment 1, Excel) to come up with an indicative budget for the proposed activities. *ADS Reference 303mat Mandatory Standard Provisions for Fixed Amount Awards to Non-Governmental Organizations apply.* Please refer to the detailed guidance in the budget and budget narrative templates provided

2. **Budget Narrative:** * Please use the budget narrative provided (Attachment 2, Word) to justify the allowability, allocability, and reasonableness of each line item of the budget.

3. **Due Diligence Form:** * Please use the due diligence form provided (Attachment 3, PDF) to describe your organization's structure, systems, and policies demonstrating responsibility to manage funding.

4. **Letter of Support:** Please upload a signed letter of support for your organization from a local partner or stakeholder. *

5. **Registration Certificate:** Please upload your organization's Malawi registration certificate. *

6. **Attachment 2** - Sample(s) of similar work if available such as learning products, data visualizations and communications products.

D. Certifications

Required: As an authorized signatory of the applicant organization, I certify that the information provided is complete and accurate, to the best of my knowledge. By signing this application, I authorize IREX to verify information. Any willful false statements in this application will be grounds for disqualification of application or termination of grant if issued.

Signature:

Your name (person submitting the application):

Your role with the applicant organization:

Your email: