REQUEST FOR EXPRESSION OF INTEREST

To design and develop a Community-Based Verification System (Responsiveness and Accountability Plans, RAPs) to monitor the Community-Base Dispute Resolution (CBDR) Mechanisms.

TERMS OF REFERENCES (TOR)

CONSULTANCY INFORMATION

Job Title: Consultancy to design and develop a community-based verification system (Responsiveness and Accountability Plans, RAPs) to monitor the Community-Based District Resolution (CBDR) Mechanisms.

Duty Station: Freetown, Sierra Leone, with field visits to the project operational districts and communities of Western Area Rural, Pujehun, and Tonkolili.

Contract Modality: National Consultant or Consulting Firm

Duration: 20 working days

BACKGROUND

Sierra Leone's national peacebuilding approach is fragmented across multiple strategies and plans. The Inclusive Conflict Prevention and Peace Building project funded by the UN Peacebuilding Fund (UNPBF) is consistent with the findings and recommendations of the TRC, significantly those articles relevant to youth participation and gender equality. The project will also support the achievement of the Medium-Term National Development Plan 2019-23, especially cluster four on governance and accountability for results and cluster five on empowering women, children, and adolescents. The successful implementation of this project will contribute to Sierra Leone's efforts to meet its obligations under UN Security Council Resolutions 1325 and 2550 and is in line with ongoing efforts to establish the Peace and National Cohesion Commission, which will serve as the premier infrastructure for peace in Sierra Leone.

This project strategically fits key priorities by working across existing plans, policies, and decentralized structures and using them as the frame of reference to enhance delivery effectiveness impacts. The project will support Sierra Leone in realizing its commitments related to the 2030 Agenda, especially SDGs 16 and 5. Sierra Leone is prioritizing SDG16, most visibly as a pioneering member of the Pathfinders for Peaceful, Just, and Inclusive Societies, a global platform working on three transformative strategies (violence prevention, institutional renewal, and increasing inclusivity) and subsidiary areas of catalytic action to implement SDG16 and related goals ("SDG16+"). Our project is closely aligned with the targets and indicators of SDG16+.

With this project, CORDAID and Youth Partnership for Peace and Development (YPPD) will complement the work of youth-led CSOs and CBOs through direct engagement with the most important providers of Community Based Dispute Resolution (CBDR) in rural and peri-urban Sierra Leone, specifically: customary authorities, Local Police Partnership Boards (LPPBs), and District Security Committees (DISECs). This engagement will take two main forms: facilitated dialogues between youth and CBDR providers will enable youth and external experts to engage change-minded CBDR providers around fundamental rights norms and standards,
procedural safeguards, coordination, and inclusion of young women and men, and foster progress toward specific performance pledges by CBDRs that initiate the development of RAPs, or take the form of dialogues on particular instances of injustice in the informal sector; and technical advice and training to support CBDR providers to establish codes of conduct, standard operating procedures, and protocols that entrench fundamental rights norms and standards, respect for jurisdictional boundaries and coordination, conflict-sensitivity, procedural safeguards, restorative justice principles (including non-financial reparation), adequate record-keeping.

THE CONTEXT
Like most countries in fragility, Sierra Leone has been experiencing rapid and substantial changes in the size of its population, particularly the youthful generation. Most of the population is young, eight out of ten people under age 35. About 41% are under age 15, and 62.5% are under age 25, making it significant demography of the national total, and the evidence of a rapidly increasing youth bulge is undeniable. Although the growing youth population presents essential opportunities for Sierra Leone, many challenges are attendant to such rapid growth rates. These include high rates of unemployment and underemployment, marginalization of youth in leadership, social, economic, and civic processes, Lack of competitive technical skills, and limited access to productive assets, technologies, and financial resources, to name a few. While youth leadership is growing in Sierra Leone, there does not exist a single platform where these emerging and current change-makers can be accessed and where they can mutually reinforce one another.

DESCRIPTION OF THE PROJECT FOCUS AND APPROACH:
The Inclusive Conflict Prevention and Peace Building Project responds directly to the root causes of conflict in Sierra Leone identified in the conflict analysis, specifically: (1) the general systematic exclusion of rural and peri-urban youth; and (2) the specific exclusion of rural and peri-urban youth from opportunities to defend their rights and resolve conflicts through existing Community Based Dispute Resolution (CBDR) mechanisms, and to contribute to conflict prevention at the national level. The project builds on the premise of UNSCR 2250, which recognizes the positive role youth plays and their relevance in contributing to solutions for peace. It applies a people-centered, bottom-up approach that will be further adapted to the contexts of each of the three project districts.

Constituting a vast majority of Sierra Leone's population, young women and men struggle to claim rights, address grievances, and resolve conflicts through the most widely used CBDR mechanisms at the local level, especially in rural and peri-urban areas. The continued exclusion of young women and men from CBDR has an adverse impact not only on security and justice outcomes for the youth themselves but also on Sierra Leone's prospects for stability.

