

Call for proposals:

Implementing Partner to co-design and implement the ILO's Youth -To- Youth Fund (Y2YF) model in Addis Ababa, Amhara Region, Benishangul Gumuz, and Somali regions.

The ILO is looking for an implementing partner to complete the terms of reference described below. Interested organizations should send all the required documentations specified in this TOR electronically to: ADDIS_PROCUREMENT@ilo.org before November 9, 2026, until 23:59 pm, midnight, EAT time. Kindly title your email subject as, "Call for proposal – Y2YF."

Country: Ethiopia

Duration of assignment: 12 months

Duration of Contract: 12 months

The Request for Proposal requires a Non **-Governmental Organization (NGO)** or not for profit organisations that have physical presence and operational capacity to implement the Youth-to-Youth Fund(Y2YF) program in Addis Ababa, Amhara Region, Benishangul Gumuz Region, and Somali Region.

1. Background

The Government of the Netherlands is financing a partnership initiative entitled “The PROSPECTS Partnership Programme”. The PROSPECTS is a global partnership that aims to improve the access of host communities and forcibly displaced people to education, social protection and decent work. PROSPECTS operationalizes the humanitarian-development-peace nexus, creating strong partnerships between humanitarian and development actors to leverage comparative advantages, and improve coordination and efficiency to boost their overall impact for refugees and host communities, as envisioned in the outcomes of the 2016 World Humanitarian Summit under [the New Way of Working](#). Spearheaded by the Government of the Netherlands, it brings together the International Finance Corporation (IFC), the International Labour Organization (ILO), the UN Refugee Agency (UNHCR), the UN Children's Fund (UNICEF) and the World Bank to help transform the way in which governments and other stakeholders, including the private sector, respond to forced displacement crises.

Young people in forced displacement contexts, particularly refugees, and those who are internally displaced (IDPs), face specific legal, policy, social and economic constraints that limit their access to education, skills development, and decent work, and affect their ability to realise their rights. Conflict and forced displacement can also negatively affect their cognitive, social, emotional, and physical development, further limiting their prospects for a successful transition into adulthood and sustainable employment.

In response to these pressing challenges, the ILO implemented the Youth-to-Youth Fund (Y2YF) in 2022 as a youth employment intervention that combines employment creation and entrepreneurship development with young people's meaningful engagement and participation. The first phase of the Y2YF was implemented between 2022 and 2024 in Addis Ababa and the Somali Region of Ethiopia through an implementing partner that supported 10 youth-led organizations. The programme sought to address youth unemployment in contexts affected by forced displacement while empowering young people and youth-led organizations to identify and implement locally relevant solutions. During its first phase in Ethiopia, the Y2YF supported over 1,000 youth to start new businesses or strengthen existing enterprises through entrepreneurship training, coaching, mentorship, and access to finance linkages created through the program. In addition to creating direct employment opportunities for participating youth, the programme generated wider benefits by contributing to employment and livelihood opportunities for members of their communities. By promoting economic inclusion and collaboration among young people from refugee and host communities, the Y2YF also contributed to strengthening resilience, social cohesion, and peaceful coexistence.

Building on the experience and lessons learned from the first phase, the ILO plans to implement a **second phase of the Youth-to-Youth Fund** in Addis Ababa, the Somali Region, Amhara, and Benishangul-Gumuz. The second phase will seek to support small-scale youth entrepreneurship development projects implemented by youth-led organizations. It will also strengthen the capacities of youth-led organizations to design and deliver innovative, youth-driven solutions that benefit refugees, internally displaced persons, and host communities.

The ILO is therefore looking for an implementing partner to support the design and implementation of the Youth-to-Youth Fund (Y2YF) model, tailor it to the needs of youth in forced displacement contexts in Ethiopia and implement it Addis Ababa, Amhara and Benishangul Gumuz, and Somali Regions.

2. Youth- to-Youth Fund (Y2YF)

The Y2YF is a **competitive grant scheme** managed by a national implementing partner that supports youth-led organizations with funding, capacity strengthening and direct technical assistance. It is designed for youth-led organizations to propose innovative project ideas on how to create entrepreneurship and business opportunities for other young people. The organizations with the most innovative project ideas receive a grant and complementary capacity building to help them implement their projects and test the viability of their ideas. The proposals should include project ideas that contribute to the promotion and/or development of business opportunities for young people as a means to create employment. The winning organizations, through their projects, are expected to create opportunities for youth to start or improve their small enterprises or other entrepreneurial initiatives. The proposed project ideas should thus focus on how to empower and enable young people to establish enterprises, improve enterprises whether micro or larger to be more growth oriented.

