

Norwegian Refugee Council (NRC)

Youth Education & Skills Technical Support Consultancy

Oslo, 10th August 2026

Our reference: NRC-Edu- ITB-2026-001

SUBJECT: INVITATION TO TENDER FOR Youth Education & Skills Technical Support Consultancy

Dear Mr/Ms

Following your enquiry regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier.

Any request for clarification must be received by NRC in writing at least 5 working days before the deadline for submission of tenders. NRC will reply to bidders' questions at least 2 working days before the deadline for submission of tenders.

Costs incurred by the bidder in preparing and submitting the tender proposals will not be reimbursed.

We look forward to receiving your tender at the address specified in the Instructions to Bidders before **25th August 2026 at 17:30 CET Time**, as stated in the procurement notice.

Yours sincerely,
NRC Procurement Department
On behalf of the Bid Analysis Committee

This ITB document contains the following:

- ✓ This cover Letter
- ✓ Section 2: Bid Data sheet
- ✓ Section 3: NRC Invitation to bid general terms & condition
- ✓ Section 4: Technical description of the Bid
- ✓ Section 5: Bidding form
- ✓ Section 6: Service Provision Schedule & Pricing Proposal
- ✓ Section 7: Company Profile and Previous Experience
- ✓ Section 8: Suppliers Ethical Standards Declaration

Sections highlighted in green must be completed by the bidder.

SECTION 2

Bid Data Sheet

1. BACKGROUND DATA

Contract Name: Youth Education & Skills Technical Support Consultancy	Contract Number: NRC-EDU-ITB-2026-001
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This bid is issued by Norwegian Refugee Council (Head Office)

2. SCOPE OF SERVICE

NRC seeks expressions of interest from Consultants:

Contract No.	Country	Location	Service Description
NRC-EDU-ITB-2026-001	Global coverage.	The research will be managed by NRC Head Office, in collaboration with the specific Country Offices involved	The aim of the consultancy is to support the Education Cannot Wait (ECW) Youth and Student-Led Constituency and develop key resources for NRC's new Youth Education & Skills Toolkit in collaboration with NRC and local partner teams and displacement affected youth.

Please refer to the service specifications in section 4

3. SCHEDULE & DEADLINE FOR SUBMISSION

The deadline for submission of bids is **17:30 CET** on the **25th August 2026**. Late bids will not be accepted.

	DATE	TIME*
Invitation to Bid release	10.08	
Deadline for request for any clarifications from NRC	17.08	17:30
Last date on which clarifications are issued by NRC	18.08	17:30
Deadline for submission of tenders (receiving date, not sending date)	25.08	17:30
Tender opening session by NRC	26.08	09:30
Notification of award to the successful tenderer	07.09	
Signature of the contract	09.09	

* All times are in the local time of CET.

Please note all dates are provisional dates, and NRC reserves the right to modify this schedule.

4. MANNER OF SUBMISSION:

Please submit your bids in accordance with the requirements detailed below:

Option 1: Complete sealed bid documents shall be hand delivered at NRC Office at Pb 148 Sentrum, 0130 Oslo, Norway not later than 15:00, on the due date indicated above.

Option 2: Completed bid documents can be sent to a designated e-mail address: HO.procurement@nrc.no

Tenders will be open thereafter in the presence of the Bid Analysis Committee.

The following email subject line should be used: **NRC-EDU-ITB-2026-001 - Youth Education & Skills Technical Support Consultancy**

Format allowed: Attachments in PDF, Word documents, Excel spreadsheets, or JPEGs.

Please note that the designated e-mail address will not be monitored until after the tender deadline to ensure a transparent process. For any urgent inquiries related to this tender, please write to the following e-mail address by 17.08.202 CoB: marta.schena@nrc.no and craig.dean@nrc.no

The list of bid documents to be submitted are clearly explained in this document and summarized in Section 2- Paragraph 6. Bidder's checklist

5. ASSESSMENT CRITERIA

Award of the contract(s) will be based on the following:

Step 1: Administrative compliance check

Bidders must provide evidence of the following for their bid to be considered compliant:

1. Sections 4-8 completed and signed
2. Bidder has included a copy of their valid business licence

Step 2: Technical Evaluation

A Technical Evaluation of all bids received will be conducted to shortlisted bidders. Criteria that will be used to evaluate and score the bids are outlined in Section 3, Clause 25

Step 3: Financial Evaluation

Price in comparison to NRC established expectation and in comparison, to other bidders of comparable technical quality

6. BIDDER'S CHECKLIST

Description	To be filled by bidder		To be filled by NRC bid committee		
	Included?		Present & complete?		Comments
Step/ document to be submitted <u>with</u> tender	Yes	No	Yes	No	
Complete tender package delivered before the deadline specified in Section 2 - Bid Data Sheet - <u>Compulsory</u>					
Section 4 –Service Provision – completed, signed – <u>Compulsory</u>					
Section 5 – Bidding Form – completed, signed – <u>Compulsory</u>					
Section 6 – Service Provision Schedule & Pricing Proposal - signed – <u>Compulsory</u>					
Section 7 – Company profile & experience – completed, signed – <u>Compulsory</u>					
Section 8 – Supplier ethical standards declaration – signed – <u>Compulsory</u>					
CV and Cover Letter - Compulsory					
Supporting documents					
Copy of company registration – <u>Compulsory</u>					
Copy of tax registration – <u>Compulsory</u>					
Copies of Company Director(s) ID – <u>Compulsory</u>					

To be filled in by NRC bid committee only	Eligible	Ineligible
Outcome of administrative eligibility check.		

