

USAID Youth Excel: Youth Excel Consortium Partner: Kenya
 Seeking a Youth Excel Consortium partner in Kenya with a focus on youth networks

Request for Applications (RFA) No. FY23-Youth Excel-Kenya-01
Deadline: 26th January 2023

IREX is pleased to announce a Request for Applications (RFA), that seeks to recruit 1 (one) consortium partner based in Kenya. The consortium partner will participate in Youth Excel activities, facilitate a network supporting local youth organizations in Kisumu, Kenya, and co-lead Youth Excel’s learning agenda around how networks contribute to youth economic opportunities especially for youth who are traditionally marginalized.

Youth Excel operates in Kenya to support Kenya-based youth-led and youth-serving organizations and to provide global support, guidance, and leadership to Youth Excel’s regional and global activities. A major component of Youth Excel’s work in Kenya has supported advancing learning and cooperation on youth workforce opportunities in Kisumu County.

The Consortium partner will participate in overall Youth Excel and activity planning and learning; facilitate network strengthening activities among a group of youth-led/youth-serving organizations in Kisumu, Kenya; and serve as the Learning Co-Lead for Youth Excel’s global learning theme: *Networks in youth workforce development*. In addition, it may also choose to contribute to one or more of the following options: (a) global or Africa/MENA-focused communications and knowledge mobilization; and/or (b) provide mentors/coaches for global or regional implementation research activities.

Please see full information in the following request for applications.

RFA Information	
Request for Applications (RFA) Number	FY23-Youth Excel-Kenya-01 Issued under USAID Youth Excel Cooperative Agreement Number 7200AA20CA00024
Website	Access all information about this opportunity online at:
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: “FY23-Youth Excel-Kenya-01”

Information	Submit questions on an ongoing basis by 11 th January 2023, to: excelyouth@irex.org Subject: FY23-Youth Excel-Kenya-01-Questions . Check for responses posted by 16 th January 2023 Access and Check for responses and webinar materials posted online 16 th January 2023 at:
Application	Submit applications online at: USAID Youth Excel RFA No. FY23-Youth Excel-Kenya-01 - Formstack
RFA Timeframe	
Issue Date	23rd December 2022
Info-session webinar Held	10th January 2023 You are invited to a Zoom meeting. When: Jan 10,2023 11:00 AM Nairobi Register in advance for this meeting: https://irexorg.zoom.us/meeting/register/tZModOyqqi8oEtyl7SPbUzW6gHH7fkTKt96M After registering, you will receive a confirmation email containing information about joining the meeting.
Questions Due	11th January 2023
Answers Posted	16th January 2023
Close Date	26th January 2023
Grant Start Date	1st March 2023

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.

Youth Excel currently has 7 active consortium partners based in LAC, MENA, North America, and Africa. Consortium partners provide strategic input into Youth Excel vision, strategy, work planning, and learning; they participate in Youth Excel’s governance and collaborating, learning, and adapting (CLA) plan; and they carry out individual technical leadership roles (including technical assistance to other partners/grantees) and select implementation activities.

Youth Excel operates in Kenya to support Kenya-based youth-led and youth-serving organizations and to provide global support, guidance, and leadership to Youth Excel’s regional and global activities. A major component of Youth Excel’s work in Kenya has supported advancing learning and cooperation on youth workforce opportunities in Kisumu County. In Year 3 and beyond, one area of focus in Kenya will be on learning about how networks and social capital contribute to youth economic opportunities, especially for youth who are traditionally marginalized.

Youth Excel project is look for a Kenya Based Consortium partner who will participate in overall Youth Excel and activity planning and learning; facilitate network strengthening activities among a group of youth-led/youth-serving organizations in Kisumu, Kenya; and serve as the Learning Co-Lead for Youth Excel’s global learning theme: *Networks in youth workforce development*. In addition, it may also choose to contribute to one or more of the following options: (a) global or Africa/MENA-focused communications and knowledge mobilization; and/or (b) provide mentors/coaches for global or regional implementation research activities. The partner should have:

- Demonstrated commitment to youth engagement and positive youth development principles
- Experience or expertise in youth workforce or economic opportunity development, including measuring outcomes for youth
- Deep connections with youth and youth-led or youth-serving organizations (in Kisumu County preferred). **Partner should either be based in Kisumu, and/or have staff based in Kisumu.**
- 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 in facilitation, convening people, and/or hosting workshops
- Experience with data collection methods, including drafting surveys, convening focus groups, and drafting written reports

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:** 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:** 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.
- **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.
- **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.
- **Learning Goal:** a goal for information that you need to decide in the near future. Learning goals help your team to identify learning needs that will guide your research to-change plan.
- **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.
- **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.



Contents

Definitions.....	5
1. What will the selected partner(s) do?	7
2. Who can apply?	10
3. What type of grants are available?.....	11
4. What types of costs can you request funding for?.....	12
5. How can you apply?.....	15
6. How will the local partner (s) be selected to receive funding?.....	15
Annex 1. Application Template.....	17

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

Applicants must apply for Section 1 of the scope of work. Applicants may also choose to apply for part or all of Section 2. 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 1 and 2, but IREX may determine to award that applicant only Sections 1 and award Section 2 to a different applicant.

Scope of Work for Kenya Consortium partner.

The Consortium partner will participate in overall Youth Excel and activity planning and learning; facilitate network strengthening activities among a group of youth-led/youth-serving organizations in Kisumu, Kenya; and serve as the Learning Co-Lead for Youth Excel’s global learning theme: *Networks in youth workforce development*. In addition, it may also choose to contribute to one or more of the following options: (a) global or Africa/MENA-focused communications and knowledge mobilization; and/or (b) provide mentors/coaches for global or regional implementation research activities.

Section 1: Responsibilities and tasks of the Kenya-based Youth Excel Consortium partner. (Required)

The Consortium partner will participate in overall Youth Excel and activity planning and learning; facilitate network strengthening activities among a group of youth-led/youth-serving organizations in Kisumu, Kenya; and serve as the Learning Co-Lead for Youth Excel’s global learning theme: *Networks in youth workforce development*

- I. As a Consortium partner, **I participate in Youth Excel planning and CLA.** Includes:
 - a. Designate a Program Manager (approximately 25%-35% LOE) and subgrant/finance/compliance support staff, as well as communications/social media support, MEL support and manage subgrants
 - b. Participate in Youth Excel onboarding, including virtual and in-person sessions and reviewing program documents.

- c. Participate in monthly consortium meetings, quarterly learning and oversight committee meetings, annual work planning meetings, and other Youth Excel meetings. Review and give input to key documents, including annual workplans.
2. Facilitate **network strengthening activities** among a group of youth-led/youth-serving organizations in Kisumu, Kenya. This activity is a continuation of the Youth Excel Issue-Based Collaborative Network as described [here](#) and [here](#). The new consortium partner will provide strategic and technical input into activity design and will be the lead implementer. Youth Excel partners IREX and [Root Change](#) will provide strategic and technical input into activity design and implementation. IREX will provide direct oversight of the new partner and give approval to activities. The new consortium partner's role includes:
 - a. Designate a Program Manager (approximately 30-40% LOE). *May be the same person as the Program Manager in 1 & 3.*
 - b. Participate in onboarding with IREX and Root Change.
 - c. Support and mentor 5-10 youth-led/youth-serving community-based organizations to conduct three rounds of lean experimentation, a type of implementation research, to test and learn how they can strengthen their networks with stakeholders to better support the youth they work with.
 - d. Provide micro-grants to organization participants.
 - e. Convene and facilitate monthly gatherings.
 3. Serve as **Learning Co-Lead for Youth Excel's global learning theme: Networks in youth workforce development**. Youth Excel's workplan outlines five global learning themes that it will pursue starting in 2023. The goal of the Learning Lead role is to synthesize learning from Youth Excel activities that are in progress or have been conducted by other partners, bring in learning from the *network strengthening activities* described in #2 above, and conduct light-touch activities to supplement learning from current and previous Youth Excel activities. The new Consortium Partner will co-lead this activity with Youth Excel partner Root Change. *See illustrative Learning Questions in Annex 1.*

Includes:

- a. Designate a Program and Learning Manager (approximately 30% LOE). *May be the same person as the Program Manager in 1 & 3.*
- b. Participate in onboarding with IREX and Co-Learning Lead [Root Change](#).
- c. Develop and carry out a year-long Learning Lead *Learning Protocol* with Root Change, to be approved by IREX. The *Learning Protocol* will be initiated by Root Change in the first part of 2023, but the final version will be co-created between Root Change and the Kenya Consortium partner. It will include secondary data reviews, light-touch primary data collection and analysis, creating learning briefs and other knowledge products, and facilitating 2-3 internal and/or external learning events.

Section 1 Deliverables:

- 1.1.1. Annual Workplan and Budget
- 1.1.2. Quarterly Reports
- 1.2.1. CV for Program Manager
- 1.2.2. Summaries of participant organizations' networking activities in each report
- 1.2.3 Microgrant agreements and Digitized Lean Experimental Guides

- 1.3.1. Draft and final Learning Protocol
- 1.3.2. Agendas and reports from 2-3 Learning Events
- 1.3.3. 1-2 Learning Briefs

Section 2: Optional Responsibilities and tasks of the Kenya-based Youth Excel Consortium partner.

In addition to the three primary responsibilities above, the Kenya-based Consortium Partner may also choose to contribute to one or more of the following options: (a) global or Africa/MENA-focused communications and knowledge mobilization¹; (b) provide mentors/coaches for global or regional implementation research activities.

1. Global or Africa/MENA-focused **communications and knowledge mobilization (KM)**. Youth Excels communications and KM emphasizes creative, innovative storytelling, using different types of data and experiences to share a wide variety of content. Includes:
 - a. Provide day-to-day support to Youth Excel on communications and/or knowledge mobilization activities. (These activities are closely intertwined). May include developing communications pieces around specific themes, graphic design for products or social media, and/or video/audio products.
 - b. Provide technical assistance and support to other Youth Excel partners and grantees on developing and carrying out communications and/or knowledge mobilization plans to create products and sharing them externally in dynamic ways. (Includes supporting compliance with communications and branding guidelines.)
 - c. Provide technical assistance and support the partners to disseminate products offline and online, as well as to design and execute advocacy related activities.
 - d. Attend Monthly Communication/KM calls with IREX
 - e. Provide translation and/or interpretation into languages that may include Spanish, French, Arabic, Kurdish, and Swahili.
2. Provide mentors/coaches for **global or regional implementation research activities**. Includes:
 - a. Becoming familiar with Youth Excel’s implementation research tools, approaches, and resource needs.
 - b. Recruiting, identifying, and engaging/contracting technical mentors to support Youth Excel activities at the request of IREX, in English, French, Swahili, Arabic, and other languages if appropriate.

Section 2 Deliverables:

- a. Develop social media calendar and knowledge mobilization dissemination plan

¹ 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.

- b. Report of Knowledge products developed through the support to the partners
- c. Number of Translated documents
- d. Number of Disseminated products and social media reports with overview of dissemination activities

SOW ANNEX I – Illustrative Learning Questions for Learning Co-Lead role

Learning Theme: Networks in youth workforce development

Illustrative Learning Questions (to be narrowed and refined by the Learning Lead/Learning Task Force):

- How do systems-level youth networks make a difference in youth workforce opportunities and strengthen local workforce development systems? What are the attributes and enabling factors that support inclusive, high-impact youth networks?
- What engagement strategies and practices initiated by youth networks are most effective in sustainably reaching, engaging, and supporting excluded/marginalized groups?
- What role does family and community play in the transition to work, and what types of interventions led by local youth-led/youth-serving organizations best support family/community engagement in different contexts?
- *Cross-cutting:* What approaches are most relevant for local stakeholders, including/especially higher education institutions?

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
<ul style="list-style-type: none"> ✓ Legally registered, local organization in the country of activity implementation: <ul style="list-style-type: none"> • Is legally organized under the laws of Kenya • If undergoing registration process, it will have been fully registered by the anticipated date of signing the grant agreement. • Has its principal place of business or operations in Kenya • Is majority-owned by individuals who are citizens or lawful permanent residents of Kenya 	<ul style="list-style-type: none"> ✗ Unregistered organization, group, or individual ✗ International organization ✗ Consortium of multiple organizations

<ul style="list-style-type: none"> • Is managed by a governing body, the majority of whom are citizens or lawful permanent residents of Kenya ✓ Non-governmental or private organization of any legal type ✓ Youth-led and/or youth-serving organizations <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ Has or willing to register for UEI Number ○ Able to sign ADS 303max Certifications, Assurances, Representations, and Other Statements of the Recipient 	<ul style="list-style-type: none"> ✗ Government institutions or political parties ✗ Not eligible due to appearance on certain watchlists or exclusions from receiving U.S. Government funding: <ul style="list-style-type: none"> ○ 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 about how networks and social capital contribute to youth economic opportunities, especially for youth who are traditionally marginalized in Kenya
- **Location:** Kenya
- **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 303mat](#) Mandatory Standard Provisions for Cost Reimbursable Awards to Non-Governmental Organizations apply.
- **Amount:**
 - ✓ Applicants applying for all the sections can propose the amount required for project implementation within the range of \$105,000 - \$160,000.
 - ✓ 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 1:** \$90,000 - \$120,000
 - **Section 2:** \$25,000-\$40,000

A total funding pool of USD 105,000- \$ 160,000 is allocated for this RFA. *Cost share is not required.*

- **Start:** March 2023.
- **Length:** March 1, 2023, to February 28, 2024; eligible for renewal through June 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. *This subgrant may be extended through June 30, 2025, or through the end of the project should its duration be extended by USAID, without competition.*

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

- a) If your organization is applying for all the 2 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 \$105,000-\$160,000 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 1:** \$90,000 - \$120,000
 - **Section 2:** \$25,000-\$40,000

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

Cost Recommendations

Overall

- Leadership of overall project activities: Your organization is encouraged to identify a Project Manager to manage and coordinate the overall project, project coordinator to support the Project Manager, 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, standard benefits, supplies, communications.

Section 1: The Consortium partner will participate in overall Youth Excel and activity planning and learning; facilitate network strengthening activities among a group of youth-led/youth-serving organizations in Kisumu, Kenya; and serve as the Learning Co-Lead for Youth Excel’s global learning theme: *Networks in youth workforce development*

- Participate in Youth Excel onboarding, including virtual and in-person sessions and reviewing program documents.
- Participate in monthly consortium meetings, quarterly learning and oversight committee meetings, annual work planning meetings, and other Youth Excel meetings. Review and give input to key documents, including annual workplans.
- Participate in onboarding with IREX and Root Change.
- Support and mentor 5-10 youth-led/youth-serving community-based organizations to conduct three rounds of lean experimentation, a type of implementation research, to test and learn how they can strengthen their networks with stakeholders to better support the youth they work with.
- Provide micro-grants to organization participants.
- Convene and facilitate monthly gatherings.
- Participate in onboarding with IREX and Co-Learning Lead [Root Change](#).
- Develop and carry out a year-long Learning Lead *Learning Protocol* with Root Change, to be approved by IREX. The *Learning Protocol* will be initiated by Root Change in the first part of 2023, but the final version will be co-created between Root Change and the Kenya Consortium partner. It will include secondary data reviews, light-touch primary data collection and analysis, creating learning briefs and other knowledge products, and facilitating 2-3 internal and/or external learning events.

Cost Recommendations for Required Section One:

- Data costs to participate in Virtual Meetings
- Zoom Subscription for hosting meetings
- Venue hires and conference package for 4 gatherings
- Micro-grants for 5-10 YLOs (\$7,500-\$15,000)
- Support for participants to engage in meetings, which may include communications and transportation reimbursements and supplies

Section 2: Optional Responsibilities and tasks of the Kenya-based Youth Excel Consortium partner:

In addition to the three primary responsibilities above, the Kenya-based Consortium Partner may also choose to contribute to one or more of the following options: (a) global or Africa/MENA-focused communications and knowledge mobilization; (b) provide mentors/coaches for global or regional implementation research activities; and/or (c) offer MEL (Monitoring, Evaluation and Learning) capacity-building and support to Youth Excel partners.

- Provide day-to-day support to Youth Excel on communications and/or knowledge mobilization activities. (These activities are closely intertwined). May include developing communications pieces around specific themes, graphic design for products or social media, and/or video/audio products.

- Provide technical assistance and support to other Youth Excel partners and grantees on developing and carrying out communications and/or knowledge mobilization plans to create products and sharing them externally in dynamic ways. (Includes supporting compliance with communications and branding guidelines.)
- Provide technical assistance and support the partners to disseminate products offline and online, as well as to design and execute advocacy related activities.
- Provide translation and/or interpretation into languages that may include Spanish, French, Arabic, Kurdish, and Swahili.
- Becoming familiar with Youth Excel’s implementation research tools, approaches, and resource needs.
- Recruiting, identifying, and engaging/contracting technical mentors to support Youth Excel activities at the request of IREX, in English, French, Swahili, Arabic, and other languages if appropriate.

Cost Recommendations for Optional Section Two:

- Data costs to participate in Virtual Meetings
- Communications and printing costs
- Data visualization expert, graphics designer cost
- Translation/Interpretation
- Knowledge Mobilization and/or Advocacy Materials
- Consultant Technical mentors on Implementation Research

Cost Restrictions: the RFA cannot fund 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.



- *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 Cost Reimbursable Awards to 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?

