

Request for Proposals (RfP)

Title: Engagement of Expert(s) for Capacity Building, Institutionalization, Awareness Raising and Research Activities under the YPS and WPS Agendas

Date of Issue: Tuesday, June 3, 2025

Deadline for Applications: 11 June 2025, 16:00 (CET)

1. Background and Project Overview

The Network of Associations of Local Authorities of South-East Europe – NALAS unites 13 local government associations across South-East Europe. Its mission is to enhance local governance and public service delivery by fostering knowledge exchange, building capacity, and advocating for policy improvements. NALAS promotes collaboration among its members, disseminates best practices and aids local authorities in pursuing sustainable development and effective decentralization.

NALAS in cooperation with UNDP North Macedonia, is implementing a regional Project: “Youth 4 Inclusion, Equality & Trust” to advance the Youth, Peace, and Security (YPS) and Women, Peace, and Security (WPS) agendas.

The project focuses on building institutional capacities, fostering youth participation, promoting decentralized cooperation, and supporting local governments with youth-led initiatives aligned with YPS/WPS principles. NALAS shall take an active and leading role in delivering activities under Output 2: Diverse young people across the region participate meaningfully in policy and government processes, advancing YPS and WPS agendas and promoting social cohesion. Drawing on its extensive network, institutional experience, and established capacity development framework, NALAS is committed to contribute in building sustainable local governance systems that enable youth participation and promote inclusive peacebuilding practices.

2. Objective

The objective of this engagement is to support the design, development, and implementation of targeted activities under the “Youth 4 Inclusion, Equality & Trust” project through expert services in research and study preparation on good regional practices, training support and moderation, curriculum development support, policy alignment, awareness raising, and institutionalization.

3. Project activities

As part of its engagement in advancing the Youth, Peace and Security (YPS) and Women, Peace and Security (WPS) agendas, NALAS will carry out a series of interlinked activities designed to build capacity, foster regional cooperation, and support institutional change at the local level.

Under Activity 1, NALAS will support a regional training of trainers (ToT) for 25 selected participants, laying the foundation for sustainable capacity development. The training will be designed and implemented in alignment with YPS and WPS priorities, using participatory methods and tailored content. Following the training, all materials will be translated into local languages and widely disseminated among NALAS members and relevant stakeholders, ensuring long-term use and replication.

Through **Activity 2**, NALAS will establish and support the development of a regional **Pool of YPS and WPS Trainers**, composed of representatives from local governments and youth actors across the region. A specialized e-Academy training introduction will be provided for trainers and moderators, enabling them to effectively facilitate online learning and peer exchange. The pool will be maintained as a functional regional resource, actively involved in the implementation of follow-up activities in participating countries and territories.

In **Activity 3**, NALAS will raise awareness of the YPS agenda among local authorities by organizing a high-level **Regional Forum on Youth, Peace and Security**, embedded within the broader framework of the NALAS Forum of Mayors. A dedicated session will spotlight **town-twinning as a tool for peacebuilding**, providing opportunities for dialogue and exchange. Awareness will also be promoted through ongoing outreach to NALAS members and stakeholders at both local and regional levels.

Through **Activity 4**, NALAS will promote **town-twinning** and decentralized cooperation as mechanisms for strengthening youth engagement and regional dialogue. A regional study will be conducted to map good practices and successful examples of decentralized cooperation, resulting in a published report. The findings will be shared widely, and a **multilateral study visit** will be organized, showcasing town-twinning in practice and encouraging replication. These efforts will also inform the initiation of institutional activities for embedding YPS and WPS principles into local frameworks.

Finally, under **Activity 5**, NALAS will support the **institutionalization of YPS and WPS agendas at the local level**, in close coordination with UN agencies and municipal actors. This will include technical assistance to municipalities in adopting inclusive, transparent mechanisms for youth engagement and integrating YPS and WPS principles into their local

governance structures. NALAS will also facilitate the monitoring and documentation of the institutionalization process, submitting regular **progress reports** and supporting municipalities in tracking their achievements.

4. Summary of Requirements

The Network of Associations of Local Authorities of South East Europe (NALAS), within the project “Youth 4 Inclusion, Equality & Trust”, requests proposals from interested Individual expert or team to support implementation of project activities.

5. Invitation

Individual Expert or Team of experts with proven experience and expertise in local government Capacity Building; Institutionalization, Awareness Raising and Research Activities and knowledge of UN YPS and WPS Agendas are invited to respond to this Request for Proposals.

6. Proposals Terminology

The following terms will apply to this Request for Proposals (RfP) and Terms of Reference (ToR) and to any subsequent Contract. Submission of a proposal in response to this Request for Proposals indicates acceptance of all the following terms:

Terminology

- “NALAS” means the Network of Associations of Local Authorities of South East Europe;
- “Contract” means the written agreement resulting from the Request for Proposal executed by the NALAS Secretariat and the successful vendor;
- “Contractor” means the successful vendor selected from this Request for Proposal;
- “Must”, “Mandatory” or “Required” means a requirement that must be met in order for a proposal to receive consideration;
- “Individual Expert or Team” means an individual or team that submits, or intends to submit, a proposal in response to this Request for Proposal.

7. Enquiries

This Request for Proposal can be downloaded from the NALAS website at www.nalas.eu. For any questions about the content of this RfP, please contact Ms. Jana Belcheva Andreevska, at belchevaandreevska@nalas.eu.

8. Ownership of Proposals

All documents, including proposals submitted in response to this Request for Proposals become the property of NALAS. However, only the submissions by the successful contractor will be used. Once a contract has been awarded, the name of the successful consultant will be available to the public upon request.

9. Scope of Work and Deliverables

NALAS invites individual experts or teams to submit proposals for delivering services under the following components:

Component 1: Capacity Building and Legislative Alignment

- I. Support development and align training materials on YPS/WPS agendas with national youth legislation.
- II. Support preparation and delivery of a Training of Trainers (ToT) program, evaluation and reporting.
- III. Provide technical input for aligning local policies with YPS/WPS standards.

Deliverables under Component 1: Capacity Building and Legislative Alignment

1. Aligned training materials for the Training of Trainers (ToT) program on the YPS and WPS agendas, incorporating relevant national youth legislation.
2. Evaluation report on ToT delivery, including analysis of participant feedback and learning outcomes.

Component 2: NALAS e-Academy Course Development and Moderation

- I. Develop content and instructional design for an online YPS/WPS training course (NALAS e-Academy materials).
- II. Work with ICT partners on Moodle platform integration.
- III. Moderate e-courses and mentor pool of trainers for localization and dissemination of knowledge on YPS and WPS Agenda.

Deliverables under Component 2: NALAS e-Academy Course Development and Moderation

1. Instructional design plan and content outline for NALAS e-Academy online YPS/WPS training course.
2. Support documentation , including multimedia materials, quizzes, and interactive tools for Moodle integration, developed jointly with ICT partner.
3. Moderation and reports on course facilitation and mentoring of the pool of trainers.
4. Feedback analysis from online participants and recommendations for course adaptation/localization from evaluation reports.

Component 3: Awareness Raising and Dissemination

- I. Support dissemination of training results and project deliverables through youth-friendly platforms and social media.
- II. Moderate sessions during regional events and forums.
- III. Promote engagement and visibility of local youth councils and municipal leaders.

Deliverables under Component 3: Awareness Raising and Dissemination

1. Forum of Mayors and other NALAS Event - session moderation
2. Communication content for dissemination on youth-friendly platforms and social media (minimum: 10 social media posts, 5 visual banners, 3 newsletters).
3. Moderation reports from regional events, documenting discussions, participation, and outcomes.
4. Brief case studies or human-interest stories showcasing youth engagement and success of local youth councils.

Component 4: Research and Institutionalization Support

- I. Conduct a regional mapping and analysis of decentralized cooperation and town-twinning as tools for peacebuilding.
- II. Produce a publication (20–40 pages) in English presenting case studies and recommendations.
- III. Propose and support activities for institutionalizing YPS/WPS, including consultations, workshops, and youth forums.

Deliverables under Component 4: Research and Institutionalization Support

1. Regional mapping report of decentralized cooperation and town-twinning in the context of peacebuilding (min. 20 pages - max. 40 pages, digital format, English) including good practices and recommendations.
2. Concept notes or summary reports from local consultations, thematic workshops, or youth forums (min. 3 events).

3. List of proposed institutionalization measures, tailored to local governance frameworks and stakeholder needs.
4. Inputs to NALAS progress reports (qualitative and quantitative)

10. Required Qualifications

Experience

- Proven experience in youth policies, local governance, and training design and delivery.
- Familiarity with the YPS and WPS agendas.
- Strong facilitation, moderation, and communication skills.
- Experience in the area of local government activities, especially in decentralized cooperation and town-twinning.
- Previous work with international development organizations or UN agencies
- at least 3 surveys conducted for local governments and report preparation.

Education

- The experts should have at least Bachelor Degree in an area relevant to public administration and social services (e.g., social sciences, political science, public administration, pedagogy, human resource management or another relevant field).
- Master's Degree will be considered as an additional asset.

Language and IT skills

- Fluency in English, both written and spoken, as all supporting documents and the final
- report, shall be delivered in the English language. Sound knowledge in MS Office (Word,
- Excel, PowerPoint).

Other

- Promptness, high flexibility, ability to work within a team under tight deadlines, and
- readiness to travel. Analytical, research, social and communication skills.

11. Timeline

Assignments will be conducted from June 15, 2025 to end of September 2026, according to the project's Gantt chart and specific deliverables timeline.

12. Application Process

Interested candidates should submit:

- CV(s) of the expert(s)
- Financial proposal with detailed budget per components, activity and expert. The costs shall be expressed in Macedonian Denars, (VAT exemption applies).
- Presentation of expert suitability and competence for this assignment with a proof of previous work relevant to the assignment

Applications should be sent to: belchevaandreevska@nalas.eu and amet@nalas.eu with **Subject:** Offer for consulting services for YPS and WPS.

13. Evaluation Criteria and Scoring

The selection of the Consultancy Entity will be made following the quality-cost based selection method (70 % technical component and 30% financial component).

14. Modification of Terms

NALAS reserves the right to modify the terms of the ToR at any time at its sole discretion.

15. Acceptance and Rejection of Proposals

NALAS may not necessarily accept the lowest priced proposal or any proposal. At its sole discretion, NALAS reserves the right to reject any or all proposals received and to accept any proposal which it considers advantageous, whether or not it is the lowest priced proposal. NALAS is not under any obligation to award a contract, and reserves the right to terminate the request for proposal process at any time, and to withdraw from discussions with all or any of the Consultancy Entity who have responded. NALAS reserves the right to accept the proposed offer in total or in part, to reject any or all offers, to waive any minor informalities, irregularities, or technicalities, and to accept the offer deemed most favorable.

NALAS is not obliged to provide information about the selection process.

16. Closing Date and Location

To be considered, proposals must be received in electronic form not later than 11 June 2025, 16:00 (CET)

17. Reporting

The assignment report should be submitted, not later than 15 working days after the realization of all activities and submission of deliverables. The standardized Report Format to be used will be provided as Annex to the Contract.

18. Terms and Payment

The Consultancy Entity will be hired under Service Contract, signed by NALAS and will be paid in quarterly instalments upon submission and approval of the deliverables listed above.