

Terms of reference – Specialist Contractor

Purpose

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Consultancy role title: Lead Facilitator/s

Location: Jordan

Apply by: 25.03.2025

Overview of the British Council

We support peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide.

We uniquely combine the UK's deep expertise in arts and culture, education and the English language, our global presence and relationships in over 100 countries, our unparalleled access to young people and influencers and our creative sparkle.

We work directly with individuals to help them gain the skills, confidence and connections to transform their lives and shape a better world in partnership with the UK. We support them to build networks and explore creative ideas, to learn English, to get a high-quality education and to gain internationally recognised qualifications.

We work with governments and our partners in the education, English language and cultural sectors, in the UK and globally. Working together we make a bigger difference, creating benefit for millions of people all over the world.

We work with people in over 200 countries and territories and are on the ground in more than 100 countries. In 2021–22 we reached 650 million people.

Background and context about Youth Connect project

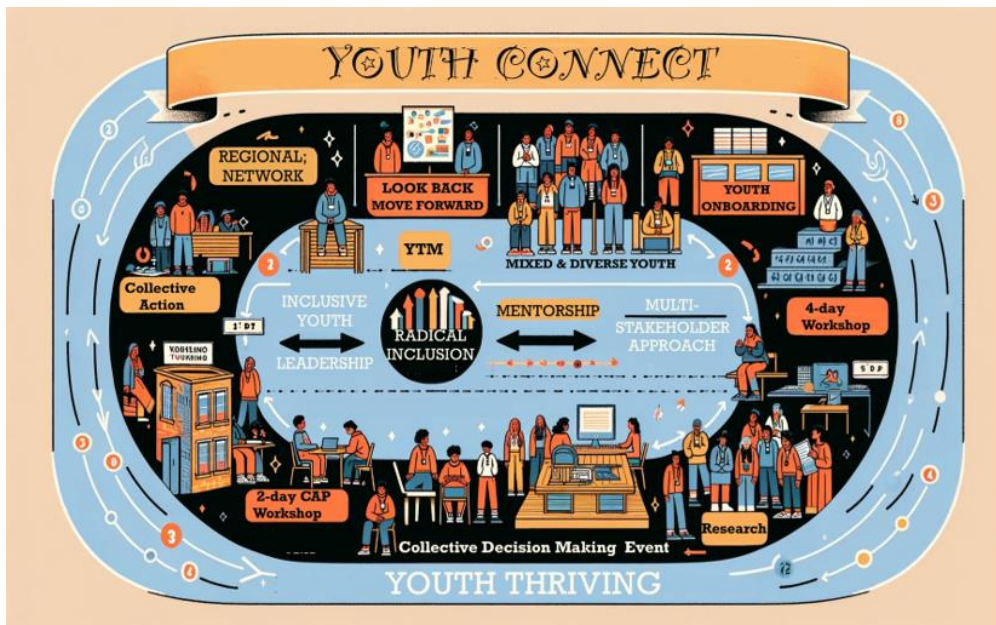
The British Council's Youth and Civil Society work empowers young people by equipping them with the necessary skills, leadership capabilities, and agency to contribute positively to their communities. In the MENA region, our work aims to address critical socio-economic challenges such as high unemployment, inequality, and social polarization.

The **Youth Connect** programme is designed to:

- Equip young people, particularly women and marginalized youth, with essential soft skills such as **critical thinking, communication, leadership, and problem-solving**.
- Foster collaborations and partnerships that enable young people to address local challenges effectively.
- Engage young people in meaningful dialogue with decision-makers and key stakeholders to advocate for their priorities.

The Lead Facilitator(s) will play a crucial role in ensuring high-quality facilitation, mentoring facilitators, and guiding young participants through community-led initiatives.

Youth Connect Learning Journey



1. Role Purpose

The Lead Facilitator(s) will:

- Train, mentor, and support facilitators in delivering **learning journeys** for young participants.
- Guide youth in developing **leadership, communication, and advocacy skills** to engage in civic participation effectively.

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- Support the co-design and implementation of **Collective Action Projects (CAPs)** that address community priorities.
 - Ensure the delivery of programme activities in an **inclusive, participatory, and engaging** manner.

The role involves **workshop facilitation, mentorship, and stakeholder engagement**, ensuring the effective implementation of the Youth Connect programme. The Lead Facilitator(s) will report to the **NFE Project Manager and the Head of Youth and Civil Society in Jordan**, collaborating closely with UK-based consultants and local mentors.

2. Key Responsibilities

2.1 Facilitation, Mentorship & Coaching

- Train and mentor **Youth Connect trainers** selected by programme partners.
- Provide ongoing support and mentorship to **youth participants** throughout the programme.
- Co-facilitate training sessions with local partner facilitators to ensure consistent delivery.
- Support facilitators in delivering the **four-day Collective Action Learning Journey** in multiple locations.
- Provide expert insights and best practices to strengthen the overall programme impact.
- Ensure seamless communication between facilitators, UK consultants, and the British Council team.
- Ensure effective attendance and participation in the regional partners' calls, share Jordan's youth connect project updates and best practices with UK consultants and regional Master Facilitators.

2.2 Reporting, Monitoring and Communications

- Submit **regular progress updates** to the programme management team- Weekly meetings will be scheduled for the weekly updates and the monthly regional partners' calls (Community of Practice).
- Document training activities, lessons learned, and best practices for continuous improvement in the quarterly reports.
- Contribute to **monthly and quarterly progress reports**. (Submit Quarterly reports- on 30 June, 30 September, 30 December 2025 and 30 March 2026)
- Document training activities, lessons learned, and best practices for continuous improvement.

3.Fee & expenses

Please provide Price quotation in (Annex1) Pricing Approach

IMPORTANT NOTE: The British Council have an internal daily rate limit, if the winning bidder/consultant offered rate exceeds this internal limit, they will be requested to revise it to align with our internal ceiling rate. Failure to do so will result in our inability to proceed with the bidder and will reject the proposal in full, moving to the second-highest ranked applicant/consultant.

**Note: The quotation must remain open for acceptance by the British Council for a minimum of thirty days from the date that it is issued to the British Council in response to the requirement.*

- This role is a **daily-rate consultancy** contract. Travel expenses will be covered separately.

4.Qualifications and experience required

4.1 Essential Qualifications & Experience

- **Minimum 6 years' experience** in youth engagement, community development, or facilitation.
- Proven expertise in **mentoring, coaching, and delivering participatory training**.
- Experience working with **vulnerable and marginalized groups**.
- Strong knowledge of **youth development, civic engagement, and community-led initiatives**.
- Ability to establish strong relationships with **local partners, civil society actors, and government stakeholders**.
- Fluency in **English (C1/B2) and Arabic**, with strong communication skills.
- Experience in developing and delivering **soft skills, leadership, and civic engagement training**.

4.2 Technical & Soft Skills

- Proficiency in **facilitation, participatory learning, and conflict-sensitive approaches**.
- Strong **analytical, problem-solving, and report-writing skills**.
- Ability to **engage and motivate hard-to-reach youth groups**.
- Effective **organizational and multi-tasking abilities**.

4.3 Desirable Qualifications

- Familiarity with **British Council youth programmes** (e.g., YMV, SR, Tahawer, Active Citizens).
- Understanding of **youth challenges in Jordan and the wider MENA region** (e.g., unemployment, gender inequality, social participation).

5. Working Conditions & Consultancy Details

- The consultant(s) will work **remotely from Jordan**, with **intermittent travel** to programme locations.
- Flexibility to work **occasional evenings and weekends** for programme-related events.

6. How to apply

Interested applicants should submit:

- **CV** detailing relevant experience and expertise.
- **Supporting Statement** (max 1000 words) demonstrating how they meet the role requirements.
- **Evidence of previous work and references.**
- **Consultancy daily rate proposal.**

To MENAcurement@britishcouncil.org Email Subject: Youth Connect Jordan Lead Facilitator By 25.03.2025 at 13.00 Jordan time.

Deadline for clarification questions 15.03.2025, please send to MENAcurement@britishcouncil.org

7. Criteria for evaluation

Applicants will be assessed based on the following criteria and will be assessed to determine the most economically advantages proposal using the following criteria and weightings and will be assessed entirely on your response submitted

- **35% - Experience, Skills & Knowledge** (CV and Supporting Statement)
- **35% - Quality** (Evidence of previous relevant work)
- **30% - Commercial** (Pricing approach)

NOTE: Interviews may be scheduled if the panel feels that the bidders did not understand the TOR (Terms of Reference) well. This is to discuss the submissions and assist the panel in making a decision.