YPPD and CORDAID are collaboratively implementing this project by engendering enabling environment for young women and men, working intergenerationally to encourage active citizenship and collectively influence conflict prevention practices at local and national levels, contributing to a more inclusive and peaceful society for all Sierra Leoneans. This headline goal will be achieved through the delivery of 3 inter-related project elements:
Advocacy and dialogue actions will build on established links with national conflict prevention stakeholders, especially NCPC\(^1\), ONS\(^2\), and SLP\(^3\), ensuring lessons learned in rural and peri-urban areas are translated into Sierra Leone-wide policies and plans, such as ONS and SLP conflict early warning mechanisms (including those set-ups to prevent electoral violence). This component of the program will also include two national knowledge-sharing activities: the *youth conflict prevention summit*; ensuring that youth-led CSOs and CBOs involved in the project link up with the broader Sierra Leonean youth movement (as well as the National Youth Commission and All Political Parties Youth and Women Associations); and the *national Kolhat Barray* (towards project conclusion) nurturing dialogue around CBDR and conflict prevention with key institutional stakeholders (ONS, SLP, NCPC, and LAB\(^4\), plus relevant ministries, MPs, independent oversight institutions such as HRCSL, electoral institutions like the National Electoral Commission and Political Parties Registration Commission, and others).

**Project Theory:**
It is expected that project interventions will lead to changes in the conflict factors identified in the conflict analysis based on the following Theory of Change (TOC):

- *If* young women and men are organized through youth-led CSOs and CBOs that provide them with a platform for collective action (**assumption 1**).
- *If* young women and men are aware of their rights and can generate locally grounded insights on conflict, insecurity, and injustice (**assumption 2**).
- *If* knowledge and insights are used constructively by advocacy-capable youth-led CSOs and CBOs, working in solidarity with older women and men, to influence the behavior of CBDR providers at the local level (**assumption 3**).

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1. National Council of Paramount Chiefs
2. Office of National Security
3. Sierra Leone Police
4. Legal Aid Board
• Then more inclusive, gender-sensitive, and conflict-sensitive CBDR practices will become the norm in rural and peri-urban Sierra Leone (assumption 4).
• And if this progress is linked to national advocacy, influencing national policymakers to adopt and scale up the practices of more responsive and accountable local-level CBDR mechanisms, thereby ensuring that these become a sound basis for national conflict prevention policies (assumption 5).
• Then young women and men working intergenerationally will be able to collectively shape an environment for conflict prevention at all levels that is more conducive to their participation and responsive to their needs (assumption 6).

Because the change in the behavior of duty-bearers and powerholders at local and national levels results from the combination of public demand (advocacy) informed by the presentation of evidence, and public accountability (monitoring).

**SCOPE OF WORK:**
Efforts to empower citizens need to be accompanied by mechanisms to ensure accountability and responsiveness. Accountability mechanisms can include formal top-down processes or bottom-up strategies in engagement with decision-makers; and a blend of informal and formal accountability mechanisms at local and national levels.

This call for consultancy will complement the work of youth-led CSOs and CBOs through direct engagement with the most important providers of CBDR in rural and peri-urban Sierra Leone, specifically customary authorities, LPPBs, and DISECs. This engagement will facilitate dialogues between youth and CBDR service providers. This will enable youth and external experts to engage change-minded CBDR providers around basic rights norms and standards, procedural safeguards, coordination, and inclusion of young women and men, and foster progress toward specific performance pledges by CBDRs in the Standard Operating Procedures (SOPs).

This exercise is said to be done across project districts, chiefdoms, communities, and wards for the Inclusive Conflict Prevention and Peacebuilding Project in Pujehun, Tonkolili, and Western Area Rural District. The consultant will work with the Khohat barray team and community stakeholders to establish key answers to the questions of (a) How compliance are the CBDR with the SOPs and (b) What support needs or gaps do they have in amplifying their work and engagement? (C)What are the recommendations for ensuring effective implementation of the SOPs

**Specifically, the objectives are:**

1. To design and develop a community-based verification system that will lead to Responsiveness and Accountability Plans (RAPs) to monitor the Community-Based Dispute Resolution (CBDR) Mechanism in the three operational districts.
2. To facilitate reporting protocols that will create a conducive environment in addition to reporting protocol for program quality assurance.
3. To ensure a robust response mechanism is in place to effectively respond to beneficiaries’ feedback. Data from the feedback will further inform community activities, program learning, planning and development, and advocacy to improve policies, guidelines, coordination, and collaboration at the central; and sub-national level. This will essentially aim to develop a community-led response system and
strengthen planning and coordination efforts between civil society and key stakeholders by creating structured opportunities for meaningful engagement.

4. To strengthen community-led tracking mechanisms for monitoring, documenting, and analyzing the experiences of program beneficiaries in obtaining proper social services from CBDR,

5. To strengthen the responsiveness of community-based dispute service providers in responding to service delivery and program implementation challenges identified by service users and program beneficiaries.

