



MINISTRY OF YOUTH AND SPORTS, PUNTLAND, SOMALIA

Call for proposal:	
Assignment	Call for proposal consultant service conducting workshops and forums
Type of Contract	Consultancy Firm
Duration of the Contract	8 Months
Duty Station	Garowe, with requirement of regular travel to all Puntland regions
Reporting to	Director General of Ministry of Ministry of Youth and Sports

1. Background

Youth in Puntland face numerous socio-economic challenges, including limited participation in governance, high vulnerability to conflict, and the risks associated with irregular migration. These challenges hinder their ability to contribute effectively to the development, stability, and peace of the region.

The Ministry of Youth and Sports (MoYS) is mandated to support the development, protection, and empowerment of youth through strategic interventions that enhance skills, promote civic engagement, and strengthen leadership capacities. Through targeted workshops, forums, and awareness programs, MoYS seeks to equip youth with the knowledge and tools needed to participate responsibly in governance, advocate for their communities, and adopt safe and sustainable livelihoods.

This consultancy is supported by the Somali Stability Fund (SSF), which provides financial and technical backing to initiatives aimed at promoting peace, governance, and social cohesion. The partnership ensures that MoYS interventions are aligned with national priorities, support youth inclusion, and contribute to Puntland's broader development and stability objectives. By leveraging SSF support, the Ministry can implement comprehensive

capacity-building programs that reach youth across key districts, addressing critical gaps and fostering sustainable impact

2. Purpose of the Consultancy

Purpose:

The purpose of this consultancy is to enhance the capacity, knowledge, and awareness of youth in Puntland through participatory workshops, forums, and interactive learning sessions. The initiative aims to promote peace, responsible leadership, civic engagement, and informed decision-making among youth, empowering them to actively contribute to local governance, community development, and social cohesion.

Objectives:

The consultancy will achieve the following objectives:

1. Conflict Prevention and Resolution: Build youth understanding and practical skills in dialogue, mediation, and community-based conflict management.
2. Leadership and Governance: Strengthen youth capacity in ethical leadership, transparency, accountability, and participatory decision-making.
3. Illegal Migration Awareness: Raise awareness among youth about the risks and consequences of irregular migration and promote safe, sustainable alternatives.
4. Civic Engagement and Advocacy: Equip youth with the knowledge, tools, and practical skills to engage in advocacy, policy dialogue, and civic participation effectively.

3. Scope of Work

The consultancy firm will provide comprehensive services to design, implement, and document youth capacity-building initiatives across key districts in Puntland. The scope of work is divided into five thematic area

Training Facilitation & Module Development

The consultancy firm will:

1. Design and develop customized training modules for the following thematic areas:
 - A. Civic Engagement and Advocacy
 - B. Leadership and Good Governance
 - C. Conflict Management and Peacebuilding
 - D. Illegal Migration Awareness

2. Organize and conduct three workshops and one awareness forum targeting youth networks, leaders, and community representatives.
3. Facilitate interactive learning sessions including group discussions, role plays, case studies, and practical exercises.
4. Conduct a comprehensive youth capacity needs assessment across four districts (Garowe, Bosaso, Qardho, and Badhan) to inform training content.
5. Adapt methodologies to local cultural, social, and political contexts, ensuring inclusivity and gender balance.
6. Provide post-training mentorship and advisory support to youth participants, helping them implement strategic and action plans developed during workshops.

Transportation & Logistical Support

The consultancy firm will:

1. Provide reliable, insured 4x4 vehicles with professional drivers for facilitators, participants, and MOYS staff.
2. Ensure vehicles are equipped with fuel, communication equipment, and emergency kits for field missions.
3. Manage transport logistics for multi-day, long-distance assignments across Puntland.

Media, Documentation & Visibility

The consultancy firm will:

1. Ensure full media coverage of all workshops and forums (TV, radio, photography, videography, social media, live streaming).
2. Produce branded materials such as banners, manuals, certificates, T-shirts, and name tags.
3. Document all activities professionally, including summary reports, photographs, and videos, following MoYS branding and communication guidelines.

Catering, Venue & Hospitality Management

The consultancy firm will:

1. Secure suitable training venues with adequate space, AV equipment, and seating arrangements.
2. Provide refreshments, tea breaks, bottled water, and lunch for all participants.
3. Ensure high standards of hygiene, comfort, and participant satisfaction during events.

Reporting and Compliance

The consultancy firm will:

1. Submit monthly, quarterly, bi-annual, and final reports, covering progress, financial utilization, participant statistics, challenges, and recommendations.
2. Cooperate with MoYS, MoIFAD, and SSF monitoring missions and spot checks.
3. Include in reports an evaluation of the program's effectiveness, lessons learned, and recommendations for future interventions.