SECTION 3

NRC Invitation to bid - General Terms & Conditions

1 SCOPE OF BID

- 1.1 The bid is based on the scope of the assignment as determined in the Bid Data Sheet (Section 2). The instruction to bidders should be read in conjunction with the Bid Data Sheet.
- 1.2 The successful Bidder will be expected to complete the assignment by the Intended Completion Date specified in the contract to be signed

2 CORRUPT PRACTICES

- 2.1 **Norwegian Refugee Council** requires Employees, Bidders and Contractors, to observe standards of ethics during procurement and the execution of contracts. In pursuit of this, Norwegian refugee Council defines, for the purposes of this provision, the terms set forth below as follows:
- a) "Corrupt practice" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - b) "Fraudulent practice" includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Norwegian Refugee Council, and includes collusive practices among Bidders prior to or after bid submission designed to establish bid prices at artificial, non-competitive levels and to deprive the Norwegian Refugee Council of the benefits of free and open competition;
 - c) In any case where fraud or corruption is identified, NRC will:
 - reject any bids where the Bidder has engaged in corrupt or fraudulent practices in competing for the Contract;
 - remove bidding contractors who engage in fraudulent or corrupt practices, from our prequalified list
 - liaise with District Officials to report if fraudulent or corrupt practices are identified
 - terminate works
- 2.2 Any communications between a Bidder and the Norwegian Refugee Council related to matters of alleged fraud or corruption must be made in writing and addressed to the to the **Global Programme Director, Morgane Aveline** (morgane.aveline@nrc.no)

3 ELIGIBLE BIDDERS

- 3.1 A Bidder shall meet the following criteria to be eligible to participate in NRC procurement of Services:
- a) the bidder, at the time of bid, is not:
 - i. insolvent;
 - ii. in receivership;
 - iii. bankrupt; or
 - iv. being wound up
 - b) the bidder's business activities have not been suspended;
 - c) the bidder is not the subject of legal proceedings for any of the circumstances in (b); and
 - d) The bidder has fulfilled his or her obligations to pay taxes and social security contributions. In a case where VAT is included in a bid, a copy of the VAT certificate must accompany the bid. A Bidder, and all parties constituting the Bidder including sub-contractors, shall not have a conflict of interest. All Bidders found to

have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Norwegian Refugee Council regarding this bidding process

3.2 A Bidder whose circumstances in relation to eligibility change during a procurement process or during the execution of a contract shall immediately inform the Norwegian Refugee Council.

3.3 NRC reserves the right to refuse a bid at any time if the bidder or one of its sub-contractors provided material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates or is found guilty of fraud, active corruption, collusion, coercive practice, bribery, involvement in a criminal organization or illegal activity, or immoral human resources practices, including but not limited to: child labour, non-discrimination, freedom of association, payment of the legal national minimum wage, and forced labour.

4 JOINT VENTURES, CONSORTIA AND ASSOCIATIONS

Bids submitted by a joint venture, consortium or association of two or more firms as partners will only be accepted in exceptional circumstances.

5 ONE BID PER BIDDER PER WORK

Each Bidder shall submit only one Bid per contract. A Bidder who submits or participates in more than one bid per contract will cause all the bids with the Bidder's participation to be rejected.

6 COST OF BIDDING

The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Norwegian Refugee Council shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

7 INSPECTION

NRC is obliged to ensure that its procurement decisions are clearly justified and documented and keeping within the Donors mandatory principles. In that regard, full and on-the-spot access must be granted to representatives of NRC, the Donor or any organisation or person mandated by it, to premises belonging to NRC or its contractors. The right to access shall include all documents and information necessary to assess, or audit the implementation of the contract

8 OBTAINING AND COMPLETING BIDDING DOCUMENTS

8.1 Bidders who did not obtain the Bidding Document directly from the Norwegian Refugee Council will be rejected during evaluation. Where a Bidding Document is obtained from the Norwegian Refugee Council on a Bidder's behalf, the Bidder's name must be registered with the Norwegian Refugee Council at the time of issue.

8.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the bid.

9 CLARIFICATION OF BIDDING DOCUMENT

A prospective Bidder requiring any clarification of the Bidding Document shall contact the Norwegian Refugee Council in writing. The Norwegian Refugee Council will respond in writing to any request for clarification before the deadline for clarification of bids. The Norwegian Refugee Council shall forward copies of its response to all Bidders who have acquired the Bidding Document, including a description of the inquiry but without identifying its source.

10 AMENDMENT OF BIDDING DOCUMENT

- 10.1 At any time prior and until 48 hours prior to the deadline for submission of bids, the Norwegian Refugee Council may amend or cancel the Bidding Document by informing the bidders in writing.
- 10.2 To give prospective Bidders reasonable time in which to take an amendment or cancellation into account in preparing their bids, the Norwegian Refugee Council can, at his discretion, extend the deadline for the submission of bids.

11 LANGUAGE OF BID

- 11.1 The bid, as well as all correspondence and documents relating to the bid shall be written in English.
- 11.2 Supporting documents and printed literature that are part of the bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, such translation shall govern.

12 DOCUMENTS COMPRISING THE BID

The list of bid documents to be submitted are clearly explained in this document and summarized in Section 2- Paragraph 6. Bidder's checklist

- 12.1 All forms must be completed without any alterations to the format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

13 BID PRICE FOR SERVICE CONTRACT

- 13.1 Bid prices are for complete contracts. Contracts cannot be subdivided into pieces. Where a bid is submitted, all relevant services must be offered.
- 13.2 Items for which no rate or price is entered by the Bidder will be as not quoted.
- 13.3 Unless otherwise specified in Section 2 - the Bid Data Sheet, all duties, taxes and other levies payable by the contractor under the contract, shall be included in the total bid price submitted by the bidder.
- 13.4 For bidder subject to VAT, VAT should be mentioned in the offers
- 13.5 The prices submitted by any Bidder shall be checked for arithmetical errors and for what might be considered unreasonable rates during the evaluation. Where errors are identified one or more of the following steps may be taken:
 - a) If any rates are considered to be unrealistic or unreasonable they may be altered by mutual agreement, provided that no alteration shall be made in the amount of the Bid.
 - b) If any arithmetical errors are detected in an otherwise acceptable bid, and the Bidder, on being so notified, is prepared to confirm his bid and if the Bidder is subsequently awarded the contract, then the Bid shall be altered to reflect the difference.
 - c) The Bidder is reminded that it is entirely his responsibility to ensure the accuracy of his bid. No alteration will be made to the bid after its submission on the grounds of any arithmetical errors subsequently discovered except as provided above.

14 CURRENCIES OF BID AND PAYMENT

All prices shall be quoted by the Bidder in USD, unless otherwise stated. Payment shall be made in the currency agreed upon with the successful Bidder prior to the signature of the Contract.

15 BID VALIDITY

- 15.1 Bids shall remain valid for a period of 30 calendar days after the date of the bid submission deadline as prescribed by Norwegian Refugee Council. A bid valid for a shorter period shall be rejected as non-compliant.
- 15.2 In exceptional circumstances, prior to the expiration of the bid validity period, the Norwegian Refugee

Council may request Bidders in writing to extend the period of validity of their bids. A Bidder must confirm in writing his acceptance of the extension. In case of extension, modification of the bid is not permitted.

16 ALTERNATIVE BIDS

Bidders shall submit offers that comply with the requirements of the bidding documents, including the basic technical design as indicated in the drawings and specifications. Alternative bids shall not be considered unless otherwise indicated in Section 2 – the Bid Data Sheet.

17 FORMAT AND SIGNING OF BID

The Bidder shall prepare one set of bid documents per contract that he wishes to bid for. The bidder should hold a copy of the documents with themselves, for reference purposes.

18 SEALING AND MARKING OF THE BID

18.1 The Bidder shall enclose the bid for each contract in a plain envelope securely sealed

18.2 The envelopes shall:

- (a) be addressed to the Logistics Office, Norwegian Refugee Council, in the location specified in Section 2 – the Bid Data Sheet
- (b) bear the Contract number
- (c) no other markings should be on the envelope

18.3 If all envelopes are not sealed and marked as required, the Norwegian Refugee Council will reject the bid

19 DEADLINE FOR SUBMISSION OF BIDS

Bids must be received by the Norwegian Refugee Council at the address given and no later than the date and time indicated in Section 2 - the Bid Data Sheet.

20 LATE BIDS

The Norwegian Refugee Council shall not consider any bid that arrives after the deadline for submission as stipulated in Section 2 – the Bid Data Sheet. Any bid received by the Norwegian Refugee Council after the deadline for submission of bids shall be declared late and rejected.

21 WITHDRAWAL AND REPLACEMENT OF BIDS

21.1 A Bidder may withdraw or replace its bid after it has been submitted at any time before the deadline for submission of bids by sending a written notice, signed by an authorized representative. Any corresponding replacement of the bid must accompany the respective written notice. All notices must be:

- (a) submitted as with Clauses 20 and 21, and in addition, the envelopes shall be clearly marked “WITHDRAWAL” or “REPLACEMENT” and
- (b) received by the Norwegian Refugee Council prior to the deadline for submission of bids, in accordance with Section 2 – the Bid Data Sheet

21.2 After the opening of bids, modifications to bids must be documented and any discussions reported in writing. A bid may be withdrawn at any stage, with written notice.

22 CONFIDENTIALITY

22.1 Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until information detailing the best evaluated Bidder is communicated to all Bidders.

22.2 Any effort by a Bidder to influence the Norwegian Refugee Council in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its

bid.

- 22.3 From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Norwegian Refugee Council on any matter related to the bidding process, it should do so in writing.

23 CLARIFICATION OF BIDS

Norwegian Refugee Council may, at its discretion, ask any Bidder for a clarification of its Bid. The Norwegian Refugee Council's request for clarification and the response shall be in writing. Any clarification submitted by a Bidder that is not in response to a request by the Norwegian Refugee Council shall not be considered. All requests for clarifications shall be copied to all bidders for information purposes. No change in the price or substance of the bid shall be permitted, except to confirm the correction of errors.

24 BIDS VALIDATION

- 24.1 The Norwegian Refugee Council's determination of a Bid's validity is to be based on the contents of the bid itself, which cannot be corrected if determined to be invalid
- 24.2 A valid bid is one that complies with all the terms, conditions, and specifications of the Bidding Document, without deviation or omission, which affects, or could affect;
- a) the scope, quality, or performance of the services specified in the Contract; or
 - b) limits in any substantial way, the Norwegian Refugee Council's rights or the Bidder's obligations under the Contract

25 EVALUATION OF BID

- 25.1 The Norwegian Refugee Council shall examine the legal documentation and other information submitted by Bidders to verify eligibility, and then will review and score bids according to the following criteria;
- a) Completion and inclusion of requested information and supporting documents (Administrative compliance)
 - b) Price in comparison to NRC estimated rate (Financial evaluation)
 - c) Previous experiences in similar works (Technical evaluation)
 - d) Demonstrated excellence in supporting youth-led networks and displaced youth-led advocacy. (Technical evaluation)
 - e) Demonstrated excellence in supporting developing youth education & skills related approaches and toolkits, including for first line education responses (Technical evaluation)
 - f) Adherence to Ethic, environmental, anti-corruption NRC policies (Technical evaluation)
- 25.2 In case of two contractors being scored the same in the evaluation, the one with the highest technical ranking will be awarded the contract
- 25.3 Anti-money laundering, anti-bribery, anti-corruption and anti-terrorism legislation applicable in some jurisdictions may require NRC to verify the identity of the bidder prior to financial transactions. NRC reserves the right to use online screening tools to check the bidder's record with regards to their possible involvement in illegal or unethical practices.
- 25.4 The Norwegian Refugee Council reserves the right to reject all bids, and re-tender if no satisfactory bids are submitted

26 AWARD PROCEDURE

- 26.1 The Norwegian Refugee Council shall award the Contract in writing, with an award letter, to the Bidder whose offer has been determined to be the best, before the end of the bid validity period
- 26.2 Any bidder who has not been awarded a contract, will be notified in writing
- 26.3 Until a formal contract is prepared and executed, the Award Letter shall constitute a binding agreement between the bidder and NRC.

- 26.4 The Award Letter will state the sum that the Norwegian Refugee Council will pay the Contractor in consideration of the Works as prescribed in the Contract, and in accordance with the Bid.
- 26.5 The Bidder is thereafter required to submit a Letter of Acceptance, confirming their wish to proceed with a contract.

27 SIGNING OF CONTRACT

- 27.1 Upon receipt of the Letter of Acceptance, the Norwegian Refugee Council shall call the successful Bidder to sign the Contract.
- 27.2 Within an agreed timeframe, the successful Bidder shall sign, date, and return the Contract to the Norwegian Refugee Council.

SECTION 4

SERVICE PROVISION: Technical description of the bid

TENDER PURPOSE AND EXPECTED RESULTS:

No.	Detailed Description of Service	Unit	Period of Delivery
1	Youth Education & Skills Technical Consultancy to support the Education Cannot Wait (ECW) Youth and Student-Led Constituency and develop key resources for NRC's new Youth Education & Skills Toolkit in collaboration with NRC and local partner teams and displacement affected youth.	1	

See below the detailed Terms of Reference:

Consultant, Youth Education & Skills Technical Support

TERMS OF REFERENCE

Title: Consultancy for Youth Education & Skills Technical Support

Department/Office: NRC Education Core Competency / Head Office

Reporting to: Global Youth Education & Skills Advisor.

Contract Duration: 2 year consultancy framework; (340 days including 64 days pending funding confirmation)

Start Date: September 2026

Working Modality: Remote with in-country workshops/visits as required.

1. BACKGROUND

The Norwegian Refugee Council (NRC) is an independent, humanitarian, non-profit, non-governmental organisation which provides assistance and support to conflict-affected persons in 39 countries worldwide. NRC continues to play a leading role in the Education in Emergencies sector by ensuring that conflict- and displacement-affected children and youth access quality, safe and inclusive learning opportunities. Our strength lies in supporting children and youth across a continuum of learning pathways, from first-line education response to non-formal and formal education opportunities, while supporting youth to progress along learning-to-earning pathways towards livelihoods and active participation in their communities, contributing to self-reliance and durable solutions.

In 2025 the Youth Education & Skills (YES!) workstream of NRC Education programming had projects across 26 countries including Syria, South Sudan, Ethiopia and Myanmar where the the YES! programme consistently achieves 90% completion rates of vocational skills training, with 60% of participants gaining new job opportunities of which 80% increase their income. These youth graduates report an improved ability to meet their families' basic needs and improvements in their own self-worth, all contributing to the improved [wellbeing of displacement affected youth](#). In Ethiopia, refugee youth graduates have also received residency permits,

offering durable solutions to refugee youth living in camps. In 2020, NRC co-developed and launched the [IASC Guidelines on Working with and for Young People in Humanitarian and Protracted Crises](#) with UNICEF.

In line with NRC global commitments to grow the YES! Workstream, a dedicated growth strategy is being launched with dedicated global programme development initiatives. This includes providing dedicated NRC hosted capacity to support Education Cannot Wait's Youth and Student-Led Constituency, a new YES! Toolkit, collaboration with the World Bank on their new guidance on refugee skills for self-reliance with a focus on youth, and expanding NRC First Line Education Response approach for adolescents and youth.

2. OBJECTIVES

The aim of the consultancy is to support the Education Cannot Wait (ECW) Youth and Student-Led Constituency and develop key resources for NRC's new Youth Education & Skills Toolkit in collaboration with NRC and local partner teams and displacement affected youth.

Specifically, the assignment will seek to:

- Strengthen meaningful youth and student participation in ECW governance by increasing constituency engagement, collaboration and accountability to affected young people.
- Develop a toolkit to support NRC country and partner teams to deliver contextualised YES! Projects.
- Integrate NRC's YES! expertise into the World Bank's new guidance on refugee skills training for self-reliance with a focus on youth.
- Collaborate with NRC's Country Education teams and youth partners to co-create NRC's First Line Education Response for Youth approach and resources aligned to the YES! Toolkit.
- Support NRC country office requests related to any phase of their YES! approach through remote and/or in-person deployments.

3. METHODOLOGY AND TIMEFRAME

The consultant will provide displaced youth education technical and coordination support. Key responsibilities include:

Support to ECW Youth and Student-Led Constituency (ECWYSLC)

This is expected to take 246 days between September 2026 and July 2028:

- Support ECWYSLC to establish a mechanism to renew and coordinate the Youth- and Student-Led constituency. (Including:
 - Membership mapping & re-engagement.
 - Archive system for continuity of between ECWYSLC leadership and representatives
 - Election process and hand-over.
 - Pre-ExCom/HLSG consultation.
- Support ECWYSLC to better organise the constituency to contribute to ECW fundraising and advocacy. Including:
 - Liaison on resource mobilisation.
 - Monitor advocacy spaces.
 - Annual youth/Student event.
 - Participation at UNGA 2027.
- Improve accountability to affected young people through operationalising the Child and Youth Call to Action. Including:
 - Operationalise Call to Action; develop advocacy plan.
 - In-person meeting before ExCom, Geneva H1 2027.
- Project Cycle Management for the ECW grant, including:
 - Coordination and documentation of meetings between NRC, ECWYSLC and ECW teams.
 - Logistics and administration associated to the projects budget and plans.

- Coordination with NRC Country Office team as relevant and appropriate. and
- Monitoring, accountability, evaluation and learning activities and project reporting.

Support for NRC's new Youth Education & Skills (YES!) Toolkit.

This expected to take 30 days between September 2026 and December 2027.

- Lead the development of a 5-page intervention guide on displaced youth life skills and psychosocial support.
 - Coordinate a drafting process with NRC Global Education Advisors, including the Better Learning Programme team and the Global refugee Youth Network (GRYN).
 - Review available NRC and partner resources.
 - Draft 5 pager intervention guide.
 - Incorporate feedback from the World bank team.
- Develop priority tools for NRC's YES! Toolkit Comprehensive Support resources.
 - Collate and review existing tools related to TVET & apprenticeships, primary and secondary education, entrepreneurship, job placements, higher education referrals and advanced digital learning.
 - Prioritise gaps in available resources and 'good enough' available resources.
 - Develop priority toolkit resources.
 - Usability test through consultation.
 - Revision and packaging to toolkit standards.
 - Consultations, coordination, calls.
- Support training and capacity strengthening of priority NRC and partner teams.
 - Develop training resource for the YES Comprehensive Package.
 - Provide remote or in-person support to priority country teams and partners' workshops or processes.

Support for NRC's First Line Education Response for Youth (FLER4Y) programme development.

This is dependent on approved donor funding but is expected to take 64 days between September 2026 and August 2028.

- Coordinate a co-creation process for FLER4Y
 - Consult with NRC global education advisors and the GRYN to agree priority countries and process milestones.
 - Consult with priority NRC country and partner teams on co-creation approach and deliverables.
 - Facilitate co-creation approach.
- Develop a FLER4Y package aligned to existing YES Toolkit Pre-requisite resources and Foundational Support resources develop through this project.
 - Collate and review existing tools related to Youth-led Spaces & Action, Information & Referrals, Recreation & Sport, Foundational Skills, Life Skills including Psychosocial Support and Goal Setting, Career Exploration, Enabling Local Youth Actors.
 - Prioritise gaps in available resources and 'good enough' available resources.
 - Develop priority toolkit resources.
 - Usability test through consultation and country level testing.
 - Revision and packaging to toolkit standards.
 - Consultations, coordination, calls.
- Support training and capacity strengthening of priority NRC and partner teams.
 - Develop training resource for the YES FLER4Y package.
 - Provide remote or in-person support to priority country teams and partners' workshops or processes.

4. DELIVERABLES

The following deliverables are required for the completion of the assignment. Please note the deliverables may be re-prioritised or adapted based on the pending donor decision related FLER4Y funding outlined above, or other circumstances.

Support to ECW Youth and Student-Led Constituency (ECWYSLC)

- ECWYSLC renewed and well coordinated ECWYSLC.
- ECWYSLC contribute to ECW fundraising and advocacy.
- ECWYSLC operationalise the ECW Child and Youth Call to Action.
- ECW grant delivered and reported back to the donor.

Support for NRC's new Youth Education & Skills (YES!) Toolkit.

- Displaced youth life skills and PSS intervention guide for the World Bank.
- YES Toolkit Comprehensive Support resources.
- YES Toolkit Comprehensive Support training delivered for priority NRC and partner teams.

Support for NRC's First Line Education Response for Youth (FLER4Y) programme development.

- FLER4Y co-creation process completed.
- FLER4Y package available, doubling as YES Toolkit pre-requisite and foundational support package.
- FLER4Y training delivered for priority NRC and partner teams.

5. ADDITIONAL INFORMATION

Ensure implementation of the data protection practices that will be in line with the General Data Protection Regulation (GDPR) regulations to secure the continuity of NRC's compliance with GDPR in this field.

- Ensure in-depth engagement with partners with a tailored approach suited for the context, needs and cultural sensitivity of the partners.
- Ensure efficient and youth-centred approach in all processes and communication.

6. REQUIRED COMPETENCIES

Educational Background:

- Postgraduate qualification in violence and displaced youth Education in Emergencies.

Professional Experience:

- Extensive management and advisory experience (minimum of 10 years) in Education in Emergencies (EiE) with a focus on displaced youth education and skills.
- A record of developing participatory sector recognised research and learning products on displaced youth education, engagement and livelihood pathways.
- Previous experience working with NRC and in-depth knowledge of NRC Youth Education & Skills approach at a local and international level.
- Experience of shaping and delivering Youth Compact activities at a country level and engagement with its multi-stakeholder members (UN, INGO, Donors, youth-led organisations).

Skills and Competencies:

- Coordination and governance of youth networks or global communities of practice in youth and EiE spaces.
- Facilitation of crisis affected youth's meaningful engagement in multi-stakeholder and high-level advocacy and decision-making spaces in the education sector.

- A proven track record of co-creating global youth education & skills strategies, learning and advocacy resources, guidance documents, toolkits and capacity exchange approaches with Country Office teams and youth-led partner organisations.
- Proven ability to work with the humanitarian coordination systems and applying EiE and Youth international minimum standards

Desirable Experience

- Ability to speak English plus one other language used by NRC (eg. Arabic, French, Spanish).
- Ability to work remotely while managing global coordination efforts across multiple time zones (eg, US, Europe & Asia),,

Acceptance of Terms of Reference (ToR):

By signing this section, we formally confirm our acceptance of the Terms of Reference (ToR) for the **Youth Education & Skills Technical Support consultancy** as outlined here above. We have carefully reviewed the ToR and confirm that we understand and agree to all its terms and conditions. We are committed to providing our services in accordance with the requirements and timelines specified in the ToR.

We are confident in our ability to deliver a successful project and look forward to a productive collaboration.

[Your Name/Company Name]	
Your Signature	

Please insert your CV and Cover Letter in a separate annex, signed

SECTION 5 BIDDING FORM

Please provide information against each requirement.

Additional rows can be inserted for all questions as necessary. If there is insufficient space to complete your answer in the space provided, please include on a separate attachment with a reference to the question.

1. Bidder's general business details

a) General information

Company name:	
Any other trading names of company:	
Registered name of company (if different):	
Nature of primary business/trade:	
Primary contact name:	
Job title:	
Phone:	
Email:	
Registered Address:	
Business licence number:	
Country of registration	
Registration date:	
Expiry date:	
Legal status of company (eg. partnership, private limited company, etc.)	

b) Owners/Managers

Please fill in the below table with the full names and the year of birth of the company's owner(s) and manager(s)*:

Full name	Year of birth

** Please note this information is necessary in order to conduct the vetting procedure referred to in clause 25 of the Invitation to Bid-General Terms and Conditions.*

c) Employees

Please list the employees/team members, if any, who would be involved with NRC in the event of contract award:

Employee name	Job title	Role on NRC project	Phone	Email
1.				
2.				
3.				

d) Company or Sole Trader bank account details:

Beneficiary name:
Beneficiary account no.:
Beneficiary Bank:
Bank branch:
SWIFT:
IBAN:
Bank address:

2. References

Please provide details of at least 3 client references whom NRC may contact, preferably from NGOs and UN agencies, for similar related works:

Client/company name	Contact person	Phone	Email	Contract details (works, location, size, value, etc)
1.				
2.				
3.				
...				

3. Bid Validity

Please confirm the validity of your bid below (in calendar days):

--

4. Confirmation of Bidder's compliance

We, the Bidder, hereby certify that our tender is a genuine offer and intended to be competitive and we confirm we are eligible to participate in public procurement and meet the eligibility criteria specified in the Invitation to Bid. We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

The following documents are included in our **Bid**: (please indicate which documents are included by ticking the boxes below).

Documents	included
Section 4: Technical description of the bid	☐
Section 5: Bidding form; completed, signed	☐
Section 6: Service Provision Schedule & Pricing Proposal; completed, signed	☐
Section 7: Consultant Profile and Previous Experience; completed, signed	☐
Section 8: Supplier's ethical standards declaration; completed, signed	☐
CV and Technical Proposal	☐
Copy of valid business and tax documentation	☐

We understand that NRC is not bound to accept the lowest, or indeed any bid, received.
We agree that NRC may verify the information provided in this form itself or through a third party as it may deem necessary.

We confirm that NRC may in its consideration of our offer, and subsequently, rely on the statements made herein.

Name of Signatory:	Tel N°:
Title of Signatory:	Name of Company:
Signature & stamp:	Date of Signing:
	Address:

SECTION 6

Service Provision Schedule & Pricing Proposal

Schedule to include:

1- Service Duration / Estimated number of days of each deliverable Duration of each of the acti

#	Deliverable	Service Duration / Estimated number of days	Daily Rate	Total cost of deliverable	Comment/Additional Information
1	Support to ECW Youth and Student-Led Constituency (ECWYSLC)				
2	Support for NRC's new Youth Education & Skills (YES!) Toolkit.				
3	Support for NRC's First Line Education Response for Youth (FLER4Y) programme development.				
	TOTAL COST				

Prepared by:	
Name:	
Position:	
Signature:	
Date:	
Stamp:	

SECTION 7

CONSULTANT PROFILE AND PREVIOUS EXPERIENCE

The Bidder is requested to:

1. Submit the **Consultant Profile**
2. Complete the following **Previous Experience Table** listing the work or contracts undertaken in the past 5 years similar to the services required under this contract
3. Submit **evidences of previous experience** in form of Contracts, Completion Certificates, etc.

#	Name of Project / Type of work	Total value of the performed services (.....)	Duration of the works contract	Starting date	Ending date	Contracting Authority and Place
1						
2						
3						
4						
5						
...						

NOTE: The list shouldn't be limited to this Form in regards to the number of works reported. A comprehensive list of the last 5 years' experience has to be submitted adapting the Form to the necessary rows.

NRC may conduct reference checks for previous contracts completed

SECTION 8

Ethical Standards Declaration for all Suppliers, Contractors & Consultants

We, the undersigned, ('we', 'our' or 'us') **CONSIDERING THAT:**

FIRST, we are bidding for, or entering into, a contract with the Norwegian Refugee Council (NRC) to supply goods, services or works to NRC ('the Contract').

SECOND, we understand that as a humanitarian organisation, NRC expects its suppliers and contractors to have high ethical standards.

THIRD, we understand that NRC therefore needs us to confirm that we adhere to the required ethical standards ('the ethical standards') by signing this declaration ('the Declaration').

THEREFORE, we **DO HEREBY DECLARE** as follows:

WORK TO THE BEST OF OUR ABILITIES

We will ensure that conduct, both professionally and privately, reflects positively on, and supports, the integrity of NRC's mission and work.

This means that we, and to the best of our knowledge our Representatives, are not in any of the following situations:

- Made an offer, payment, consideration or benefit of any kind, which constitutes illegal or corrupt practice, directly or indirectly, as an inducement or reward in relation to the tendering, awarding or execution of the Contract. And not subject to legal proceedings related to that.
- Involved in any form of fraud, corruption, collusion, coercive practice, bribery, involvement in a criminal organisation or other illegal activity
- Have suspended activities, are insolvent, in receivership, bankrupt, or closing
- Have at any time been found guilty and sentenced by a court, whether in the country of employment or abroad, for a criminal offence in respect of children or vulnerable adults

This also means we are:

- Not engaged in terrorism or the material support of terrorism
- Do not sell or manufacture, directly or indirectly, weapons or anti-personnel mines or any components produced primarily for the operation thereof
- Are not involved in production of alcohol, tobacco, or pornography

TREAT OTHERS WITH RESPECT

We will contribute to a working environment founded on respect, fairness, honesty, courtesy, dignity and professionalism. This means that we will:

- Not discriminate against others, including for reasons of disability, ethnicity, gender, nationality, political opinion, race or religious beliefs.
- Value, celebrate and promote gender equality, diversity, inclusion and equity.

- Seek out, listen to and value different voices, experiences and opinions.
- Respect local customs and culture, including through our conduct, language and dress.

DO NOT HARM OR EXPLOIT OTHERS

We will treat people with dignity and respect. We will not sexually abuse, exploit or harass any person,

This means that we will:

- **Not intimidate, bully, harass or mistreat others.** This includes not using corporal punishment or any other form of physical, emotional or mental abuse, or neglect of children.
- **Not have sexual activity with children.** Sexual activity with anyone under the age of 18 is not allowed, even if it is legal in country of assignment or origin. Not knowing their age is not an excuse.
- **Not have sexual activity with project participants or anyone receiving help from NRC.** Suppliers, contractors and consultants are not allowed to take advantage of their position of power to develop sexual relationships with those receiving assistance.
- **Not bribe or ask for sex or sexual favours in exchange for money, gifts, employment, services, assistance or opportunities.** Sexual activity with sex workers is not allowed even if legal in the country of operation.
- **Respect basic social rights** and working conditions according to international standards in respect to labour such as fair wages and benefits, adequate working conditions and times etc.
- **Never employ children (under the age of 18)** in mentally or physically dangerous or hazardous work or work that interferes with schooling.
- **Never knowingly obtain goods or services** (hotels, restaurants, party venues, transport, and other service providers) from providers that employ children in mentally or physically dangerous or hazardous work or work that interferes with schooling.
- **Never employ children under the age of 15 in full-time work** including in household/non-workplace related work.
- **Never benefit from forced or trafficked labour** or other forms of labour exploitation inside and outside of work.

