This complete Request for Applications (RFA) consists of the following documents:

1. Request for Application
3. Annex2: Budget and budget narrative format

Promoting Sustainable Partnerships for Economic Transformation (PROSPECTS 3) in Montserrado, Bong and Nimba Counties.

Issuance date: 2nd July 2019
Closing date: 15th July 2019 (5.p.m)

Anticipated No of Awards: 4 (2 - Montserrado Co., 1 - Gbarnga, Bong Co. and 1 - Ganta, Nimba Co.)

Award Funding Range: $ 40,000 (refer to table below)
Duration: 10 Months (15th August 2019 – 14th June 2020)
Cost Contribution: Not Required

If any, Submit Questions in writing to: mc-liberia-tender-questions@mercycorps.org

Mercy Corps reserves the right to award one, several, or no grants from applications received.

Proposal Submission: Send hard copies in a sealed envelope to Mercy Corps Country Office, Tubman Boulevard, Sophie Junction Opposite SOS Clinic, or email at: lr-tenders@mercycorps.org. If you are in Bong and Nimba Counties, you could submit your proposal at Mercy Corps Gbarnga Office, adjacent to the Bong County Administrative Building or the email address mentioned above, no later than the closing date indicated above.

Eligibility Criteria:

- Must have valid registration as local organization (CBOs CSO, NGOs) operating within the country (Proof of copy)
- Provide recent letter of recommendation from the county authority/ Superintendent/ Development Superintendent office (Proof of copy)
- Provide Audited financial statement and Management Letter – Organization or Project (Last three years)- (Proof of copy)
- Provide valid Organization Bank Statement for the last one financial year (Proof of copy)
- Business Re-Accreditation Certificate – If Re-accreditation is not up-to-date signed proof from the Ministry of Finance and Development Planning must be provided that the re-accreditation process is in progress.
- Must have recent tax clearance certificate from the Liberia Revenue Authority (LRA) (Proof of copy)
- Must submit an organization profile which includes; a minimum of 2 years’ experience in youth/adolescent program implementation at the community level. Past project implemented,
ABOUT MERCY CORPS
Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within. Working in Liberia since 2002 to support the transition from post-conflict recovery to sustainable economic and social development, Mercy Corps’ programs focused on reviving agricultural markets and creating economic and social opportunities for marginalized youth, household, and communities. Mercy Corps seeks to create wide-reaching and systemic solutions to address the tough challenges that entrench poverty in Liberia, and to use technology to drive innovation and social change, now, and for the future.

ABOUT PROSPECTS Program:
PROSPECTS (Promoting Sustainable Partnerships for Economic Transformation), currently in its third phase, is a three-year youth livelihood and empowerment program created to respond to the employment and livelihoods challenges young people face in Liberia. Since 2012, Mercy Corps has been implementing PROSPECTS, a portfolio of programs and interventions, largely funded by the Swedish Government through its embassy in Liberia. PROSPECTS works with a broad demographic of Liberian youth in Montserrado, Bong and Nimba Counties through direct program delivery. The program also partners with the private sector, government, educational institutions and other service providers to equip and reach about 20,000 young Liberians with the skills, information, and opportunities to find meaningful and sustainable employment or self-employment.

Detailed Program Activities and Geographic Categories:

1. Complete assessment through Mercy Corps organization capacity assessment tool (OCA tool) which outlines specific areas that require capacity building
2. Participate in Training of Trainers (TOT) in Mercy Corps’ Life and Business Skills Training curricula for onward facilitation with the youth participants
3. Conduct community entry meetings with youth stakeholders and community leaders informing them about the program and its activities in specific communities identified per location as stated below;

<table>
<thead>
<tr>
<th>Counties</th>
<th>Communities</th>
<th>Number of unique participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bong County- Gbarnga</td>
<td>8 Communities in Gbarnga and its Immediate Surrounding</td>
<td>800, Including 100 business grants to be awarded</td>
</tr>
<tr>
<td>Nimba County- Ganta City</td>
<td>8 Communities in Ganta and its Immediate Surrounding</td>
<td>800, Including 100 business grants to be awarded</td>
</tr>
<tr>
<td>Montserrado County- Rural Montserrado- Lot -1</td>
<td>7 Communities, Rural Montserrado, Central North</td>
<td>800, Including 100 business grants to be awarded</td>
</tr>
<tr>
<td>Montserrado County- Rural Montserrado- Lot -2</td>
<td>7 Communities- Rural Montserrado County, North West</td>
<td>800, Including 100 business grants to be awarded</td>
</tr>
</tbody>
</table>

4. Develop guidelines and tools for program participants’ selection and conduct recruitment
exercises, targeting vulnerable youth (15-35 years) in general. In particular; people living with disabilities (PLWD), young women and girls (minimum of 50%)

5. Identify and secure appropriate training venues and conduct life skills and business development and training for youth at the community level in the program locations in the table below:

6. Compile and submit monthly program and financial reports indicating progress, success stories, challenges, learning and activities for the next month.

Deliverables
1. Develop guidelines and tools for participants’ selection processes and program monitoring
2. Using MC Business Plan Template, ensure that each trained participant develops a Business Plan for the Youth Investment Fund (YIF) competition
3. Develop and submit narrative and financial reports of activities on a monthly basis and submit completed financial request for the following month

4. Training Summary Below:

<table>
<thead>
<tr>
<th>Training Area:</th>
<th>No. of Sessions</th>
<th>No. of Times per Month</th>
<th>No. of Participants per Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life Skill Training at the Community Level for all participants</td>
<td>2 Sessions - 3 hours each Weekly</td>
<td>35 youth participants per training session (50% female)</td>
<td></td>
</tr>
<tr>
<td>Level 1-Business Skills Training at the Community Level</td>
<td>3 Sessions - 3 hours each Weekly</td>
<td>35 youth participants per training session (50% Female)</td>
<td></td>
</tr>
</tbody>
</table>

Pre-Submission Checklist

Please review this list before submission to ensure your organization has a high chance of success!

- Have you read, understood and followed all the instructions in completing the proposal?
- Have you carefully reviewed and understood the Terms of Reference and made sure you are meeting requirements?
- Have you double-checked that your proposal provides a quality response to the evaluation criteria?
- Have you completed all sections of the proposal?
- Is the proposal within the 10-page limit (excluding attachments)?
- Have you completed and included all the mandatory attachments in the require order?
- Does the budget match the amount requested in the proposal format?
- Are you submitting before the deadline?

Please click or copy this link in the web browser to get the Budget Template for the RFA Annex 2 and Project Proposal Development Guide Instructions - Annex 3

Budget Template for RFA-Annex 2: https://drive.google.com/open?id=1ydqEsJHND14GKj6CHq_9D1K5lucK7dIR

Proposal Development Guide Instructions- Annex 2- https://drive.google.com/open?id=1yizg5IFSdWGDj2Ew2BKPAUm_5mq1l4t