4. Geographic Coverage

The consultancy firm is required to demonstrate the capacity to operate across key locations in Puntland, including Garowe, Bosaso, Qardho, and Baran. Interested firms are encouraged to clearly indicate their operational coverage, logistical capabilities, and the presence of field offices or authorized representatives within these areas.

5. Eligibility Criteria

Interested firms must meet the following eligibility requirements:

1. Valid registration and business license issued by the Puntland Ministry of Commerce or relevant authority.
2. Tax compliance certificate from the Puntland Ministry of Finance.
3. Company profile detailing relevant experience, technical capacity, and list of key personnel.
4. At least three (3) years of proven experience in the requested service category.
5. Past performance evidence copies of previous contracts, completion certificates, or recommendation letters from reputable organizations.
6. Financial capacity recent bank statements or audited financial reports (last 12 months).
7. For consultancy firms: list of professional consultants with relevant qualifications.
8. For transport providers: list of available vehicles and ownership documentation.

6. Bidders' Submission Requirements

Interested and eligible consultancy firms are required to submit

- A. Technical Proposal (understanding of assignment, methodology, and work plan).
- B. Financial Proposal (itemized cost breakdown).
- C. Company Profile and Registration Documents and tax clearance.

- D. CVs of Key Personnel demonstrating relevant expertise.
- E. Evidence of prior experience and references in similar assignments.

7. Duration and Validity

The framework agreement will be valid for Eight (8) months, starting from Nov,2025 to June,2026, subject to performance review and renewal upon satisfactory delivery.

8. Submission Details

Interested firms must submit a **sealed application** addressed to:

Procurement Unit – Ministry of Youth and Sports

Garowe, Puntland State of Somalia

Email (for inquiries only) : hr.moys2024@gmail.com

Deadline for submission: the bidder must submit the technical proposal and the financial proposal on 14th Nov,2025, 11:59PM (local time).

Incomplete or late submissions will not be considered.

9. Advertisement and Duration

This prequalification notice will be publicly advertised starting 17th Oct,2025 through local media and notice boards across all regional offices.

The advertisement will remain open for four (4) weeks, as per the Ministry's procurement policy.

10. Evaluation and Selection Process

Applications will be evaluated based on the following:

1. Technical Capacity (40%)
2. Experience and Past Performance (20%)
3. Financial Capacity (30%)
4. Compliance with Submission Requirements (10%)

Qualified firms will be notified in writing and included in MOYS's prequalified suppliers' database for the period specified.

11. Budget Template for Applicants

All applicants are required to **fill out the budget template** below, clearly indicating **unit rates, days, activity description, location, and total cost** in USD.

12. A- Consultancy firms (Refreshment, lunch and Facilitation cost)

No.	Description of Activity/Service	Unit	Qty	Days	Unit Rate (USD)	Location/Region	Total Cost (USD)
1	Civic Engagement and Advocacy training-4 district with target participants of 120 youth.	People	30	3days		Garowe, Badhan, Qardho and Bosaso	
2	Conflict Resolution and Mediation Training- 4 district with target participants of 120 youth.	People	30	3days		Garowe, Badhan, Qardho and Bosaso	
3	Leadership and Empowerment Workshops-4 district with target participants of 120 youth.	People	30	3days		Garowe, Badhan, Qardho and Bosaso	
	Youth awareness raising forum on irregular migration (Tahriib) 120 participants	People	120	1day		Garowe	

11-B Transportations, Media, stationery and Banner.

No.	Description of Activity/Service	Unit	Qty	Days	Unit Rate (USD)	Location/Region	Total Cost (USD)
1	Transport – 4x4 Vehicle with Driver	Per Day	1	1			
2	Transport- Vehicle- 4 X 4 with Fuel and Driver	Per Day	1	1			
3	Media	Per day	1	1			
4	Stationary	People	30	1			
5	Banner	Visibility	1	1			

13. Contact Information

For clarifications or additional information, please contact:

Procurement Unit

Ministry of Youth and Sports (MOYS)

Garowe, Puntland State of Somalia

Email: hr.moys2024@gmail.com

The overall lead of this project at the Puntland level is the Ministry of Interior, Democratization and Federal Affairs, in collaboration with the Ministry of Youth and Sports as the implementing partner. The project is funded by the Somali Stability Fund (SSF).

All project payments will be made on a reimbursement basis, in accordance with the approved financial procedures and reporting requirements.