IREX is pleased to announce a Request for Applications (RFA), that seeks to recruit a Youth Engagement Summit Local Partner based in Accra, Ghana. The Youth Engagement Summit will bring together youth champions and allies, young leaders, representatives of youth-led organizations, and USAID staff throughout Africa and globally to share how young leaders are engaging locally and globally, using data and digital tools to create positive change in communities and countries. The Local Partner will co-lead the Youth Engagement Summit to be held in September 2023 in Accra. This includes co-leading the development and management of the Summit agenda with IREX and USAID, managing all logistics for the Summit, and managing local youth engagement from young leaders in/near Accra.

Please find full information for the opportunity and how to apply in the following request for applications.

<table>
<thead>
<tr>
<th>RFA Information</th>
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<tr>
<td><strong>Request for Applications Number</strong></td>
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<td><strong>Issue Date</strong></td>
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<td><strong>Application</strong></td>
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<td><strong>Social Media</strong></td>
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<td><strong>Info-Session Webinar</strong></td>
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<td><strong>Anticipated Grant Start Date</strong></td>
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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. Youth Excel currently supports activities in 20 countries across Africa, MENA, LAC, and Asia through core funding and buy-ins. The program is in Year 3 of 5.

About 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 works with partners in more than 100 countries in four areas essential to progress: empowering youth, cultivating leaders, strengthening institutions, and extending access to quality education and information. Our work includes reducing corruption, stopping disinformation, and building social trust.

Purpose of the Request for Applications: Youth Excel seeks an Accra-based Local Partner to co-lead the USAID/Youth Excel Youth Engagement Summit anticipated to be held in September 2023 in Accra, Ghana. The Youth Engagement Summit Local Partner will manage a standard cost reimbursement grant budgeted at approximately $320,000-$350,000 for a six-month period from April 15, 2023 through October 15, 2023 with monthly program and financial reporting.

About the Youth Engagement Summit:

Youth Excel, in conjunction with the USAID Inclusive Development Hub in the Bureau for Development, Democracy, and Innovation, is organizing a week-long in-person/virtual Youth Engagement Summit to take place in September 2023 Accra, Ghana. This summit brings together youth champions and allies, young leaders, representatives of youth-led organizations, and USAID staff throughout Africa and globally to share how young leaders are engaging locally and globally, using data and digital tools to create positive change in communities and countries.

Participants will strengthen their capacity to promote meaningful, inclusive youth engagement in local and global development for better youth and sectoral outcomes. The summit will explore: youth civic and political engagement; youth digital/data literacy and leadership; and youth networks and systems strengthening.

Invitees will include: USAID/Africa and global staff; Youth Excel global partner team members and youth representatives; selected Accra-based youth organization staff; limited additional stakeholders to be determined.

What is the role of the Youth Engagement Summit Local Partner?

As a USAID New Partnerships Initiative award, Youth Excel is looking for a local organization with demonstrated initiatives and links to youth and other stakeholders working on positive youth development in alignment with the USAID Youth in Development Policy and Positive Youth Development Framework. The Accra-based Local Partner would co-lead the Youth Engagement Summit to be held in September 2023 in Accra. This includes managing all logistics for the Summit, co-leading the development and management of the Summit agenda with IREX and USAID, and managing local youth engagement from young leaders in/near Accra. The Local Partner should have:
• Demonstrated commitment to youth engagement and positive youth development principles.
• Deep connections with youth and youth-led or youth-serving organizations (in Accra preferred). 
  **Partner should either be based in Accra, and/or have staff based in Accra.**
• Experience with networks (i.e., runs/manages a youth network, organizes networking events, has staff who are familiar with systems strengthening concepts and approaches, has staff who are active leaders or members of youth networks)
• Skills and experience managing complex events, workshops, and communications, convening large groups of people. Demonstrated experience in USG-compliant procurement.

Please see Section I for the detailed Scope of Work.

**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 youth-led and youth-serving organizations to strengthen skills and leverage opportunities in different areas.

- **Collaboration, Learning and Adaptation (CLA)**: 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.

- **Gender equality and social inclusion (GESI)**: an approach that helps us to understand the importance of equal rights and opportunities for all individuals regardless of their social identity.

- **Issue-Based Collaborative Networks (ICONS)**: ICONs are a place-based, whole system-in-the-room collaboratives, convened to collaboratively tackle a shared problem and goal and leveraging members' work and assets. Each ICONs work iteratively to address a shared cross-sectoral issue.

- **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**: Intersectionality is the understanding that a person may enjoy advantages, or suffer disadvantages, based on multiple identities rather than just one.

- **Implementation Research**: an approach that allows organizations to gather data, take what they learn, and turn it into what they do in real time.