The Youth-to-Youth Fund supports youth led organisations in Ethiopia to support youth to start and improving their business. The Youth-to-Youth Fund is **not** a Business Idea or Business Plan Competition. The Fund **does not support** entrepreneurs/for-profit enterprises or applying youth-led organizations themselves to become entrepreneurs or employers. The applying youth-led organizations should **facilitate and support** the process of youth becoming entrepreneurs rather than the organization itself aspiring to make profit from entrepreneurial activities. Any components of the proposed project with a key purpose of generating profit for the implementing organization cannot be funded by the grant. In the case of social enterprise organizations, any income generation activity should be used to conduct activities that will be directed to program beneficiaries and also to sustain the project activities.

The project ideas should address some of the challenges that are faced by young people in forced displacement contexts who are, or aspire to be, entrepreneurs or to improve and expand their business. These include for example:

- Lack of access to capital and finance
- Lack of skills and educational opportunities to start and improve business
- Lack of business development skills
- Limited access to markets and business to business linkage
- Lack of experience and skills
- Lack of social capital / networks
- Lack of access to financial capital for a variety of reasons some of which are listed above
- Challenges to register and formalize their enterprises

Approaches to tackle these obstacles can be found, for example, in the following areas that will support youth to start and improving their business:

- **Access to support services:** providing access to business development services (BDS) and information such as market information, management, financial literacy, asset building, e-business assistance, mentoring, product development, and technology advice.
- **Capacity building:** providing or facilitating training on vocational or life skills/core skills to enhance the competency level as well as confidence of young people and support job search support activities.
- **Access to finance:** linking young people with financial institutions. Providing youth with the tools, capacity, and confidence to request financial services for the creation or expansion of their own enterprises or working with financial institutions to make their services more available to young entrepreneurs.
- **Building social capital:** facilitating the development of mechanisms that help young people increase their networks, client base, support systems, market access, and negotiation power, such as forming or joining networks, associations, or cooperatives. For example, support for association building for young entrepreneurs.
- **Formalization:** supporting the registration and formalization process of existing micro- and small-scale businesses run by young entrepreneurs.
- **Value chain linkages:** creating links between existing businesses, or between existing and new enterprises by youth; developing and strengthening value chains; and identifying where emerging enterprises could add the most value.
- **Social entrepreneurship development:** facilitating the creation or expansion of social enterprises (i.e., enterprises/ventures that use entrepreneurial principles to address a social problem or community challenge and achieve social change) led by youth.
- **Household enterprise development:** facilitating and enabling the creation or expansion of household enterprises to enable young people, especially young women, to work from their homes.

The above-mentioned challenges and intervention areas are only examples intended to help explain the general purpose and goal of the Y2Y Fund. Proposals are not limited to these areas. There are many other challenges and intervention areas not mentioned here that may inspire innovative and unique solutions.

The Fund gives youth through the youth-led organization an opportunity to contribute to address the youth unemployment challenge and create youth employment opportunities in their communities as active development partners rather than just beneficiaries.

Objective of Y2YF

The general objective of the Youth-to-Youth Fund is to promote youth employment and participation through the engagement and capacity building of youth-led organizations to support youth entrepreneurship to improve employment prospects of young people in forced displacement contexts.

The major expected outcomes of the project are:

- Youth-led and refugee youth-led organizations have the organizational, technical and financial management capacity to design, deliver and sustain youth employment and entrepreneurship projects.
- Young people, particularly young women, in forced displacement contexts have increased access to decent and sustainable jobs and self-employment opportunities through viable youth-led enterprises.
- Young people recognised as promoters and creators of employment opportunities for youth.

