

Youth Excel: Our Knowledge, Leading Change Program Youth Excel MENA Youth Convening

Youth-Focused Organization for Youth Excel MENA Youth Convening Request for Applications (RFA) No. FY25-Youth Excel-MENA-01

Deadline: February 14, 2025, by midnight CET

Application Information	
Request for Applications (RFA) Number	FY25-Youth Excel-MENA-01 Issued under USAID Youth Excel Cooperative Agreement Number 7200AA20CA00024
Website	Access all RFA information online at: https://www.irex.org/program/youth-excel-seeking-applications-local-partner-operating-morocco-co-lead-and-provide
Social Media	Follow RFA updates on social media at: Facebook: https://www.facebook.com/youthexcelprogram Twitter: https://twitter.com/excelyouth
Questions	Email questions by January 29, 2025 , to: excelyouth@irex.org Using subject line: "FY25-Youth Excel-MENA-01 Questions"
Information Session	Attend optional online RFA information session on January 29, 2025, from 2:30-4:00pm CET by registering at: https://irexorg.zoom.us/meeting/register/Je_WTK78RGKkcd2ogwECqA Youth Excel will respond to all questions received by email and at the information session and post the responses and recording online by January 31, 2025 .
Application Submission	Submit applications by February 14, 2025 , via email to: excelyouth@irex.org Using subject line: "FY25-Youth Excel-MENA-01 Application"
Application Timeframe	
Issue Date	January 16, 2025
Questions Due	January 29, 2025
Information Session	January 29, 2025, from 2:30 – 4:00 CET



Answers Posted	January 31, 2025
Deadline	February 14, 2025, by midnight CET
Grant Start Date	April 2025

Overview

About the Program: 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.

About the Youth Excel MENA Youth Convening: In September/October 2025, Youth Excel in conjunction with the USAID Inclusive Development Hub and USAID MENA Bureau will facilitate a MENA Youth convening in Tangier, Morocco. The objectives of this event are to:

- Share promising practices related to youth engagement and partnering with youth in the MENA region;
- Share research of promising practices and evidence on what works in improving the effectiveness, scale, and sustainability of youth programs in the MENA region;
- Strengthen relationships in order to improve communication and collaboration among stakeholders; and
- Increase USAID’s local partnerships as an international donor on effectively increasing youth investments with youth-led approaches.

The event is expected to host 50-60 attendees comprising representatives from USAID and USAID partners, including youth partner representatives. Prior to this event, as preparation for the convening, there will be a 1.5-day Youth Action Lab where young leader representatives attending the Youth Engagement Event will build relationships with each other, explore and align their own objectives for engaging with USAID, and practice network and advocacy strategies. The Lab will help young leaders build their confidence and preparedness to maximize the opportunity to engage closely with USAID representatives. Both the Youth Action Lab and the MENA Youth Local Partners Convening will be held over 5 days in Tangier, Morocco in September or October 2025.

About the Request for Applications (RFA): Youth Excel is therefore looking for a local partner based in Morocco to co-lead and provide logistical and event support for the Youth Excel MENA Local Convening event who will perform the roles outlined in the Scope of Work.



One award is available, between USD \$160,000 – USD \$180,000 for 7 months from April 2025 to October 2025. This opportunity is open to MENA region-based youth-led and/or youth-serving organizations with a strong presence in Morocco as well as Morocco-based local or locally established youth-focused organizations. For the purposes of this opportunity, MENA region eligible countries include Egypt, Iraq, Jordan, Lebanon, The West Bank and Gaza, and Tunisia. The selected organization will be in good standing with the local community, with influence and a good reputation in the region as a youth champion; experience with positive youth development (PYD) principles will be an added advantage. Please see full information in the following Request for Applications.

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.



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I. What type of award is available?

- **Purpose:** co-lead and provide logistical and event support for the Youth Excel MENA Youth Convening event in Tangier, Morocco.
- **Location:** Applicants must be a local or locally established organization based in Morocco (see details in Section 3) or a MENA region-based organization with a strong presence in Morocco. For the purposes of this opportunity, MENA region eligible countries include Egypt, Iraq, Jordan, Lebanon, The West Bank and Gaza, and Tunisia.
- **Number:** I. 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 303mab](#) Mandatory Standard Provisions for Non-U.S. Non-Governmental Organizations apply.
- **Amount:** Between USD \$160,000 – USD \$180,000 is available. Applicants can propose the amount required within this range and will be selected using best value principles. Cost share is not required. Cost restrictions include:
 - Ineligible commodities per [ADS 312](#), including 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 per [ADS 312](#), including: agricultural commodities, motor vehicles, pharmaceuticals, contraceptives and condoms, pesticides, used equipment, and fertilizer.
 - Unallowable costs per [2 CFR 200 Subpart E](#), including 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.
- **Duration:** April 2025 to October 2025.
- **Length:** 7 months.



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2. What is the scope of work?

Partner Role

The partner will take a lead on organizing the Youth Action Lab, with IREX support and co-create the Event agenda together with Youth Excel, youth partners, USAID/ID Hub, the MEAN Bureau and MENA representatives.

The selected organization will cover the logistics, travel and accommodation for Youth Excel staff and Youth Excel participants within their subgrant budget. They will provide technical support in preparing the youth presenters for their sessions/presentations in advance of the Event. They will engage and coordinate with local volunteers for the Event, as needed. They will prepare a report on the Event for internal use. They will provide social media coverage before, during and after the Event across several social media platforms.

1. Co-lead the planning and implementation of the Youth Action Lab.

- With Youth Excel representatives and youth advisors, co-create and then develop the draft concept (including goals and objectives) and agenda for the Youth Action Lab.
- Convene a planning committee for the Youth Action Lab made up of the event co-hosts (USAID, IREX and USAID partner) and schedule regular check-in meetings.
- Upon approval of the Action Lab concept and agenda, draft and finalize the session guides for the 1.5 days drawing from own capacity and existing Youth Excel content.
- Provide technical support in session and content preparation and conducting dry runs for youth who will be leading/co-leading any sessions during The Lab.
- Co-facilitate the Youth Action Lab in conjunction with IREX and young leaders.
- Conduct a pre and post survey with youth participating in The Lab before and after The Lab to gauge their perceptions on donor engagement readiness.
- Develop a report on the Youth Action Lab, complete with pictures, participant quotes and lessons learned documentation.

2. Conduct procurement and manage logistics as directed by Youth Excel, for Youth Excel Staff, Global Youth Advisory Council Members and Youth Excel participants at the event. *[NOTE: Logistics requirements may change. Final logistics parameters to be provided to the successful applicant.]*



- Procure and manage all logistics for the Youth Action Lab including but not limited to booking and payment of conference facility (meals inclusive) and accommodation for participating youth during the Lab.
- Procure and organize international travel, local travel, accommodation and per diem as per USAID standard provisions for all Youth Excel staff and partners, as well as other young leaders that will be participating in the Convening.
 - Provide timely trip itineraries to support economical flight costs.
- Provide visa facilitation and support (including coordination with the Ministry of Foreign Affairs, if applicable) to all non-USAID attendees at the Convening.
- Serve the communication focal point for Youth Excel staff and partners mentioned above with regards to gathering relevant information and documentation necessary for travel and accommodation bookings. Provide Youth Excel staff and affiliates with necessary information regarding travel, accommodation and in-country travel arrangements in a timely manner.
- Closely monitor travel and accommodation budget lines to ensure the event logistics stay within budget. Have bi-weekly meetings with the Youth Excel grants team to provide financial updates and progress monitoring.

3. Co-create the Convening agenda, co-facilitate the event and provide technical support for youth presenters

- Participate in planning and brainstorming with Youth Excel, USAID and partner representatives during scheduled meetings.
- Provide input, review, and comment on agenda and other relevant materials for the convening, giving nuanced insights based on the local context.
- Co-author sections of the agenda as agreed upon with the other event co-hosts.
- Provide technical support to young leaders in session design, content preparation and conducting dry runs for youth who will be leading/co-leading any sessions during the convening.
- Engage a small cadre (4-6) of local youth interns or volunteers to support event logistics during the convening and to have a professional development experience while participating. Facilitate a transparent selection process, offer professional development coaching, and support and guide interns during the event to carry out their roles.

- Co-lead in overall hosting of the convening, including facilitating and creating a welcoming, youth friendly environment suitable for the local context.
- Lead in moderating relevant panels, sessions, and/or breakout groups of the Summit as agreed upon with the other event co-hosts.
- Facilitate note-taking in sessions.
- Develop a report on the Convening, complete with pictures, participant quotes, links to event videos and lessons learned documentation.