**Specific tasks will include but are not limited to:**

1. **Stakeholders Engagement**
   The consultant is required to:
   a. Interact with Local Authorities, women and youth groups (CBO/CSOs) while gathering such information on the types of organizations in each geographic location to determine their viability and existence within the project.
   b. City and Local Councils present in the designated districts highlighted in the field locations of the mapping/profiling exercise.
   c. Catalogue data collected in the form of a database to inform YPPD and Cordaid's project information and management but more broadly, enabling government and other partners to utilize the data for evidence-driven decision making and action.
   d. Facilitate training to ensure all enumerators have the opportunity to strengthen skills and provide access to new knowledge to complete the project, which is crucial to developing team dynamics and contributing to a successful mapping process. By the end of the training, the enumerators should understand how to use the tools/forms, find the information required of them, and prepare the information for documentation back into the project.

2. **Data gathering methods**
   The consultant shall detail their methodology for collecting and processing the data. The method can include, but not be limited to:
   
   i. Key Informant Interviews  
   ii. Generate primary and secondary data  
   iii. Desk reviews  
   iv. Structured/semi-structured interviews  
   v. Defined sampling methods.  
   vi. Photographs of affected areas provided  
   vii. All source data must be referenced and cited accordingly  
   viii. Focused Group Discussion

**Reviewer/Approval of Deliverables**

The final deliverable is a detailed community-based verification system (Responsiveness and Accountability Plans, RAPs) to monitor Community Base District resolution (CBDR) Mechanism in word and pdf format with the results as described in the consultancy. The assignment report shall also include all annexures and source data from which the analysis was derived and a complete database of the exercise. Provisions should be made for at least
two commenting and updating periods during the finalization of the exercise. The consultant shall also make provision for engaging with entities who have previously done similar activities.

**QUALIFICATION AND EXPERIENCE**

**Skills required:** The assignment requires an Individual who can demonstrate adequate technical capacity and expertise in the field of youth, peacebuilding, conflict prevention, and cross-cutting issues/themes bearing peacebuilding and conflict connotations, as well as knowledge of youth dynamics in Sierra Leone and with a good understanding of the social and economic dimensions of youth leadership.

**Education:** Advanced University Degree (Master's degree minimum or equivalent) in Youth Empowerment, Peace and Conflict Prevention, women or related discipline. The individual consultant must have:

a. Previous experience in undertaking feasibility and exercise on community-based dispute resolution service providers and young emerging leaders and the impact of their activities on the local and national peacebuilding

b. Minimum 5 years of professional experience in similar work and engagements.

c. Staff with specific expertise and technical background in one or more of the following areas: Governance, women's peace and security, youth peace and security, Sierra Leone National Development Plan, Sustainable Development 16+ or related discipline.

d. Demonstrated understanding of sustainable development issues and challenges in the youth and peacebuilding sectors.

e. Knowledge and professional experience working with youth and CBDR structures to support the recognition of young people, especially as emerging and current peacebuilders.

**Final Research Report format**

The report should have the following sections;

i. Executive Summary

ii. Introduction

iii. Methodology

iv. Findings and Discussions

v. Conclusion, key learnings, and Recommendations

vi. Annexes NB: The body of the report, excluding the annexes, shall not be more than 40 pages in volume.
### EXPECTED DELIVERABLES

<table>
<thead>
<tr>
<th>No</th>
<th>Deliverables</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>1</td>
<td>Inception report prepared (including work plan, workshop with women and youth groups and CBDR providers (including methodology and data collection tools) + Draft report</td>
<td>2 days after signing of contract</td>
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<tr>
<td>2</td>
<td>Validation of RAP Tools</td>
<td>3 days after submitting the draft strategy and tools</td>
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<tr>
<td>3</td>
<td>Submission of the final report after final reviews and inputs from YPPD and Cordaid (three hard copies and soft copy) to YPPD</td>
<td>2 days after the internal validation</td>
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<tr>
<td>4</td>
<td>Summary version of the final report to be shared with YPPD senior management team and with project stakeholders</td>
<td>2 days after the submission of the final report</td>
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### How to Apply

**Application procedures**

Expressions of interest are due by 25th June 2022. Submissions must include:

1) Technical proposal consisting of Proposed methodology(ies), both for data collection and the primary analytical framework(s). Team structure (team leader, key personnel, personnel for analysis and creation of the final report, etc.), responsibilities, relevant qualifications, experience summary, and annexed CVs.

2) The financial proposal should clearly distinguish the budget necessary for different work streams in the assignment.

3) The criteria for assessing the technical proposals must be met within a 10-page limit.

Proposals should be submitted by 25th June 2022 at 5 pm (GMT) to recruitments@yppdatwork.org, clearly stating "Expression of Interest for Profiling Consultancy" in the email subject line.

Please note that applications will only be considered if they include ALL of the above items.