Target and Beneficiaries

- **The direct beneficiaries:** are officially registered non-governmental, non-profit, or social enterprise and youth-led organizations, including refugee youth-led organizations committed to creating jobs for youth in forced displacement contexts through entrepreneurship solutions. The project will be implemented in Addis Ababa, Amhara, Benishangul Gumuz, and Somali Region, in Ethiopia. Selected organizations will be capacitated and will gain first-hand experience on proposal writing, project management, financial management and organizational management. The implementing partner and ILO will support youth led organizations from different project locations to support other young people to run their small-scale entrepreneurship development projects through the Y2YF. After gaining the technical and capacity building support from the ILO and the implementing partner, the selected youth led organization with the support of the ILO and the implementing partner will support other youth to start and improve their business or undertake other entrepreneurship activities.
- **The ultimate beneficiaries:** are 2,000 young people in forced displacement contexts that are supported by youth-led organisation and who receive an opportunity to start their own small businesses or to improve their existing businesses or undertake other entrepreneurship activities through the Y2YF.

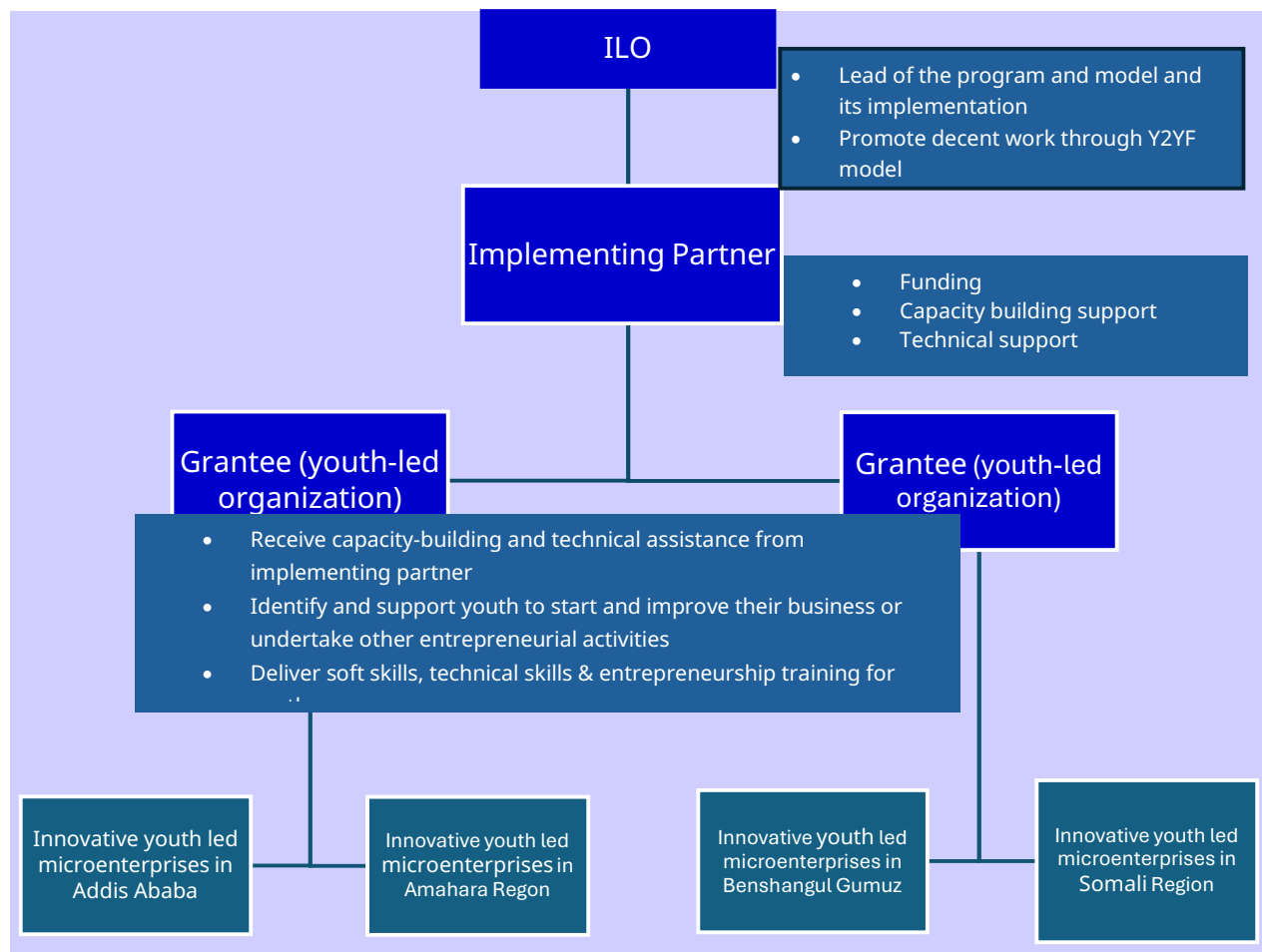
Youth Led organizations

“Youth-led” refers to formally registered membership organizations such as business membership organizations (BMOs), young entrepreneurs’ associations, and other non-governmental organizations (NGOs), community-based organizations (CBOs), associations, networks, and cooperatives in which young people between the ages of 15 and 35 represent the majority of the management/decision-making body (i.e., board of trustees, board of directors, management team, etc.). Young people in these organizations have decision-

making power and are responsible for approving the use of project funds. In addition, a young person aged 18-35 must be the project coordinator or playing a principal role in the design, implementation, monitoring and expansion of the project. In cases where this may be beneficial, the project coordinator may be supported by an experienced (non-youth) mentor, who will provide guidance and advice where necessary.

The Y2YF structure works as follows:

The Youth-to-Youth Fund is the youth employment model of the ILO which will be implemented with an implementing partner to work with 15-20 youth led organizations to support 2,000 youth to start and improve their business or undertake other entrepreneurial initiatives.



History of implementing Y2YF

The Y2YF model was strategically designed by the ILO based on research conducted in West Africa.¹ This research, which challenged youth as to how they would design employment programs, showed that 1) most projects proposed were heavily focused on entrepreneurship; and 2) the most successful projects provided a combination of hard and soft skills training, access to finance, practical training and follow up, mentorship and coaching support. The subsequent development of the Y2YF was based on these findings,

¹ For more information: https://www.ilo.org/wcmsp5/groups/public/---dgreports/---exrel/documents/publication/wcms_238671.pdf and https://www.unido.org/sites/default/files/2011-11/MRU%20Publication%20Competitive%20Grant%20Scheme_0.PDF

focusing on meaningful youth participation and providing the "full package" of access to finance, mentorship, coaching support and capacity building support to young entrepreneurs with a focus on innovative areas or niche markets.

Launched in West Africa in 2008, the Y2YF was successfully implemented across countries in North, West and East Africa between 2010 and 2014. In 2022, Youth to Youth Fund was contextualized to Ethiopia and forced displacement contexts and implemented between 2022-2024. This model yielded successful innovations that boosted employment opportunities for youth by supporting 10 youth-led organizations in Addis Abeba and Somali region that supported over 1,000 youth to start and improve their business or undertake other entrepreneurship activities. Youth entrepreneurs were support with grant, training, coaching, mentorship, business development, business linkage opportunities.

3. Objective and Scope of work

The objective of this assignment is to co-design and implements the Youth-to-Youth Fund (Y2YF) model in Ethiopia supporting 15-20 youth-led organizations. The Fund will support 2,000 youth from refugees and host communities to start or improve business or pursue other entrepreneurship activities that contribute to creating employment for youth. The Fund will be implemented in Addis Ababa, Amhara, Benishangul Gumuz, and Somali Region.

The implementing partner's scope of work will comprise the following areas and tasks:

a. Co-design and adaptation of the Y2YF model

The implementing partner will work closely with the ILO and relevant stakeholders to review, adapt and operationalize the Y2YF model for implementation in forced displacement contexts in Ethiopia. This task implies:

- Getting familiar with the existing ILO Y2YF model through relevant documents shared by the ILO;
- Learn from Phase I of the Y2YF rollout under PROSPECTS and apply the learnings, lessons and best practices in the design and implementation of Phase 2 Y2YF.
- Identify key stakeholders including government bureaus, local development partners, financial and business development service providers for the delivery of the Y2YF.
- Establish a steering committee with key members representing the Refugee and Returnees Service, government bureaus, local development partners, financial and business development service providers and other stakeholders to guide the implementation of the Y2YF
- Conduct consultations with ILO Addis Abeba and ILO HQ, technical backstopping team, and field colleagues, as well as PROSPECTS partners and other key stakeholders;

- Co-design and revise the Y2Y model as needed and tailor it to the needs and realities of youth in forced displacement contexts in Ethiopia.
- Work closely with Youth Network Committee of the ILO to ensure the meaningful engagement of youth to promote decent work for youth.
- Implement the Y2YF model in Ethiopia by working with 15-20 youth led organizations to support 2,000 youth from refugees and host communities to start and improve their business in Addis Ababa, Amhara, Benishangul Gumuz, and Somali Region.

b. Implementing the Y2YF

This task implies the following components:

1. Designing and issuing a call for proposals:

- Mapping youth-led and refugee led organizations (representing or working with internally displaced, refugee and host community youth) that could potentially be interested in participating in the call for proposals;
- Develop communications and outreach strategy outlining dissemination channels to be used to reach the target audience i.e youth-led organisations representing or working with internally displaced, refugee and host community youth;
- Develop communications materials to share information about the Y2YF and generate interest from youth-led organisations.
- Deliver info sessions to further reinforce the outreach messages and offer support to those who are not sure what to do next.
- Collaborate with the ILO in designing and initiating a call for proposals/ an invitation to submit applications to identify interested youth-led organizations. Applicants should be able to submit their application through a formal submission via email or postal address;

2. Develop and deliver project design and grant proposal writing workshops

- Develop project design and grant proposal writing workshops for the target audience in Addis Abeba, Amhara region, Benishangul Gumuz, and Somali Region. This is designed for youth-led organizations shortlisted to assist participants to develop initial innovative, relevant and feasible ideas;
- Deliver the above workshops for youth-led organisations in in Addis Abeba, Amhara region, Benishangul Gumuz, and Somali Region.

3. Initial screening process

- Collaborate with the ILO in designing and initiating a call for proposals/ an invitation to submit revised applications to the capacitated youth-led organisations.
- Co-develop selection process, selection criteria and materials (questionnaire, participants guideline, evaluators guideline, etc.) for the initial screening process.
- The implementing partner shortlists an initial cohort of youth-led organisations based on agreed upon criteria (semi-finalists).

4. Pre-pitch competition preparation

- Conduct info-sessions and preparation workshop to prepare semi-finalists for the pitch-workshop

5. Pitch competition

- Conduct a pitch competition among the shortlisted organizations.
- Compose a panel of judges composed from workers, employers, relevant Ministries and other relevant stakeholders to select finalists.
- Select 20 finalist youth led organizations from the identified project locations based on criteria previously developed.

6. Grantee selection, funds disbursement and continued technical assistance

- Finalist youth led organizations: The implementing partner and members of the steering committee assess and select finalists on the basis of criteria which include innovation, relevance of the proposal to solve the problem presented, organizational capacity, market potential, interest of beneficiaries, established partnerships, measures taken to promote sustainability and replicability. Conduct and verification visits to shortlisted organizations for further assessment. Those 20 selected youth-led organizations which successfully complete this rigorous selection process are notified and invited for a workshop where finalization of business plans and budgets as well as grant induction and signing of contracts occurs;
- Implementation of projects in one year: The implementing partner will support the 20 youth led organizations in implementing their business idea by providing technical and financial support (grants).
 - Financial support will be provided in the form of grants. The implementing partner will design grant packages for the grantees; will also provide technical assistance to grantees to finalize project documents; and will disburse grant. The grant award will be part of this implementation agreement and the budget that will be provided to the partner under this implementation agreement.
 - Technical assistance and mentorship: The implementing partner and members of the steering committee conduct technical assessments of the shortlisted organizations to identify capacity gaps; training and technical assistance to shortlisted applicants to redefine the design of the projects and submit full proposals. At this stage, implementing partners, existing ILO structures, BDS and SIYB (Start and Improve

Your Business)² trainers can offer technical support and any other support services required by the participants. The implementing partner will provide or coordinate the provision of consistent and tailored on-the-ground support by a variety of experts. This can take on the form of a “Technical Mentor and Monitor”, which visits grantee project sites once a month with ILO and provides technical assistance, including expert advice, coaching and training on Organizational and Project Management, Financial Management, Communication and Marketing, and/or Monitoring and evaluation (depending on needs of grantees). These experts can work closely with grantee organizations to ensure that the relevant beneficiaries receive the appropriate skills and provide trainings to ultimate beneficiaries, as needed.

- Visibility and communication: The implementing partner will work with grantee organizations for available knowledge sharing and/or showcasing events.

7. Implementation of Youth-to-Youth Fund with the identified youth led organization

- The implementing partner, with inputs from the ILO, supports youth-led organisations supports youth-led organizations with funding, capacity strengthening and direct technical assistance.
- The implementing partner and ILO provide technical support and capacity building for the youth led organizations based on the organizational capacity assessment conducted with youth led organizations and training topics identified by the ILO and the partner.
- The implementing partner and ILO implement the full model to generate economic opportunities for host community and refugee youth in the project implementation areas Addis Abeba, Amhara region, Benishangul Gumuz, and Somali Region.

8. Monitoring and Evaluation

- Conduct bi-monthly field visits to each project site during implementation period to monitor progress verify results and identify implementation challenges;
- Regularly review project technical and financial reports of the youth-led organisations to gauge outputs the planned activities and expected outputs achieved;
- Conduct mid-term and end term evaluations;
- Coordinate receiving financial and technical reports from grantees;
- Conduct survey and group feedback sessions (or one-on-one interviews) with ultimate beneficiaries to inform program improvements;
- Conduct a bi-monthly online and in person meetings with the ILO to share progress and updates on implementation.

² For more information: https://www.ilo.org/wcmsp5/groups/public/---ed_emp/documents/genericdocument/wcms_537987.pdf and https://www.ilo.org/global/programmes-and-projects/prospects/countries/ethiopia/WCMS_810035/lang--en/index.htm

9. Closing and lessons learnt

- Once the round of funding is completed, project closure and official final project reports are submitted to the ILO by the implementing partner;
- Extracting lessons and sharing knowledge: the implementing partner will collect best practices, compile case studies, conduct peer review meetings, and identify evidence on what works from the projects.
- Conduct a final evaluation to assess the project results document best practices of the project.

4. Eligibility Criteria

- Officially registered, non-governmental, non-profit, and social enterprise organizations in Ethiopia and/or in the region.

5. Required Experience

- Officially registered, non-governmental, non-profit organizations in Ethiopia and/or in the region
- Must have office and staff presence in the Addis Abeba, Amhara region, Benshangul Gumuz, and Somali region or willing to assign staff members that will work with the youth led organization in all project geographies.
- Should have experience in working with the local communities, refugees, and host communities, particularly young people
- Should be willing to engage refugee youth led organizations in the program
- Should demonstrate substantial experience working in areas related to youth employment, entrepreneurship training and enterprise promotion
- Should demonstrate inclusion of refugees with clear gender and person with disability inclusion strategies
- Should demonstrate experience working with youth-led organizations and experience working with youth groups and networks
- Should be ready to work with the regional government, private sector actors and other stakeholders best placed to deliver on the different outputs in the implementation of the project.
- The applicant should provide a mechanism to ensure sustainability of the interventions started after the end of the project.
- The applicant should be able to provide a technical and financial proposal with a clear workplan and an activity-based budget on how to deliver the interventions over the 12 months period.
- The applicant should be capable of assembling/ providing a team of technical experts that can deliver the above activities and outputs. It is expected that the leader of the team will need to have a post-graduate degree in Social Sciences or Development Studies, or another relevant field, with 5 years' experience. CVs of the team must be annexed with this application.

6. Timeline

Implementing partners must include a workplan and timeline in the proposals that should be implemented within 1 year. A draft tentative timeline for the Y2YF is as follows:

Actions	Timeline (months)											
	1	2	3	4	5	6	7	8	9	10	11	12
Refine Y2YF concept												
Identify and engage local partners, including Youth Network Committee, project Steering Committee (SC)												
Map potential youth led organizations in all identified project locations.												
Finalize Y2YF call for proposal for Youth-led organizations.												
Develop and deliver project design and grant proposal writing workshops												
Shortlist semi-finalist youth-led organizations to compete for the fund, Conduct info sessions and capacity strengthening ahead of the pitch competition.												
Conduct a pitch competition to select the Y2YF finalist <ul style="list-style-type: none"> - Develop materials for applicants and evaluation panel - Select panel of judges - Conduct technical evaluation and interviews (or pitch event) and select winners 												
Develop communication materials and communication strategy												
Roll out communication strategy and open submission period												
Select the finalists												
Site visits are conducted to shortlisted organizations												