4. Provide communications coverage for the convening, primarily through social media

- Develop an overall communications plan detailing the social media calendar/plan before, during and after the event. This plan will be aligned with USAID priorities and USAID guidance for the event.
- Develop suitable graphics and posts that will be shared on social media platforms before, during and after the convening.
- Coordinate with partners to utilize videos and pictures from the event for social media posting as is needed. *[NOTE: We believe that another partner will handle video and photography, but may add this task to the scope for the successful applicant.]*



3. Who can apply?

The request for applications is open to MENA region-based youth-led and/or youth-serving organizations with a strong presence in Morocco as well as Morocco-based, local or locally established youth-led and/or youth-serving organizations. For the purposes of this opportunity, MENA region eligible countries include Egypt, Iraq, Jordan, Lebanon, The West Bank and Gaza, and Tunisia. The selected organization will be in good standing with the local community, with influence and a good reputation in the region as a youth champion; experience with positive youth development (PYD) principles will be an added advantage. Organizations led by and serving youth, including those from marginalized groups which may include age, gender, disability, ethnicity, and other identities, are encouraged to apply. The award will be given to a single recipient organization.

Organizations applying to this request should meet the following criteria:

- Demonstrated experience working in Morocco, with physical and staff presence in Tangier with projects or programs focusing on Youth Development.
- Have demonstrable experience managing events of similar size, budget and nature.
- Expertise in facilitating trainings, workshops, and/or experiential learning events with a youth focus.
- Technical expertise in one or more of the technical sectors Youth Excel works in will be an added advantage.

“Local entity” (as defined in [ADS 303.6](#)) is 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 a country receiving assistance from USAID;
- Is majority-owned by individuals who are citizens or lawful permanent residents of a country receiving assistance from USAID; and
- Is managed by a governing body, the majority of whom are citizens or lawful permanent residents of the country receiving assistance from USAID.

“Locally Established Partner (LEP)” (as defined in [ADS 303.6](#)) is a U.S. or international organization that works through locally led operations and programming models. LEPs:

- Have maintained continuous operations in-country for at least five years and materially demonstrate a long-term presence in a country through adherence or alignment to the following:



- Local staff comprises at least 50% of office personnel;
- Maintenance of a dedicated local office;
- Registration with the appropriate local authorities,
- A local bank account; and
- A portfolio of locally implemented programs.
- Have demonstrated links to the local community, including:
 - If the organization has a governing body or board of directors, then it must include a majority of local citizens;
 - A letter of support from a local organization to attest to its work; and
 - Other criteria that an organization proposes to demonstrate its local roots.

Eligible	Not Eligible
<ul style="list-style-type: none"> ● Legally registered, local, or locally established organization in Morocco or MENA region: Egypt, Iraq, Jordan, Lebanon, The West Bank and Gaza, and Tunisia. ● Non-governmental or private organization ● Eligible to receive USAID funding: <ul style="list-style-type: none"> ● Able to obtain Unique Entity Identifier ● Able to sign ADS 303max Certifications, Assurances, Representations, and Other Statements of the Recipient 	<ul style="list-style-type: none"> ● Unregistered organization, group, or individual ● International organizations not based in an eligible country ● Consortium of multiple organizations ● Government institutions ● Not eligible to receive USAID funding: <ul style="list-style-type: none"> ● Appears on Treasury Department’s Office of Foreign Assets Control list ● Appears on United Nations Security Designation list ● Has active exclusions, debarment, suspension, or ineligibility in the System for Award Management



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

Please cost your activities for the seven-month period using recommendations provided in the table below for reference and staying within the \$160,000-180,000 funding range. IREX will assess and negotiate cost allowability, realism, and effectiveness in alignment with the scope of work.

Cost Recommendations

<p>Project Management and Implementation of Scope of Work</p> <ul style="list-style-type: none"> • Leadership of overall project management and implementation of the scope of work. Your organization is encouraged to identify a Program Manager (estimated 100% Level of Effort), logistical or coordination staff, plus other finance and communications support as needed. • 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.
<p>Cost Recommendations</p> <ul style="list-style-type: none"> • Staff time compensation and standard benefits.
<p>Procurement for the Youth Excel MENA Youth Convening:</p> <p>This includes procuring ground transport for your local staff, air travel, meals and incidentals, and other travel expenses for Youth Excel staff from: MENA, Africa and globally based. This also includes an Accommodation Fund to cover the costs of providing reasonable accommodations to staff or participants with disabilities during the event and it should be budgeted as a separate line item worth 3% of the total direct costs and a Protection Fund to cover potential costs associated with a loss, injury or emergency situation during the event and it should be budgeted as a separate line item worth 5% of the total direct costs. All procurement is to be done competitively, in a fair and transparent manner, in compliance with USAID standard provision on Procurement Policies (August 2024) and other applicable rules and regulations from 2 CFR 200 and ADS 303 mab, as well as partner organizational policies and IREX subgrant policies. All travel logistics must be organized in line with USAID standard provision on Travel and International Air Transportation (December 2014); the partner must ensure compliance with Fly America Act restrictions.</p>
<p>Cost Recommendations</p> <ul style="list-style-type: none"> • Local staff travel • Air travel, meals and incidentals, and other travel expenses for Youth Excel staff from: MENA, Africa and globally based. • Accommodation Fund worth 3% of the total direct costs. • Protection Fund worth 5% of the total direct costs.