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

- **Knowledge Mobilization**: Knowledge mobilization refers to the strategic dissemination of learnings through knowledge products with a focus in driving change through the dissemination of information and data that are the result of different research and learning activities and are made openly available to the public for further use, re-use, or re-distribution.

- **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 Ghana.

- **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.

• **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-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.
1. **Scope of Work: What will the selected partner do?**

From April 15, 2023 through October 15, 2023, the Youth Engagement Summit Partner will:

1. **Conduct procurement and manage all logistics for the Youth Engagement Summit for 100-150 anticipated participants.** This includes procuring and managing event venue, hotel, interpreters, air and ground transport, summit supplies and resources, technological set up for any streamed/recorded events, and organized meals, as well as managing and distributing participant meals and incidental expenses. All procurement is to be done competitively, in a fair and transparent manner, in compliance with USAID standard provision on Procurement Policies (June 2012) and other applicable rules and regulations from 2 CFR 200 and ADS 303 mab, as well as partner organizational policies and IREX subgrant policies. All travel logistics must be organized in line with USAID standard provision on Travel and International Air Transportation (December 2014); the partner must ensure compliance with Fly America Act restrictions. This also includes contributing to pre-, during, and post-summit communication with participants, including support for streaming events and any applicable social media campaign(s), sharing the agenda and other summit materials, and any relevant communication with participants. The local partner works closely and coordinates with Youth Excel counterparts on procurement, communications, and management.
   - Month 1: develop a workplan in coordination with Youth Excel counterparts. Secure event venue and hotel.
   - Month 2-4: design and send invitations, with IREX’s input. Communicate with participants to plan and confirm all travel and hotel reservations.
   - Months 2-5: Secure all additional logistical support for event, including ground transportation, meals and refreshments, materials and supplies, interpretation services, etc.
   - Month 6/September 2023: Manage logistics during event, including the above, and live streaming and/or hybrid (in person and online sessions) digital connectivity and digital facilitation.

2. **Co-lead the development and management of the Youth Engagement Summit agenda and materials with Youth Excel counterparts.**
Participate in planning and brainstorming with Youth Excel counterparts on a biweekly basis between months 1-3 and on a weekly basis or more as needed between months 4-6.

Provide input, review, and comment on agenda and other relevant summit materials. Co-author sections of the agenda upon request.

With IREX, support workshop/session leaders in preparing participatory session materials and holding a practice run-through.

Co-lead in overall hosting of the Summit, facilitating and creating welcoming, youth friendly environment. Leading in moderating relevant panels, sessions, and/or breakout groups of the Summit.

3. Manage local youth engagement from young leaders in/near Accra.

With IREX, design an approach/strategy to meaningfully engage local youth leaders. Recruit young leaders/representatives of youth-led organizations in/near Accra to participate in the Youth Engagement Summit.

Facilitate youth-leader-only sessions if appropriate during Summit.

Administer honoraria to local young leaders who participate in the Summit, with opportunities to support facilitation and contribute in corresponding consultative sessions.

2. Who can apply?

This RFA is open to local registered youth-led and/or youth-serving organizations in Ghana, 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.

<table>
<thead>
<tr>
<th>Eligible</th>
<th>Not Eligible</th>
</tr>
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<tbody>
<tr>
<td>✓ Demonstrated experience working in Accra and having a physical and staff presence in Accra with projects or programs focusing on Youth Development.</td>
<td>× Unregistered organization, group, or individual</td>
</tr>
<tr>
<td>✓ Legally registered, local organization in the country of activity implementation:</td>
<td>× International organization</td>
</tr>
<tr>
<td>• Is legally organized under the laws of Ghana</td>
<td>× Consortium of multiple organizations</td>
</tr>
<tr>
<td>• Has its principal place of business or operations in Ghana</td>
<td></td>
</tr>
<tr>
<td>• Is majority-owned by individuals who are citizens or lawful permanent residents of Ghana</td>
<td></td>
</tr>
<tr>
<td>• Is managed by a governing body, the majority of whom are citizens or lawful permanent residents of Ghana</td>
<td></td>
</tr>
<tr>
<td>✓ Non-governmental or private organization of any legal type</td>
<td>× Government institutions or political parties</td>
</tr>
</tbody>
</table>
✓ You lead and/or youth-serving organization
  - 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:** The Partner will co-lead the Youth Engagement Summit to be held in September 2023 in Accra. This includes managing all logistics for the Summit, co-leading the development and management of the Summit agenda, and managing local youth engagement from young leaders in/near Accra.
- **Location:** Ghana
- **Number:** 1 (One). Subject to the availability of funds, Youth Excel reserves the right to fund any or none of the applications submitted.
- **Type:** Cost-reimbursable subaward. Actual costs will be reimbursed within the approved budget upon submission of program and financial reports. [ADS Reference 303mab](#) Mandatory Standard Provisions for Non-U.S. Non-Governmental Organizations apply.
- **Amount:**
  - Applicants can propose the amount required for project implementation within the range of $320,000-$350,000.
- **Start:** April 15, 2023.
- **Length:** 6 months (April 15, 2023 through October 15, 2023)
4. What types of costs can you request funding for?