This means that all workers:

- Receive a contract of employment that is written in a language they understand and are free to leave after giving reasonable notice.
- Have the right to join or form trade unions of their own choosing and to bargain collectively where legally applicable.
- Are not required to lodge 'deposits' or identity papers or immigration documents in order to obtain employment.
- Have working hours that comply with national laws and benchmark industry standards, whichever affords greater protection.
- Receive wages and benefits paid for a standard working week that meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher and always sufficient to meet basic needs.
- Whenever possible do not exceed 48 working hours per week (8 hours per day).

This also means that we will:

- Not solicit persons for the purpose of employment or offer employment by means of materially false or fraudulent pretences, representations, or promises, or charge recruitment fees.
- Not deduct from wages as a disciplinary measure.
- Provide workers with at least one day off for every 7-day period.
- Those with housed employees ensure accommodation is clean, safe and suitable for living (with toilets, access to water...).

PROTECT OUR OWN AND OTHERS' SAFETY, HEALTH AND WELLBEING

We will actively contribute to creating and maintaining a safe and supportive working environment for everyone.

We will avoid taking unnecessary risks that could harm our own or others' safety, health or wellbeing.

We will not work, or drive an NRC or other vehicle, while under the influence of alcohol or drugs.

We will not possess, deal or use illegal substances in any NRC workplace; at any NRC-related work or social event; or in any vehicle or accommodation that we are in due to our work for NRC.

ACT ETHICALLY

We will act in accordance with the humanitarian principles of humanity, impartiality, neutrality and independence in the work we do for NRC and will not engage in any criminal, unethical or dishonest activities, or in any behaviour that violates or undermines human rights.

We will comply with the [Conflict of Interest Policy](#) and will declare any actual or perceived conflicts of interest.

- Where any potential conflict of interest exists between our Representatives and NRC or any NRC staff member, we

shall notify

NRC in writing of the potential conflict using NRC's Conflict of Interest Policy.

We will work within applicable laws and export laws and regulations, and follow NRC policies and procedures and declare that we and, to the best of our knowledge, our Representatives:

- Are registered with the relevant government authority with regard to taxation for the duration of the Contract.
- Pay taxes according to all applicable national laws and regulations for the duration of the Contract.

We will work in a way which supports NRC in reducing its environmental impact and protecting and preserving the natural environment, respect national and international environmental legislation and regulation.

This means that we will:

- Ensure that production and extraction of raw materials for production does not contribute to the destruction of the resources and income base for marginalised populations
- Take environmental measures into consideration throughout the production and distribution chain ranging from the production of raw material to the consumer sale.
 - This includes reasonable steps to minimise negative environmental impacts (e.g. emissions, water usage, waste) and to use - where possible - sustainable resources.
 - Local, regional and global environmental aspects shall be considered.
- Ensure the local environment at the production site will not be exploited or degraded by pollution and waste.
- Carefully manage hazardous chemicals and other substances in accordance with documented safety procedures.

ACT WITH HONESTY AND INTEGRITY

We will not [engage in any form of bribery or corruption](#) and will appropriately manage, safeguard and accurately account for all NRC funds, assets and resources that we are responsible for.

We will take all reasonable steps to prevent or reduce the risk of aid diversion, including NRC funds or assets being intentionally or negligently diverted to sanctioned individuals or entities.

We will not abuse or take advantage of any privilege, power, trust or authority that we have as a Supplier, Contractor, or Consultant.

We will not accept honours, gifts, money or hospitality offered to us as a result of our work for or with NRC, except for small tokens of appreciation that do not influence or appear to influence our professional decisions.

We will ensure that NRC assistance is never provided in exchange for service, favour or benefit for ourselves or others.

COMMUNICATE RESPONSIBLY

We will communicate professionally, respectfully and in accordance with the humanitarian principles in our interactions online and offline.

- We will not engage in communications online or offline that could put the people NRC works with or NRC representatives at risk, or that could harm NRC's reputation, credibility or public image.
- We understand that we have a right to freedom of expression. However, if we are engaging in political or controversial discussions online or offline, we will be clear that we are expressing personal views and not those of NRC.
- We will not misuse NRC's name or logo or make unauthorised statements on behalf of NRC.

PROTECT NRC ASSETS AND INFORMATION

We will treat information confidentially and in accordance with the [Personal Data and Privacy Policy](#) and applicable laws.

- We will safeguard and make responsible use of information and resources that we have access to as a Supplier, Consultant or Contractor at NRC.
- We will take care of NRC assets and protect them from damage, misuse, theft or other harm.

BE ACCOUNTABLE

We will report any concerns of serious misconduct, in accordance with the [Speak Up Policy](#).

- We will report concerns via inbox@nrc.caseiq.app or this [online form](#), honestly and in good faith.
- We understand that we are protected from retaliation when doing so. We will not retaliate against anyone who raises a concern.
- We will maintain the confidentiality of others who are involved in raising a concern.
- We will fully cooperate with any investigation, audit or fact-finding process that we are involved in.
- We will not conceal or destroy evidence, and we will always tell the truth.

Signed on our behalf as follows:

Signature	
Name	
Position	
Date	
Place	