Approximate Number of Participants	Approximate Number of Days
6 Youth Excel Staff Members	12 days
6 Youth Excel Youth (Partners: 4; Youth Advisory Members: 2)	7 days
35 USAID Middle East Mission youth/partner reps (cost to be shared with other event partners)	7 days
Up to 26 Attendees to be Included in this Subgrant Budget	7-12 days

Cost Restrictions: the RFA cannot fund the following types of costs:

- ✗ Subawards to other organizations
- ✗ Organizational costs, such as executive and administrative salaries, rent and utilities, and bank fees. However, you may request 15% of the budget as Youth Excel’s contribution to your organizational costs. *All organizations are eligible up for up to 15% 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 international travel
 - All travel logistics must be organized in line with USAID standard provision on Travel and International Air Transportation (December 2014); the partner must ensure compliance with [Fly America Act](#) restrictions. International travel costs that are not through a U.S. carrier or an allowable exception cannot be funded.
- ✗ 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.
 - All procurement is to be done competitively, in a fair and transparent manner, in compliance with USAID standard provision on Procurement Policies (August 2024) and other applicable rules and regulations from 2 CFR 200 and ADS 303 mab, as well as partner organizational policies and IREX subgrant policies.
 - *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 303mab](#) Mandatory Standard Provisions for Non-U.S.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?

Provide responses in English to the application questions, technical proposal and annexes, and required attachments listed in Annex I. Submit applications by **February 14, 2025, by midnight CET** via email to excelyouth@irex.org using subject line: “FY25-Youth Excel-MENA-01 Application”.

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 partner be selected?

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:** 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).
4. **Interview:** An IREX technical team will conduct an interview with finalist organization(s) to learn more about the organization and proposed team's qualifications as they relate to the selection criteria and capacity to fulfill the scope of work and determine the apparently successful finalist.

Selection criteria: applications will be holistically reviewed and scored on the following equally weighted factors:

1. **Learning and Adapting (CLA) process approach:** approach to fostering a collaborative **learning facilitation** culture, introducing new concepts, and facilitating learning events with diverse stakeholders.
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 in Ghana. Experience with coordinating engagement and approval from the Government of Ghana and key multisectoral youth development stakeholders at national and regional level.
3. **Capacity and Past Performance:** understanding of Youth Engagement Summit Partner requirements and proven capacity to successfully implement. This includes skills and experience in managing complex events, workshops, and communications, convening large groups of people, as well as the ability to develop management and communication plans and strategies to carry them out. Demonstrated experience in USG-compliant procurement.
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.

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 Requirements

A complete application includes responses in English to the following questions about your organization (Section A), technical proposal (Section B), attachments (Section C) and certifications (Section D).

A. About your organization:

Please provide the following information about your organization. An asterisk (*) indicates that a response is mandatory; others are optional.

1. What is your organization's name? *

2. Required: is your organization a local or locally established organization in Morocco? *
 - Yes: Please specify type:
 - Local: 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.
 - Locally established: A U.S. or international organization that works through locally led operations and programming models and have maintained continuous operations in-country for at least five years and materially demonstrate a long-term presence in a country.
 - No



3. Required: is your organization a MENA-region based organization with a strong presence in Morocco? For the purposes of this opportunity, MENA region eligible countries include Egypt, Iraq, Jordan, Lebanon, The West Bank and Gaza, and Tunisia.*

- Yes: Please specify:
- Egypt
 - Iraq
 - Jordan
 - Lebanon
 - The West Bank and Gaza
 - Tunisia
- No:

4. Required: is your organization legally registered in Morocco? * This will be verified with the registration certificate in Attachment 7.

- Yes
 No

5. Required: is your organization a non-governmental or private organization? *

- Yes: Please specify.
- Non-governmental
 - Private
- No

6. 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

7. Please provide your organization's UEI (Unique Entity Identification) number if available.



8. Please provide links to your organization’s website and social media pages if available.

9. Please provide a brief description of your organization. * (500 characters)

10. 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.

11. 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)

12. What are the primary sectors your organization focuses on? * Please choose all that apply.

- 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.

13. How do youth, including members of marginalized groups, participate in the leadership of your organization and programming? * (500 characters)

14. **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, completing all requested details as follows:*

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*

(Please provide the name of a reference from the donor or prime recipient who can speak to your organization's performance on this project.)

Reference Title*

Reference Email Address*

Reference Phone Number*

Description*

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)

B. Technical Proposal

1. **Interest and Capacity:** What particularly draws you to this opportunity? What key strengths does your organization have that will enable you to successfully complete the tasks in this scope of work? Please also describe the capacity of your team and team members as it relates to the scope of work and criteria. (2500 characters)
2. **Collaboration and Co-leading Complex Learning Events:** Please describe your process for collaborating with partners to plan and co-lead a complex learning event. What steps would you take to ensure a collaborative process? Who from your team would be involved? How would they ensure that diverse youth perspectives contribute to planning? What methodologies might they encourage in the workshop sessions? Use examples from past work as necessary to support your responses (2000 characters)

3. **Youth Engagement and Youth Networks:** Please describe your organization’s experience in meaningful youth engagement or Positive Youth Development, working directly with youth and youth-led or youth serving organizations in Morocco. Please also describe any experience your organization has in developing and managing youth networks in Morocco, and key learnings from this experience. Please highlight the size of the networks and the inclusion of diverse, marginalized groups. (2500 characters)
4. **Inclusion and Protection:** Please describe your approach to participant safeguarding and protection. What specific steps will you take when planning and co-leading this regional event to strengthen inclusion and protection? Identify types of risks and possible strategies to mitigate those risks. (2,500 characters)

C. Attachments

1. **Budget:** * Please use the budget template provided (Attachment 1) to come up with an indicative budget for the proposed activities. [ADS Reference 303mab](#) *Mandatory Standard Provisions for Non-U.S. 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) to justify the allowability, allocability, and reasonableness of each line item of the budget.
3. **Letter of Support:** Please upload a signed letter of support (Attachment 3) for your organization from a local partner or stakeholder. *
4. **Due Diligence Form:** * Please use the due diligence form provided (Attachment 4) to describe your organization’s structure, systems, and policies demonstrating responsibility to manage funding.
5. **Registration Certificate:** Please upload your organization’s Morocco registration certificate. *

6. **Sample(s) of similar work** if available, e.g., products demonstrating previous work facilitating youth leadership and engagement; products from past workshops.
7. **CVs of the following team members:** Program Manager (required) and Program Coordinator and other team members (optional).

Key Personnel Requirements for Program Manager:

- I. Bachelor's degree is required.
- II. Minimum 7+ years of progressively responsible experience in Subawards and Event Management, and other relevant areas, or a master's degree and 6 years of experience.
- III. Demonstrate excellent oral and written English.
- IV. Ability to perform high-level duties with minimal supervision.
- V. An extremely well organized and self-directed individual with sound technical skills, analytical ability, good judgment, and strong operational focus.
- VI. Demonstrate the ability to track and manage budgets and plan both strategically and creatively to meet project and event objectives.
- VII. Strong problem-solving skills and demonstrated flexibility to meet event outcomes.
- VIII. Strong representational and organizational skills.
- IX. Knowledge of local laws required; experience with USAID rules and regulations related to Subawards and grants.
- X. Knowledgeable in the Morocco youth development sector and other relevant sectors.

Essential

- I. Evidence of theoretical knowledge and practical application of cross-cutting issues in youth development such as education, gender, innovation.
- II. Demonstrated experience working with youth and youth-serving organizations, and a variety of public/private sector stakeholders.
- III. Experience working across Morocco.

Desirable

- I. Experience in facilitating workshops and other learning activities in-person.
- II. Experience in logistical coordination and planning.
- III. Experience working with remote colleagues based in other time zones.

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:

Annex 2. Key Terms

- **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.
- **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](#).
- **Locally Established Organization:** A U.S. or international organization that works through locally led operations and programming models. LEPs: Have maintained continuous operations in-country for at least five years and materially demonstrate a long-term presence in a country through adherence or alignment to the following:
 - Local staff comprises at least 50% of office personnel;
 - Maintenance of a dedicated local office;
 - Registration with the appropriate local authorities,
 - A local bank account; and
 - A portfolio of locally implemented programs.



Have demonstrated links to the local community, including:

- If the organization has a governing body or board of directors, then it must include a majority of local citizens (in the host country, this is not required);
- A letter of support from a local organization to attest to its work; and
- Other criteria that an organization proposes to demonstrate its local roots.

This definition comes from [USAID's New Partnership Initiative](#) and [ADS 303.6](#).

- **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.
- **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.
- **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-Led Organization:** Youth Excel defines youth-led organizations as those whose Chief Executive Officer or other leaders are under 35 and whose Board of Directors are predominantly under 35.
- **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.