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:**
 - a. **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) from Kenya

Selection criteria for Required Section One: applications will be holistically reviewed and scored on the following 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 and networks with other stakeholders, YSOs, YLOs, and CSOs addressing positive youth development issues and workforce readiness in Kenya and Kisumu County. Experience with coordinating engagement and approval from the Government of Kenya and key multisectoral youth development stakeholders at national and County 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.
6. **Kisumu County Experience:** Demonstrated experience of working in Kisumu County and having a Physical and staff presence in Kisumu County with projects or programs focusing on Youth Development.

Selection Criteria for Optional Section Two:

Section 2-1:

1. Experience in using knowledge for change: Demonstrated experience in supporting the creation of products in any format that conveys knowledge to key stakeholders to influence decision making, advocate and/or generate positive changes.
2. Communications Experience: Ability to develop communication plans and strategies and carry them out. Ability to manage online platforms – social media, websites, etc. Evidence providing support and mentorship to other organizations to develop and disseminate communication and knowledge management products.

Section 2-2:

3. Demonstrated ability to recruit, select, contract, compensate, and manage national and international consultants with participatory research experience.

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 I. 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, PDF)
4. Signed due Diligence Questionnaire using the template provided. (Attachment IV, PDF)
5. Your organization’s local registration certificate.
6. 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:

[USAID Youth Excel RFA No. FY23-Youth Excel-Kenya-01 - Formstack](#)

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 Kenya *
 - Yes
 - No

- b. Do you have physical and Staff presence in Kisumu County? *
 - Yes
 - No

3. Required: is your organization legally registered in Kenya * This will be verified by your local registration certificate provided in Attachment 3.

- Yes
- No

4. Required: Are you a Youth Led Organization 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
- 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* <i>(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.)</i> Funding Amount* Currency* Funding Amount in USD* Project Start Date* Project End Date* Project Country* Reference Name* <i>(Please provide the name of a reference from the donor or prime recipient who can</i>	
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

<p>speak to your organization's performance on this project.)</p> <p>Reference Title*</p> <p>Reference Email Address*</p> <p>Reference Phone Number*</p> <p>Description*</p> <p>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)</p>	
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

B. Technical Questions*

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

- Scope of Work Section 1: Required Responsibilities and tasks of the Kenya-based Youth Excel Consortium partner.** The Consortium partner will participate in overall Youth Excel and activity planning and learning; facilitate network strengthening activities among a group of youth-led/youth-serving organizations in Kisumu, Kenya; and serve as the Learning Co-Lead for Youth Excel’s global learning theme: *Networks in youth workforce development*
- Scope of Work Section 2: Optional Responsibilities and tasks of the Kenya-based Youth Excel Consortium partner.** In addition to the three primary responsibilities above, the Kenya-based Consortium Partner may also choose to contribute to one or more of the following options:
 - (a) global or Africa/MENA-focused communications and knowledge mobilization!; and/or
 - (b) provide mentors/coaches for global or regional implementation research activities.
 - c. Both

1. **For Section 1 Required:** Please describe what particularly draws you to the task. Why is the selected section a priority for you? What key strengths does your Local organization have that will enable you to successfully complete the tasks in the section? *(2500 characters)
2. **For Section 2 a. Optional:** Please describe what particularly draws you to the task. Why is the selected section a priority for you? What key strengths does your organization have that will enable you to successfully complete the tasks in the section? *(1500 characters)
3. **For Section 2 b. Optional:** Please describe what particularly draws you to the task. Why is the selected section a priority for you? What key strengths does your organization have that will enable you to successfully complete the tasks in the section? *(1500 characters)
4. **Stakeholder Engagement and Network Strengthening approach:** Describe your experience working with stakeholders, National and county level in Kenya 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**. Share examples of networks you have strengthened in the past and your working experience in Kisumu County. (5000 characters)
5. **Inclusion and Protection:** Describe your approach to participant safeguarding and protection. *(2,500 characters)
6. **Approach To Facilitating Learning and the Collaborating, Learning and Adapting (CLA) process:** 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:** Describe your **approach** to creative youth-focused communications and advocacy. Describe your experience, giving **examples** of relevant tasks undertaken in this area. *(4000 characters)
7. **Data management Technique:** 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)
8. Section 2(b). *Optional:* If you are applying to Section 2(b), please describe how you would recruit, contract, and manage implementation research mentors or consultants to support other youth

organizations in Africa, MENA, and/or other regions. What platforms would you use to reach mentors across a range of countries and languages? How will you administer and compensate mentors across a range of countries?

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. **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: