

Terms of Reference

THEMATIC STUDY

As part of

Youth For Change Program

Phase 2

Burkina Faso, Egypt, and the Philippines

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I. Program context

These Terms of Reference (ToR) serve as a call for applications for the recruitment of an individual consultant or a team of consultants to carry out a **thematic study** as part of **Youth for Change Program, phase 2**.

The program is co-financed by the AFD (French Development Agency) and Asmae-Association Sœur Emmanuelle. It is being implemented in six countries: Burkina Faso (Ouagadougou), Egypt (Upper Egypt and Cairo), India (Chennai), Lebanon (camps located in Tripoli and Saida), Madagascar (Antananarivo), and the Philippines (Manila and Pasay) by Asmae field teams, in partnership with local civil society actors¹, and in close collaboration with various stakeholders, including youth, their communities, and state entities such as ministries whose portfolio and actions are aligned with the program's objectives. This program began in 2021. Phase 2, which will last three years, began in January 2024 and will end in December 2026. *The main areas of intervention are training, professional integration and protection.* The overall objective of the program is to *promote the empowerment of adolescents and youth* by fostering holistic integration. This overall objective is broken down into four specific objectives as follows:

- 1/Promote access to quality training and professional integration pathways.
- 2/Promote the protection and inclusion of youth by strengthening mechanisms and practices and improving their environment
- 3/Promote youth engagement (on gender, inclusion, citizenship, climate, and other youth issues)
- 4/Promote the quality and sustainability of actions.

This program was designed to address challenges and issues identified during the assessment conducted prior to its start: *youth represent a driving force for development that can only flourish if they have the necessary knowledge, skills, and opportunities. However, numerous structural obstacles hinder their social and economic integration, including school dropout rates, lack of available training and certifications, unemployment, inflation, and difficult access to protection services.* By addressing these challenges, the main quantitative and qualitative impacts targeted by the Youth for Change program at the end of this phase 2 are as follows:

- 20,000 youth will be empowered (professional integration, psychosocial skills, and engagement).
- Good practices will be promoted through capacity building, networking, and advocacy for dissemination and institutionalization.

To ensure that these results are achieved, Asmae combines its expertise in protection, professional integration, and community living with that of its program partners. Their knowledge of local issues and actors ensures that the adolescents and youth enrolled in the program receive appropriate and effective support.

Asmae is an organization founded in 1980 and active in the field of international solidarity. Its mission, supporting vulnerable children, youth and their families, is reflected in its four areas of intervention:

1. Access to quality education
2. Training and socio-professional integration
3. Protection of children against all forms of violence and exploitation and promotion of their well-being
4. Living together in a sustainable and peaceful world

The following four cross-cutting approaches are integrated into all of the Association's projects to enrich its intervention methodology:

- Child rights-based approach
- Promotion of gender equality
- Participation of children and youth
- Inclusion

II. Geographical and thematic scope, approach and objectives of the study

This thematic study will *focus on the theme of protection* and will *be carried out in three of the six countries where the program is implemented, namely Burkina Faso, Egypt, and the Philippines*. The protection component (with inclusion as a cross-cutting theme) is particularly significant in these three countries. The study will therefore mainly focus on program SO 2, which aims *to promote the protection and inclusion of youth by strengthening protection mechanisms and practices and improving youth's environment*. The challenges associated with SO 2 are to strengthen the skills of professionals in the protection and care of vulnerable youth by offering holistic support (psychosocial skills building). At the same time, there is also a need to raise awareness among those youth's families and communities about their social integration, protection, and inclusion. The results associated with SO 2 are as follows:

R2.1: Mechanisms for protection (particularly against GBV) and inclusion of youth are strengthened and implemented.

R2.2: Youth grow up in a protective and inclusive environment (within their communities, schools, training centers, and partner centers).

¹ CEATS (Burkina Faso), Kayan (Egypt), Arunodhaya (India), Naba'a & NAHNOO (Lebanon), Graines de Bitume, Hafa & Gazela (Madagascar), Gems Heart (Philippines)

The study's multi-country approach aims in particular to provide a comparative view of the strategies and results achieved to date, highlighting similarities, differences, complementarities, opportunities for synergy, etc. between Burkina Faso, Egypt, and the Philippines. As a reminder,

- In Burkina Faso: Youth for Change program includes a significant component on protection in schools and at the family/community level.
- In the Philippines: Youth for Change program also includes a significant component on protection in schools and at the family/community level, with a particular focus on gender-based violence.
- In Egypt: Youth for Change program focuses on the protection and inclusion of adolescents with disabilities in schools and at the community level.

This study will therefore provide an opportunity to:

- Better understand whether the program contributes to strengthening protection systems and mechanisms¹ (within the school system, at the community and institutional levels, etc.) and how this is done in each country (convergences and differences in operational strategies).
- Measure effectiveness and impact in each country, including comparative analysis (convergences and differences in operational strategies):
 - Psychosocial support
 - Awareness-raising
 - Attitude and behavior changes at different levels—adolescents/youth, parents/families, communities
 - Capacity building (change in professional practices, etc.)
 - Advocacy where appropriate, including stakeholders' engagement (level of engagement of local authorities, teachers, parents and youth in implementation) and extent to which local actors feel ownership of the program's approaches
- Focus on the effectiveness and relevance of methods such as the peer-to-peer approach².
- Analyze the effects of mainstreaming approaches (gender, participation, inclusion etc.) on youth protection issues, including the extent to which the program reaches marginalized or vulnerable children and youth with disabilities.
- The operational choices made by field teams and their operating methods for achieving the expected results under SO 2 will also be analyzed in terms of effectiveness and impact.
- Finally, the sustainability potential of the results achieved to date will also be analyzed, notably how protection mechanisms are being or are not institutionalized, as well as concrete contributions of this program to national policies, guidelines or institutional reforms in child/youth protection.

The main users and beneficiaries of the study's results are the Asmae Head Office team, the field teams in the six countries where the program is implemented, donors and major contributors, program implementation partners, CSOs and state actors, youth and their families.

III. Study methodology

In the three countries where the program is implemented, the study will be based on secondary data from key program documents (full proposal, country-specific descriptions, activity reports, etc.) and primary data collected from all stakeholders that will appear relevant to the consultant(s) in charge of the study.

To this end, consultant(s) are encouraged to focus on the following individuals and groups:

- Youth supported by the program
- Their family, community, and school environments
- Staff of CSO partners
- Local and national authorities involved in the implementation of the program

In this context, consultant(s) will use a *primarily descriptive and qualitative approach*, without however neglecting the use of quantitative methods where necessary. Data and ideas should be collected through direct and cross-sectional observation methods and other qualitative techniques such as semi-structured interviews and interviews with key informants, as well as focus groups. As far as possible, face-to-face interviews and focus groups should be preferred. In this regard, the consultant is expected *to carry out a mandatory mission in at least two of the three countries concerned* by this exercise. These missions will be limited to the capital cities of the countries concerned. In Egypt, where the project is being

¹ Reduction of violence incidence, improved referral pathways, increased case reporting etc.

² Ensure peer-to-peer approach is assessed for safety risks, peer safeguarding, and inclusion of marginalized groups (children with disabilities)

carried out in Cairo and Upper Egypt, it is strongly recommended that the consultant prioritize primary data collection in Cairo and Beni Sweif. This will make it possible, in particular, to measure the effects of the program in this country and the others, since November 2021, which is when phase 1 of the present program began. In the case of Burkina Faso, for safety reasons and difficulties in obtaining visas, it is strongly recommended to the consultant to prioritize collaboration with a local consultant. This would allow for effective deployment without the need for the principal consultant to travel to the site.

Furthermore, *the study must be carried out using a participatory approach* involving **all** the individuals, groups, and entities mentioned above. It is imperative that *the study methodology focuses on describing and analyzing the changes that have occurred* in the lives of the youth supported and the professionals who accompany them, in the functioning of CSO and state (or other) partner structures, as a result of their participation in the program, as well as at the systemic level, with regard to the goals to be achieved under specific objective 2. *The involvement/participation of youth in activities* aimed at achieving the expected results under SO 2 will also be specifically analyzed in order to assess the role played by youth themselves in achieving, or not, the desired changes. Indeed, in this program, one of the key elements is to *make these youth actors of the changes that will be observed* in the long term. Therefore, in addition to participation as a cross-cutting approach, the program's *gender mainstreaming approach* within the activities of this SO 2 will also be examined to identify its strengths and areas for improvement. *The study approach should also be results-oriented to provide evidence of the qualitative achievements obtained* as direct and indirect outcomes of the program's action. To a certain extent, **quantitative** evidence should also be mentioned.

The tools and questionnaires for collecting primary data in the field shall be prepared in line with the broad outlines (to be refined by the consultant), presented above and in Section II as well. Adaptation of tools to teenager age, literacy (drawing, games etc.) must be considered.

The report resulting from the collection and analysis of available data shall:

- Document the criteria and areas selected, with particular emphasis on the following:
 - The consolidation of actions taken to promote protection and inclusion of youth, namely the strengthening of mechanisms and practices and the improvement of their environment, with a particular focus on sociocultural aspects such as the family and the community, family and community life and their impact on the protection of youth; educational aspects and dynamics in schools and their impact on the environment of youth. As well as the role played by state structures responsible for protection in the countries targeted by the study.
 - The changes observed (expected in relation to SO2 indicators and unexpected).
 - In-depth understanding of the factors, processes, logic, and reasons for these changes (in the short, medium, and long term) brought about by the program.
 - What could be further strengthened at the community, civil society and institutional levels for an even greater impact and more solid chances of sustainability of the gains made.
- Formulate useful recommendations for improving the existing situation while exploring priority areas for action for the rest of the program. These should be concrete and formulated in such a way as to speak to specific stakeholders.

IV. Preparatory activities for the study

As preparatory activities for the study, a consultant will first be selected after examination **of the technical and financial offers** submitted to the Asmae Head Office and field teams. Documents submitted as part of the application must contain information on the profile(s) and expertise offered, the detailed study methodology (with proposals for further development and/or adaptation of the study outline, if necessary), the work plan/timetable, and the budget (including all costs and taxes payable by the consultant(s)). The consultant must also provide documents certifying their competence in relation to this task and their legal and administrative capacity to operate as an expert.

The preparatory activities for the study also include a **scoping meeting** to be held upon the selection of the consultant. The aim is to better prepare the consultant and its team for their tasks by providing them with all the information they need to carry out this assignment, in addition to the information provided in these TOR.

Finally, the tools designed by the consultant for primary data collection will be validated by Asmae teams to ensure that all essential points related to the completion of this study are considered.

V. Compliance with Asmae's PE and PPHEAS policies and ethical considerations

Asmae is an NGO that promotes children's rights and is particularly committed to the realization of children's rights to education and protection, as well as vocational training for youth in a protective environment. To this end, Asmae has a child safeguarding and protection policy and a policy for prevention and protection against harassment, exploitation and sexual abuse, which aim to combat all forms of violence, abuse, and exploitation in order to ensure that children and other vulnerable groups targeted by Asmae's projects such as youth, benefit from a protective environment during all activities, including program evaluations and studies. Consequently, all people and entities



working with Asmae are required to comply with these policies and sign Asmae's code of conduct, including staff responsible for data collection, as they will be in contact with the people supported.

In addition, the informed consent of participants involved in primary data collection must be obtained prior to conducting interviews. To this end, all interviewees must sign an informed consent form after receiving an explanation of its contents. No one may be compelled to participate in an individual interview or focus group without their free consent. The consent of children under the age of 18 will be validated by their parents or caregivers. The form must include image rights authorization to ensure that any photographs taken, particularly those used in the report, are taken with the consent of the individuals concerned and can be used by Asmae teams without any problems. All images and audio recordings collected by the consultants during the study must be transferred to Asmae with the other deliverables and will remain the exclusive property of Asmae. They may not be used by the consultants outside the scope of this contract under any circumstances.

VI. Outputs and deliverables

The consultant(s) responsible for the study will be responsible for developing the following deliverables:

- The tools for collecting primary data

The tools developed to support the surveys must be written **in French and English** and submitted within a reasonable period of ten working days, means two weeks, to the country teams for translation into local languages (Moore for Burkina Faso, Arabic for Egypt, and Tagalog for the Philippines) and pre-testing. Prior to this, the French and English versions must be validated by the Asmae team at Head Office before being sent to the field teams. The final versions must be sent to Asmae in Word format at the same time as the final version of the inception report.

- The inception report

The inception report shall **be submitted** to Asmae **in electronic format (Word)**. It must be **written in French** and should not exceed 10 pages (excluding appendices). It shall clearly present the list of documents consulted, the approach and methodology of the study, including the sampling plan, the data collection and analysis process, the risks matrix and the work schedule of the team of consultants.

- Final study report

This document, **written in French and English**, must be submitted **in electronic format (Word and PDF)** and include case studies (cross-referenced by sub-theme/issue and country-specific), quotes and stories from children and caregivers as well as duty bearers, that illustrate the consultant's findings, and the results achieved to date. The appendices will include a summary of the issues for each country.

- PowerPoint presentation

A PowerPoint presentation (**written in French and English on the same document**) of no more than 30 slides will present the methodology of the study, results, conclusions, and recommendations from the final report and will serve as a basis for the multi-country restitution workshop to be held virtually and organized by the Asmae Head Office team. Interpreters will be provided by Asmae.

All documents must be written in a simple and clear style, free of jargon. The main body of the report must include a summary of the final report. Technical information/annexes shall be included in the appendices only. The analysis of program achievements must always be supported by relevant data, and the source of the data must be indicated. Recommendations must be specific and include relevant details on how they could be implemented.

VII. Activity schedule

The study must be carried out within a *period of four months* as described below. The entire process must be carried out between December¹, 2025 (date of the first virtual meeting between the parties concerned/scoping meeting) and March 31, 2026 (date of submission of the final study report).

| Month | Dates | Actions | Indicators of success | Parties involved/ Responsible |
|---------------------------|---|---|--|--|
| December 2025 | December 1–5, 2025 | Scoping of the assignment: hold a (virtual) meeting to brief the team of consultants and provide them details on the context. | The scope of work is agreed upon and the contract is signed between Asmae and the consultant(s). The report of the meeting is produced and shared with stakeholders, and the basic project documents are sent to the consultants. | Asmae team Head Office Consultants |
| | December 8 to 19, 2025 | Production of the inception report¹ : analyze all available project background documents (project proposal, reports, internal partnership agreement, budget, etc.); Refine the study action plan, indicating the exact dates of each stage, including field trips for data collection. Develop survey tools (questionnaires, interview guides, observation sheets, discussion group guides, etc.) | The inception report is produced and sent to Asmae team. | Consultants |
| | Weeks of December 22 to January 2, 2026 | Validation of the inception report and data collection tools Asmae team reviews the inception report, amends/approves it, and reviews the data collection tools | The inception report and data collection tools are validated, and the first installment of the fees is paid | Asmae team |
| January and February 2026 | Weeks of January 5 to 16, 2026 | The data collection tools are sent to the field teams, in particular for translation into local languages, sampling and informing the people to be interviewed | | Asmae field and Head Office team and consultants |
| | January 19 to February 20, 2026 | Primary data collection: site visits, interviews, focus groups, etc., in accordance with the plan agreed upon and communicated to the individuals and groups concerned | Consultants' field trips to program implementation sites data collection purpose | Consultants, Asmae teams in the field, and individuals and groups targeted by data collection. |
| February and March 2026 | February 23 to March 6, 2026 | Data analysis and report writing | The study report is prepared and sent to Asmae | Consultants |

¹ Depending on how things go and the quality of the deliverable, a virtual meeting could be set up between Asmae and the Consultant at this stage.

| | | | | |
|-------|------------------------------------|---|--|--------------------------------|
| March | Week of March 9 to 13, 2026 | Reading and assessment of the report by the Asmae team | Asmae's comments are sent to the consultants. | Asmae team |
| | Week of March 16 to 20, 2026 | Final report drafted, considering comments received from the Asmae team Prepare the PowerPoint presentation for the restitution workshop | The final report is submitted, and the PowerPoint presentation is ready | Consultants |
| | Week of March 23 to 27, 2026 | Approving the final report Hold the restitution workshop | The restitution workshop has been held Payment of the final installment of fees is made | Consultants and the Asmae team |

VIII. Profile of the expert(s) and responsibilities¹

a) Profile

| Qualifications of the lead consultant | |
|---------------------------------------|---|
| Education | <p>Preferably a university degree in development studies or social sciences.</p> <p>Solid knowledge and training in child protection</p> <p>A good understanding of gender mainstreaming in programs and projects is an asset.</p> |
| Experience | <p>At least 5 years of relevant experience in research and/or evaluation/conducting studies in the fields of rights and protection, internal displacement, indigenous peoples, community development, and social sciences.</p> <p>Relevant professional experience within government institutions and/or non-governmental organizations and networks focused on child and youth protection.</p> <p>Excellent skills in qualitative and quantitative research, analysis, and report writing.</p> |
| Language | Fluency in written and spoken French and English. |

NB: In the case of a team of consultants, a team that includes people from the countries concerned and a balance of male/female representation will be considered an asset.

b) Responsibilities

The team in charge of the study is responsible for the following:

- Refining and executing the study's plan
- The effective distribution of responsibilities among the members of the team in charge of the study
- Ensuring the quality and timely execution of the terms of the contract
- Achieving the expected results of the study while delivering high-quality work within the agreed timeframe.
- Designing the overall study process and data collection tools
- Quality data collection
- Compilation and analysis of data to achieve the objectives of the study
- Preparation and submission of a coherent, high-quality study report within the agreed timeframe
- Compliance with the code of conduct and Asmae's policies on child protection and combating harassment, abuse, and sexual exploitation (for the duration of the service).
- Management of the logistical aspects of the work to be done (office space, administrative and secretarial support, telecommunications, photocopying of documentation, travel).

The consultant(s) must be impartial and have no conflicts of interest. The consultant(s) must respect the culture, social norms, values, and behavior of the participating communities and maintain appropriate relationships with the participants in this study.

IX. Selection criteria

The selection criteria below will be those used by the **Contract Award Committee** in the process of selecting the best bid:

- **Experience:** the profile and training of the members of the consulting team, as well as their experience, are above average and supported by solid references and evidence of previous work in international project studies or evaluations.
- **Method:** The most appropriate study method.
- **The action plan and schedule:** The action plan and schedule for the study are realistic and consistent with the expected results of this exercise.
- **Cost:** The costs proposed for the service are reasonable and realistic. *In this regard, financial proposals must be within the range of €20,000 to €25,000 including tax and include the consultant's travel expenses to the countries concerned, as mentioned above, and, where applicable, the cost of a national consultant in the case of Burkina Faso.*

The application file must include details of the methodology, action plan, financial offer, expertise, experience, and Curriculum Vitae (CV) of the consultant(s).

¹ Asmae's roles and responsibilities will be defined in the service contract.



X. Payment terms and dispute resolution

The agreed **fees** will be paid by Asmae and paid by bank transfer in **three installments**:

1st installment: The consultant will receive 30% upon receipt of the approved start-up report.

2nd installment: The consultant will receive 30% at the start of data collection

3rd installment: The consultant will receive the remaining 40% of the total payment after validation of the final study report and holding of the (virtual) restitution workshop.

It should be noted that penalties will be applied in the event of a delay that has not been negotiated or justified by force majeure or a situation beyond the consultant's control. After two weeks of delay, these penalties will amount to 5% of the budget deducted from the amount of the service, 10% after three months of delay, and 15% after one month.

Any dispute arising from this contract shall be settled, in the absence of an amicable solution, before the courts of the French Republic.

XI. Submission of Technical and Financial Offers

Applications from interested consultants may be submitted by email to:

jvleguellec@asmae.fr

with a copy [to pbsavoie@asmae.fr](mailto:pbsavoie@asmae.fr)

Please include the following in the subject line of the email: **"Youth for Change program protection study."**

Application file contents:

- Curriculum Vitae (CV) of the expert(s) involved in this study.
- Cover letter (no more than one page).
- Offer (technical and financial proposal).
- Legal documents proving authorization to practice
- Any other document proving the expertise of the consultant.s in this study's thematic, notably copies of their previous work in the concerned field.

The deadline for submitting applications is September 31, 2025, at 5 p.m. (French time).

**Incomplete applications will not be considered.
Only shortlisted candidates will be contacted.**