Award ceremony event, Organize kick-off workshop for winners												
Conduct entrepreneurship training and support for shortlisted participants and support development of business plans												
Support starting and improving business entrepreneurship program implemented in project locations with youth led organizations												
Support implementation/track progression of grantees through monitoring visits bi-monthly and review of project reports detailing outputs achieved.												
Mid term evaluation												
Quarterly meeting with ILO, youth led organizations and relevant partners.												
Final evaluation and follow-up with ultimate beneficiaries												
Development and dissemination of a set of best practice case study documents												

7. Deliverables

1. Inception report with workplan and approach to the assignment including methodology;
2. Call for proposal for the Y2YF and shortlisted candidates
 - Finalised concepts note of Y2YF to be implemented in Addis Ababa, Amhara region, Benishangul Gumuz region and the Somali region
 - Call for proposal for Y2YF youth led organization materials, including short proposal form, full proposal form, participants guideline;
 - Evaluation guidelines, including evaluation criteria, evaluation matrix, form/scoring sheet to be used by steering committee;
 - Evaluation panel name and composition
 - Communication and outreach strategy, including list of outreach efforts made, communication materials produced;
 - Shortlisted organization for the Y2YF name of the organization and with the evaluation.
 - Database of received applications, including contact information and other background information;
 - Shortlist of semi-finalists proposals with scores and comments on each;

3. Project design and grant proposal writing workshop conducted, workshop for semi-finalists to redefine proposals and prepare for pitch competition conducted;
 - Develop and deliver Project design and grant proposal writing workshops
 - Database of the trainees including contact information and other background information;
 - Name of the organizations attending the workshop with aggregated data.
4. Pitch competition event with the evaluation result
 - Evaluation criteria for the pitch competition
 - Final awarded organization and award ceremony with the grant packages;
 - Picture video, article and other reports of the pitch competition
5. Award for youth led organizations and funds disbursed to at least 15-20 youth-led organisations;
 - Technical assessment and verification visits to the youth-led organisations conducted, Database of finalist organizations with scores and assessment comments on each
 - Name of the awarded organization with registration and other information
 - Contract agreement with youth led organizations
 - Periodic budget disbursement reports
 - Monitoring visits reports, including recommendations;
6. Implementation of the Youth-to-Youth Fund program to support 2,000 to start and improving business
 - Technical support provided for youth led organizations.
 - Report of the capacity assessment
 - List of technical assistance requests and responses, including training participation reports;
 - Periodic reports on the number of youths targeted on starting and improving business
 - Deliverable on the employment, enterprises, financial linkage and other activities supported by the Y2YF.
 - Monitoring visits reports, including recommendations;
 - Mid-term review of the grantee organisations conducted;
7. Final Report
 - End-term review of the grantee organisations conducted;
 - A summary document (approximately 25 pages) collecting best practices, compiling case studies, conducting peer review meetings, and identifying evidence on what works from the projects that were tested.
 - Communications materials, including pictures from the workshops and monitoring visits and at least 2 beneficiary videos developed to promote the Y2YF

NB: Mid-term and final progress reports accompanied by mid-term and final financial progress reports are mandatory.

8. Payment terms

- **First payment** will be 30% of the total budget and to be disbursed after the contract is signed and upon receipt of deliverable 1 to the satisfaction of the ILO and presentation of the Invoice.
- **Second payment** will be 55% of the total budget and to be disbursed upon receipt of deliverable 2-5 to the satisfaction of the ILO and presentation of the Invoice.
- **Third payment** will be 10% of the total budget and to be disbursed upon receipt of deliverable 6 outlining Implementation of the Youth-to-Youth Fund program to support 2,000 to start and improving business faction of the ILO and presentation of the Invoice.
- **Fourth Instalment and last payment** will be 5% of the total budget and to be disbursed upon receipt of deliverable 7 after submission of End of assignment report detailing results, best practices, final report and presentation of the expenditure report.

