

FCA Terms of Reference

iDove Coordinator (Consultant)

Date of issue:	13 June 2025
Project title:	Strategic and Project Support to iDovers
Deadline for submission of offers:	27 July 2025 at 23.59 EAT
Contracting authority:	Finn Church Aid Foundation (FCA), Helsinki/Finland Contact person: Gina Dias E-mail: gina.dias@kua.fi

1. Introduction & Background

Finn Church Aid (FCA) / the Network for Religious and Traditional Peacemakers (NRTP) is looking for a consultant with expertise on preventing violent extremism to plan and coordinate the virtual Intercontinental Youth Forum and to establish a Mentorship Programme for iDove. The period of the consultancy is 4 months, from September to December 2025. The focus region includes Asia, Middle East, Europe and Sub-Saharan Africa.

Background of the project

The Interfaith Dialogue on Violent Extremism (iDove) project is jointly launched by the African Union Commission (AUC) through the Citizens and Diaspora Directorate (CIDO) and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). iDove provides a youth-led platform to dialogue and fosters creative approaches to preventing violent extremism (PVE) drawing on the soft power of religion. The *iDovers* have been engaged in four major activities, facilitated by the iDove platform; (i) the Intercontinental Youth Forum, (ii) iDove PVE Trainings and Trainings of Trainers, (iii) project implementation, and (iv) networking and dialogue. This project contributes to the overall iDove priorities with special emphasis on (1) the strategic development of iDove Network and its governance structure, and (2) provision of capacity building and small-scale project support to iDovers.

The Network for Religious and Traditional Peacemakers (NRTP), whose Secretariat is hosted by Finn Church Aid (FCA), is supporting the development of the iDover network, capacity development and implementation of the selected iDover-led small scale projects that are innovative, context specific, and responsive to gender and radicalisation in preventing violent extremism.

2. Purpose and priorities of the Consultant

The Consultant will be supporting the planning and organizing the annual iDove Intercontinental Youth Forum (IYF). The IYF provides a valuable platform for young activists, academics, creatives &

policy makers from all over Africa, Middle East, Asia and Europe to share experiences, ideas and knowledge on constructive strategies to prevent violent extremism.

Additionally, the Consultant is responsible of planning and launching a mentorship programme between iDove alumnis and the new iDovers to be selected in 2025. The mentorship programme will serve for mentoring and peer-learning purposes as well as connecting the younger generation with the alumnis, working with focus on P/CVE.

Thirdly, the Consultant will support the iDove Regional Groups in their planned activities when needed.

3. Scope of the work

The Consultant will work fulltime, from September to December 2025.

1. Planning and organizing the Intercontinental Youth Forum 2025

The Consultant is expected to undertake the following tasks and deliverables:

- Planning of the IYF including the contents, thematic priorities and sessions together with the NRTP, GIZ and iDove Steering Group;
- Selection of the iDovers taking part in the IYF together with the NRTP;
- Organizing the 4-day virtual forum, incl.
 - Pre-forum related work and preparations;
 - Facilitation of the assigned sessions during the IYF;
 - Technical support during the meeting for participants with technical problems;
 - Summarizing the findings and lessons learnt of the IYF in a report;
 - Support in the production and coordination of communication materials of the IYF;
- Document and report the impact and lessons learned of the IYF;
- Collaborating closely with the Network and providing monthly updates and reviews.

The IYF will take place in Q4, exact dates are to be confirmed.

2. Planning and setting up the iDove Mentorship Programme

As iDove is running its eight years of implementation, many youth who joined the iDove Network start to be over the general definition of 'youth', i.e. under 35. To keep these iDovers engaged in the iDove network, the NRTP will launch a mentorship programme between iDove alumnis and the new iDovers to be selected in 2025.

The Consultant is expected to undertake the following tasks and deliverables:

- Develop interest form for the alumni to join the mentorship programme;
- Conduct iDove mentorship pool analysis, connect alumni with new iDovers considering the different profiles, geographical focus and the expertise of both;
- Conduct guidelines for the mentor and mentee on the mentorship relationship and programme ;
- Organise a kick-off meeting for all participants of the mentorship programme 2025;
- Follow-up with the mentorship programme;
- Creating a feedback form for the mentors and mentees;

- Reporting on the lessons learnt and recommendations for the mentorship programme for future;
- Collaborating closely with the Network and providing monthly updates and reviews.

3. Supporting iDove Regional initiatives

- The consultant is expected to support the iDove Regional Groups' initiatives as needed.

Period of assignment: From 1 September until 31 December 2025.

4. Timeline and deliverables

Phase I (September)

- Organise an introductory kick-off meeting with the Network and the iDove Steering Group

Mentorship:

- Develop interest form for the alumni to join the mentorship programme
- Conduct iDove mentorship pool analysis
- Share the 1st draft of the Mentorship Programme Guidebook

IYF

- Share the Concept Note of the IYF

Phase II (October)

Mentorship:

- Connect alumni with new iDovers considering the different profiles, geographical focus and the expertise of both
- Organise the first kick-off meeting for all the mentors and mentees

IYF

- Finalise the plans, agenda, speakers etc on the IYF
- Finalise the selection of the iDovers to join the IYF
- Preparatory tasks of the IYF (incl. travels, coordination etc, if in-person)
- Testing the IT logistics of the sessions (if online)

Phase III (November)

Mentorship:

- Follow up, monitor and support the mentorship programme

IYF:

- Organising the IYF 2025 (facilitation, implementation, technical support)
- Support in the production and coordination of communication materials

Phase III (December)

IYF:

- Document and report the findings, impact and lessons learned of the IYF

Mentorship:

- Feedback questionnaire for the mentorship programme
- Lessons learnt and recommendations report

5. Requirements

The below specified qualifications represent the requirements to reach the maximum number of points.

- Understanding of the P/CVE and peace work
- Previous professional experience in the event management (virtual)
- Prior experience in the workshop facilitation
- Prior experience in project management, planning and monitoring
- Fluent business language skills in English, French is an asset
- Mastering the online event tools (such as Zoom)

6. Deliverables & Payments

Deliverables	Payment %
Upon approval of the deliverables under Phase I. Guidebook	30%
Upon successful completion of the deliverables under Phase II and III.	40%
Upon approval of deliverables under Phase III.	30%

7. Budget

The maximum budget is **EUR 17,000.00 (including 25,5% VAT)**. This is the maximum amount available and the awarded amount will be dependent on the skills and experience of the selected candidate.

Bids exceeding this amount will not be eligible for evaluation.

Applicants' proposals must include a detailed and competitive budget inclusive of all fees, costs, and taxes. Travel, accommodation, and logistics costs should **not** be included as these will be covered by the project.

Consultant(s) are responsible for managing their own tax contributions. The proposed budget and its detailed breakdown without VAT is to be presented in Euros in the financial proposal.

Please provide a detailed budget of the assignment without VAT. The Contracting Authority will calculate the VAT according to the Finnish legislation.

The consultant will be responsible for any costs arising from the delivery of the service.

8. Required Expertise and Qualifications

The Consultant will be appointed by the NRTP. The tenderers/service providers will initially be verified for

eligibility according to the criteria below.

#	Description	Means of verification and required documentation
1	Prior experience (minimum 4 years) and knowledge of project coordination, planning, implementation;	CV and professional references for the listed work experience in the CV
2	Prior experience in event planning and organisation	CV and professional references for the listed work experience in the CV
3	Prior experience in areas of the prevention of violent extremism, mediation, peacemaking, peace and security, conflict, religion, comparative politics, and/or international relations;	CV, cover letter
4	Prior experience or expertise in working in the local level (esp. in the field on PVE), while at the same time a global portfolio is a plus.	CV, cover letter
5	Experience in the mentoring or mentorship programme development	CV and professional references for the listed work experience in the CV
6	At least one previous instance undertaking the role of coordination and demonstrated ability to produce professional reports;	CV and professional references for the listed work experience in the CV
7	Bachelor's degree required;	CV
8	Working knowledge of English, (French is an asset)	CV and cover letter

These are minimum requirements and evidence must be included in the proposal documentation. If no evidence of fulfilling the minimum requirements is found in the documentation, the bidder will not proceed to bid evaluation.

9. Contract Award Criteria

Applicants that fulfill the required skills and qualifications will proceed to evaluation phase. Qualified applications will be evaluated according to the contract award criteria below:

#	Description	Weight	Criteria
1	Cover letter + CV	60%	Education, experience on event management, project management, mentoring, contextual experience.
3	Interview (if needed)	20%	Relevant experience, expertise, qualifications, flexibility, suitability for the position will be assessed during the interview .
4	Financial score	20%	Lowest bid receives highest score. Other candidates' scores are calculated proportionally based on the lowest bid.

10. Evaluation Process

The evaluation process is managed by FCA's Procurement Committee. Candidates will be evaluated according to the contract award criteria.

11. Terms of contract

1. The Consultant is responsible for payment of all social costs, other employment related costs and for all other liabilities of a statutory nature.
2. The consultant will have to abide by FCA CoC for Service Providers and Child Safeguarding policy.
3. The consultant will provide monthly debriefing sessions (via Skype/Zoom) throughout the project period.
4. Copyright for the report will remain with the NRTP/FCA.

12. Submission process

Deadline for submission of offers is 23.59 EAT on 27 July, 2025. The application package will include the following materials:

1. 1-3 page CV
2. 1 page cover letter
3. 2 professional references
4. Financial proposal (by using the FCA template)

Please provide the daily consultancy fee rate and number of days required for completing the assignment inclusive of all costs.

	Unit cost (in EUR)	Description / Number of days	Total (in EUR)
Consultancy fees	(per day)		
[Xx] (please fill in if needed)			

Candidates must send their offers via email to Regional Manager Gina Dias to gina.dias@kua.fi no later the

deadline as mentioned above. Any tenders received the deadline will not be considered.

Kindly write “**Consultant – iDove Programme**” in the subject line of their emails.

No tender may be changed or withdrawn after the deadline has passed.

The candidate shall bear all costs associated with the preparation and submission of the offer and the Contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the procurement process.

FCA reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

At the time the contract is awarded, FCA reserves the right to increase or decrease the quantity of Goods, Works or Services originally specified in the tender notice, provided this does not exceed the percentage(s) specified in the tender notice, and without any change in the unit prices. If no percentage was determined in the tender notice, the percentage to be taken into consideration by default is 10%.

Tenderer’s bid should remain valid for a delay of at least 90 and up to 120 days (according to the estimated amount of the contract). Should a tenderer retract his bid before the delay is up, he shall run the risk of not being considered in a future tender.

13. Questions

Candidates are not allowed to approach the Contracting Authority for verbal clarification.

Any prospective candidate seeking to arrange individual meetings with either the Contracting Authority and/or any other organization with which the Contracting Authority is associated or linked may be excluded from the tender procedure.

Candidates may submit questions in writing via email to the address above latest three days before the deadline.

Experience in Coordinator and Mentor role (in addition to three required under skills & qualifications)	5 points max	1 point per experience beyond 1 previous instance
Experience in peacebuilding that included youth as stakeholders and/or interfaith approach (in addition to one required under skills & qualifications)	5 points max	1 point for every peacebuilding project beyond 1
Educational experience beyond Bachelor's degree	5 points max	3 points for Master's degree in relevant field, 2 points for PhD