TERMS OF REFERENCE (TOR): PROJECT MANAGEMENT TOOL
For projects implemented in the following countries: (Zimbabwe, Zambia, Mozambique, Namibia, Botswana)

ABOUT YOUNG AFRICA (YA)
Founded in the Netherlands in 1998 Young African (YA) currently operates nine Technical Vocational Education and Training (TVET) centers in five countries as a confederation of independently and locally registered affiliated organizations. YA operates in 1 more country in partnership with 3 other organizations that are replicating the YA model. Each Affiliate operates TVET – Centre(s), youth (self-) employment programs and community activities. The Head office of YA is in Harare, Zimbabwe, with an office in The Netherlands. The YA confederation coordinates multiple projects (implemented through the nine centres) and project teams include members based at YA Head Office in Zimbabwe, at YA office in The Netherlands and at Affiliate offices in the respective countries of operation.

The vision of YA is a world of quality and shared word of equality where the power of young people is channeled to transform the world around them. The mission of YA is the integral development of disadvantaged youths aged 15 to 35 years with a special focus on young women and youths with disabilities. YA does this through imparting to youth skills of the hands to make them self-reliant, skills of the heart and mind to help them live with dignity and skills of the soul to help them live with a purpose.

BACKGROUND TO THE PROJECT MANAGEMENT TOOL
YA is implementing a YA-wide Quality Improvement Plan (2020-2021). One of the areas included in the QIP is improving the management of projects across the confederation. To achieve this, YA desires to implement across the entire confederation, centralised digital project management tool(s)/platform(s)/system(s). In preparation for this process, YA has gathered from the entire confederation, input into WHAT THE PROJECT MANAGEMENT TOOL MUST BE CAPABLE OF. This information will be shared with the successful consultant to facilitate the work.

OBJECTIVE OF THE CONSULTANCY
The objective of this process is to identify and implement a suitable project management tool(s) that cover the operations of YA at its 7 locations in Zimbabwe, Mozambique, Namibia, Botswana, Zambia and The Netherlands.

THE PROPOSED PROCESS OF COMPLETING THE ASSIGNMENT
The Consultancy involves;
1. Matching YA’s project management needs with existing products on the market and recommend the most suitable product(s) or tool(s)
2. Support the implementation of the selected product(s) or tool(s) including installation, licensing, training users (about 25 users working at 9 locations in the named countries) and producing the user manuals/guide

DELIVERABLES
1. A report on available, suitable and recommended project management product(s)/tool(s) matching the needs of YA,
2. User manuals/guides for the chosen product(s) or tool(s)
3. Training Plan (taking into account Covid-19 restrictions)
4. A report of the implementation (installation, training, licensing and the scope of post-implementation support for users covering 6 months period after training of users)

Met opmerkingen [MG1]: Think about whether you want to pilot first before rolling out? Or just roll out.
PROFILE OF CONSULTANT
YA is seeking to engage a consultant to support the implementation of the new project management tool(s) or product(s). The ideal consultant must meet the profile below:

1. Individuals or institutions with traceable experience supporting similar processes
2. Lead Consultant should have at least 10 years of experience supporting similar processes (these must be visible in the CV)

SUBMISSION OF BIDS
Consultants can submit their Expression of Interest (EoI) on or before 4pm 15 September 2020 clearly marked EOI for PROJECT MANAGEMENT TOOL. All EoI must be submitted by email to ya.pmt@youngafrica.org

The bid must include the following:
1. Letter expressing interest (1 page)
2. Proposed methodology (maximum 2 pages) and statement of competence of proposed team
3. Proposed work plan and budget (itemised)
4. CV of Lead Consultant and key consultants that will work on the assignment
5. At least 2 contactable references for similar work (done within the past 5 years)