9. Required Documents for the Application

- 1) **Technical Proposal:** A technical proposal which has background about the organization and its ability to implement this intervention, examples of working on similar projects in the past, proposed approach on how to implement the ILO Y2YF and a clear workplan. The project proposal should demonstrate clear alignment with this TOR and expected assignment. The Technical Proposal should not exceed 25 pages.

CVs of key personnel with details on relevant experience on youth employment must be included in addition to the technical proposal.

Technical Proposal Template

Please kindly use the attached Technical Proposal Template for submission.

- 2) **Financial proposal:** The financial proposal must present the detailed program and administration costs. The project cost should be according to the Organizations of Civil Societies Proclamation No. 1113/2019. The proclamation directs the allocation of 80% of the project cost for a program cost and 20% for administrative costs. Organizations that are exempted from this proclamation should indicate exemption in their financial and technical proposals. The financial proposal should

Financial Proposal Template

Please kindly use the attached Financial Proposal Template for submission

Evaluations will follow two stage processes whereby only proposals that have been found technically feasible will be financially evaluated. Proposals submitted will be assessed against the following criteria:

i. Technical Proposal (70%)

The Technical Evaluation (70%)

The technical evaluation will be made on a score of 0-100 using the following criteria and maximum points:

	Selection Criteria	Maximum Points
1	To what extent does the organization demonstrate specialized experience and expertise in youth employment and entrepreneurship for young Ethiopians in forced displacement contexts, including enterprise development, business incubation, or comparable youth development programming.	20
2	Experience in the geographical area, including knowledge of the refugee, and host community context, and the organization specifies staff assignment if staff is not available in project locations.	10
3	The proposed methodology demonstrates an understanding of the youth-to-youth fund model and a credible strategy for creating jobs for young Ethiopians in forced displacement contexts through entrepreneurship and enterprise development. Methodology demonstrates the engagement of youth-led organizations and a clear strategy on job creation.	30
4	The extent the methodology outlines a well-defined approach for establishing partnerships and networks with key stakeholders for program sustainability and implementation.	10
5	The extent the work plan demonstrates a clear and logical sequence of activities that adequately address the Terms of Reference	10
6	Demonstrate capacity and expertise of the team behind the proposed solution, including their qualifications, practical experience with similar tasks, and track record in relevant assignment	20
	Total (Maximum)	100
	Only bids that achieve a minimum score of 60 will be considered for evaluation of their Financial Proposals. The technical offer will be weighted 70% the financial offer 30%.	

ii. Financial Proposal (30%)

The maximum number of points assigned to the financial proposal is allocated to the lowest priced proposal. All other price proposals receive pro-rated points according to the following formula: $p = y (x/z)$

where: p = points for the financial proposal being evaluated y = maximum number of points for the financial proposal x = price of the lowest priced proposal z = price of the proposal being evaluated. The proposal obtaining the overall highest score, after adding the score of the technical and the financial proposals, is the one that offers best value for money.

- The Technical Proposal shall be evaluated out of 100 points:
- For the purpose of the combined evaluation, the Technical Proposal of each Bidder will carry a weight of 70%
- Therefore, each Bidder's technical score will be calculated as: Weighted Technical Score= (Technical score of 100) *0.70

Other documents required for the application are as follows:

- 3) Workplan to be submitted with the technical proposal
- 4) Evidence of previous experience managing similar projects;
- 5) Official registration certificate;
- 6) Updated and recent audit report for 2025.
- 7) CVs of the staff that will be involved in the project implementation.

10. How to Apply

Interested organizations should submit all the documents listed under the above **Required Documents for the Application** section of the TOR.

All technical and financial proposal along with other required documents must be submitted to the ILO **before November 09, 2026, until 23:59 pm, midnight, EAT time**. Incomplete applications and proposals submitted after the deadline will be rejected.

Proposals and other supportive documentation must be submitted electronically to: ADDIS PROCUREMENT@ilo.org. Kindly title your email subject as, "Call for proposal – Y2YF". For any queries contact, ADDIS PROCUREMENT@ilo.org.

Shortlisted applicants will be interviewed. Successful organization will be expected to start the project upon completion of the selection process.

ILO Country Office for Ethiopia, Djibouti, Somalia, Sudan and South Sudan
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Addis Ababa, Ethiopia.