Please cost your activities for the six-month period using recommendations provided in the table below for reference and staying within the $320,000-350,000 funding range. IREX will assess and negotiate cost allowability, realism, and effectiveness in alignment with the scope of work.

Cost Recommendations

**Project Management and Implementation of Scope of Work**
- Leadership of overall project management and implementation of the scope of work. Your organization is encouraged to identify a Program Manager (estimated 50% Level of Effort), a Program Coordinator (estimated 100% Level of Effort), plus other finance and communications support as needed.
- 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**
- Staff time compensation and standard benefits.

**Procurement for the Youth Engagement Summit**

This includes procuring event, hotel, interpreters, air and ground transport, summit supplies and resources, technological set up for any streamed/recorded events, and organized meals, as well as participant meals and incidental expenses. This also includes communication costs, including support for streaming events and any applicable social media campaign(s), designing and printing the agenda and other summit materials, and any relevant communication with participants. All procurement is to be done competitively, in a fair and transparent manner, in compliance with USAID standard provision on Procurement Policies (June 2012) and other applicable rules and regulations from 2 CFR 200 and ADS 303 mab, as well as partner organizational policies and IREX subgrant policies. All travel logistics must be organized in line with USAID standard provision on Travel and International Air Transportation (December 2014); the partner must ensure compliance with Fly America Act restrictions.

**Cost Recommendations**
- Local staff travel
- Local participant travel
- Technical/A/V support with live streaming and other summit connectivity support (anticipated up to 500 virtual attendees for selected sessions)
- Communications/airtime (Zoom account, internet, phone)
- Summit supply rentals (screens, whiteboards, tables/chairs)
- Summit supply rentals (screens, whiteboards, tables/chairs)
- Summit Translation (Spanish & French)
- Graphic design support; printing of summit materials and branding/banners
- Summit venue for 7 days, including meeting rooms, breakfast, lunch, and coffee breaks
- Air travel, lodging, meals and incidentals, and other travel expenses
- Participant stipends for 25 young leaders in/near Accra

**Approximate Number of Participants**

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<tr>
<th>Approximate Number of Participants</th>
<th>Approximate Number of Days</th>
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<tbody>
<tr>
<td>10 Regional Attendees (Africa)</td>
<td>11 days</td>
</tr>
<tr>
<td>25 Regional Attendees (Africa)</td>
<td>7 days</td>
</tr>
<tr>
<td>10 International Attendees (primarily US, Central America, Middle East and North Africa)</td>
<td>11 days</td>
</tr>
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## Cost Restrictions: the RFA cannot fund the following types of costs:

- 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 international travel
  - All travel logistics must be organized in line with USAID standard provision on Travel and International Air Transportation (December 2014); the partner must ensure compliance with Fly America Act restrictions. International travel costs that are not through a U.S. carrier or an allowable exception cannot be funded.
- 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.
  - All procurement is to be done competitively, in a fair and transparent manner, in compliance with USAID standard provision on Procurement Policies (June 2012) and other applicable rules and regulations from 2 CFR 200 and ADS 303 mab, as well as partner organizational policies and IREX subgrant policies.
  - 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 303mab Mandatory Standard Provisions for Non-U.S. Non-Governmental Organizations and other applicable regulations.
  - 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.
  - Restricted commodities: agricultural commodities, motor vehicles, pharmaceuticals, contraceptives and condoms, pesticides, used equipment, fertilizer.
  - 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?

Provide responses to the application questions in Annex I and upload the required attachments online using the following formstack link by February 28, 2023 at 23:59 GMT:  https://irexorg.formstack.com/forms/fy23_ghana_01

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 the application fulfill the eligibility criteria?
   - Is the application complete and submitted on time?

2. **Shortlisting:** An IREX technical team will conduct a 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 the finalist(s).

4. **Interview:** An IREX technical team will conduct an interview with finalist organization(s) to learn more about the organization and proposed team’s qualifications as they relate to the selection criteria and capacity to fulfill the scope of work, and determine the apparently successful finalist.

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

1. **Learning and Adapting (CLA) process approach:** approach to fostering a collaborative learning facilitation culture, introducing new concepts, and facilitating learning events with diverse stakeholders.

2. **Partnership and collaboration approach:** A clear approach to building partnerships and networks with other stakeholders, YSOs, YLOs, and CSOs addressing positive youth development issues in Ghana. Experience with coordinating engagement and approval from the Government of Ghana and key multisectoral youth development stakeholders at national and regional level.

3. **Capacity and Past Performance:** understanding of Youth Engagement Summit Partner requirements and proven capacity to successfully implement. This includes skills and experience in managing complex events, workshops, and communications, convening large groups of people, as well as the ability to develop management and communication plans and strategies to carry them out. Demonstrated experience in USG-compliant procurement.

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 I, 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 using the template provided. (Attachment III, Word)
4. Signed due Diligence Questionnaire using the template provided. (Attachment IV, Word)
5. Your organization’s local registration certificate.
6. Sample(s) of similar work if available, e.g., products demonstrating previous work facilitating youth leadership and engagement; products from past workshops.
7. CVs of the following team members: Program Manager (required) and Program Coordinator and other team members (optional).

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/fy23_ghana_01

A. Your organization:
Please provide the following information about your organization:

1. What is your organization’s name? * (Short answer)
2. a. Required: is your organization locally based in Ghana *

   □ Yes
   □ No

   b. Do you have physical and Staff presence in Accra, Ghana? *

      □ Yes
      □ No

3. Required: is your organization legally registered in Ghana * This will be verified by your local registration certificate provided in Attachment 3.
4. **Required: Are you a Youth Led Organization or Youth Serving Organization?** *
   - Yes
   - No

   **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.

   **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, completing all requested details as follows:*  

<table>
<thead>
<tr>
<th>Project Name*</th>
<th>Contract Number*</th>
<th>Funder*</th>
<th>Prime Recipient*</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(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.)</td>
</tr>
<tr>
<td>Funding Amount*</td>
<td>Currency*</td>
<td>Funding Amount in USD*</td>
<td></td>
</tr>
<tr>
<td>Project Start Date*</td>
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<td>Project End Date*</td>
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<td></td>
</tr>
<tr>
<td>Project Country*</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Reference Name*</td>
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*(Please provide the name of a reference from the donor or prime recipient who can speak to your organization’s performance on this project.)*

<table>
<thead>
<tr>
<th>Reference Title*</th>
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</thead>
<tbody>
<tr>
<td>Reference Email Address*</td>
</tr>
<tr>
<td>Reference Phone Number*</td>
</tr>
<tr>
<td>Description*</td>
</tr>
</tbody>
</table>

*(Please provide an overview of activity, objectives, and key results and accomplishments, with focus on relevance to the activities described in the scope of work. (1,000 characters))*

### B. Technical Questions

1. **Interest and Capacity:** What particularly draws you to this opportunity? What key strengths does your organization have that will enable you to successfully complete the tasks in this scope of work? Please also describe the capacity of your team and team members as it relates to the scope of work and criteria. (2500 characters)

2. **Collaboration and Planning Complex Learning Events:** Please describe your process for collaborating with partners to plan a complex learning event. What steps would you take to ensure a collaborative process? Who from your team would be involved? How would they ensure that diverse youth perspectives contribute to planning? What methodologies might they encourage in the workshop sessions? (2000 characters)

3. **Youth Engagement and Youth Networks:** Please describe your organization’s experience in meaningful youth engagement, working directly with youth and youth-led or youth serving organizations in/near Accra. Please also describe any experience your organization has in developing and managing youth networks in Ghana. Please highlight the size of the networks and the inclusion of diverse, marginalized groups. (2500 characters)

4. **Inclusion and Protection:** Please describe your approach to participant safeguarding and protection. What specific steps will you take when planning and co-leading this global, intergenerational Summit to strengthen inclusion and protection? Identify types of risks and possible strategies to mitigate those risks. (2,500 characters)
C. Attachments

1. **Budget**: *Please use the budget template provided (Attachment 1) to come up with an indicative budget for the proposed activities.* [ADS Reference 303ma](#) Mandatory Standard Provisions for Non-U.S. 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) to justify the allowability, allocability, and reasonableness of each line item of the budget.*

3. **Letter of Support**: Please upload a signed letter of support (Attachment 3) for your organization from a local partner or stakeholder. *

4. **Due Diligence Form**: *Please use the due diligence form provided (Attachment 4) to describe your organization’s structure, systems, and policies demonstrating responsibility to manage funding.*

5. **Registration Certificate**: Please upload your organization’s Ghana registration certificate. *

6. **Sample(s) of similar work** if available, e.g., products demonstrating previous work facilitating youth leadership and engagement; products from past workshops.

7. **CVs of the following team members**: Program Manager (required) and Program Coordinator and other team members (optional).

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: