

**UNICEF UKRAINE  
REQUEST FOR PROPOSALS  
FROM CIVIL SOCIETY ORGANIZATIONS (CSOs) AND  
COMMERCIAL PARTNERS TO PROVIDE ADOLESCENTS AND  
YOUTH WITH SKILLS TO ACT AS AGENTS OF SOCIAL CHANGE IN  
KHARKIV CITY.  
EOI NO. UKR/ EDU/EOI/2018/01 DATED: 13 APRIL 2018**

UNICEF is the agency of the United Nations mandated to advocate for the protection of children's rights, to help meet their basic needs and to expand their opportunities to reach their full potential.

Since the beginning of an armed conflict in the East of Ukraine in April 2014, UNICEF has been working with the Government to support vulnerable children, adolescents, and their families mitigate the impact of the conflict. UNICEF is planning further interventions to increase the levels of resilience and active participation in civic matters among adolescents and youth as well as provide them with skills and opportunities to become agents of social change and key actors in a vibrant, peaceful, and prosperous Ukraine.

***In this context, UNICEF invites Civil Society Organizations (CSOs) and commercial partners to submit an expression of interest for participating in the implementation of the UPSHIFT project in Kharkiv City, Ukraine.***

UPSHIFT is a global UNICEF innovations project currently under implementation in 22 countries. It enables marginalised young people to gain skills for employment and skills for life. A core principle of UPSHIFT is to consider young people as partners in development, rather than as beneficiaries. As such its approach is to empower young people with the skills and opportunities to both create and shape their own futures and positively impact the future of their communities by identifying problems in their communities and creating entrepreneurial solutions to address them. Equity is a core element of UPSHIFT, which is tailored to reach the most marginalized.

As a global UNICEF innovations project, UPSHIFT has a core methodology building on private sector best practice (human-centred design) and is modular by design allowing it to be adapted to different contexts. UPSHIFT also relies on an extensive toolkit covering all aspects of the project implementation (branding, digital and print outreach materials, application forms, project templates, evaluation guide, ...). The successful partner will support UNICEF Ukraine in adapting the local context as well as for managing its implementation. Additionally, the successful partner will attend a train the trainers UPSHIFT workshop delivered by UNICEF international with substantial UPSHIFT experience.

---

The UPSHIFT approach is comprised of three major phases: (i) Mobilisation, (ii) Social Enterprise Workshop and, (iii) Implementation and Acceleration.

**Mobilisation:** The mobilisation phase is designed to outreach vulnerable groups in their environment to raise awareness about UPSHIFT. Typically, during this phase, 15 or more two-hour sessions will be delivered. In addition to information about UPSHIFT, its opportunities, process and timelines, these sessions will include brief introductions to ethnographic and qualitative research, problem identification and causal analysis which are encouraged to be used in the application process. This phase is considered low intensity in terms of staff/hours required for implementation.

**Social enterprise workshop:** The workshop is split over four, full-day courses which can be split over two week-ends. The training itself will be comprised of several modules adapted from the global curriculum and will build skills of the participants to observe, understand, design, build and test solutions. Each team participating in the workshop will be paired with a mentor to support them throughout the workshop. During the last part of the workshop, the participating teams will “pitch” their ideas to a panel. The best projects will be selected for implementation and receive seed funding and accelerator services. With an objective of supporting 30 projects, it is foreseen that 6 social enterprise workshops including approximately 10 teams (of up to four people) will be required. This phase is considered high intensity.

**Implementation and acceleration:** The teams who successfully “pitched” their ideas will receive seed funding and accelerator services for a period of three months during this phase. In addition to the seed funding (average \$2,500/team), the teams will receive further support in planning, financial management, execution and monitoring and reporting.

Additional information can be found at <http://unicefstories.org/tag/upshift/>

**Geographical scope:** Kharkiv city.

**Duration:** 12 months.

**Target:** 30 adolescent and youth led social enterprise projects supported.

**Application process:**

In this regard, expressions of interests (EOI) are solicited from national and international CSOs and commercial partners having relevant expertise and experience as per the above referred scope of work on a partnership basis.

Interested CSOs and commercial partners are requested to submit:

- I. Signed EOI letter (attached as [Annex-1](#));
-

- II. Completed EOI form (attached as *Annex-2*);
- III. A copy of the registration certificate for respective geographic locations/oblasts and/or brief description of how the project will operate in the target geographic locations.
- IV. Copy of latest organizational audit report if available.

Please note that this is not a request for proposals. Only CSOs and commercial partners with experience in similar assignments, with relevant experienced staff, and providing the above requested information will be considered for pre-qualification and may be subsequently invited for proposals. UNICEF is under no obligation to invite any entities that has responded to this Expression of Interest to participate in the submission of a proposal. UNICEF reserves the right to accept or reject any or all EOI without assigning the reason.

Completed EOI forms (attached as *Annexes 1 and 2*) along with the above listed documents should be submitted by **post** with the subject clearly marked "Request for Expression of Interest for Implementation of UPSHIFT" to Liliya Lyubomudrova, Adolescent Development Officer, **UNICEF Office**, 28 Institutska Street, Kyiv, Ukraine, 01021 and **by email** to [llyubomudrova@unicef.org](mailto:llyubomudrova@unicef.org) with [hmorin@unicef.org](mailto:hmorin@unicef.org) in copy.

**Closure date for submission: 23 April 2018, 17:00 Kyiv time.**

Should you have any further queries regarding EOI, please contact Ms Liliya Lyubomudrova, Adolescent Development Officer by email at [llyubomudrova@unicef.org](mailto:llyubomudrova@unicef.org).

**Annex - 1: Expression of interest**

To:

**United Nations Children's Fund  
28 Institutska Street, 01021, Kyiv  
Ukraine.**

Dear Sir/Madam,

We, the undersigned, would like to express our organization's interest in participation in pre-selection for implementation of "UPSHIFT" on partnership basis in accordance with UNICEF's Expression of Interest No. UKR/EDU/EOI/2018/01. We are hereby submitting our EOI containing the following documents:

- (i) Completed EOI Form
- (ii) Copy of the registration certificate of the organization if applicable;
- (iii) Copy of latest organizational audit report if available;
- (iv) Other documents (please list as applicable)

We understand that this expression of interest does not entail any commitment on the part of UNICEF.

Yours faithfully

Authorized Signatory:  
Name and Title of Signatory:  
Name of Organisation:  
Address

---

---

**Annex - 2: EOI Form**

**a. General Information**

1.	Name of organisation.	
2.	Registration No. and status of organization in Ukraine. <i>(Attach copy of registration certificate from the relevant government agency if applicable)</i>	
3	Date of Establishment	
4	Working in Ukraine since	
5	Physical Address	
6	Contact Person (principal): Name: Designation: e-mail: Tel: :	
7	Contact Person (alternate): Name: Designation: e-mail: Tel:	

**b. Organizational Profile (maximum 3 paragraphs)**

*Additional / complementary information may be attached to this form as annex.*

**c. Technical capacity and experience relevant to the implementation of the project**

(i) Please provide a brief description of your organization's technical capacity to implement this project (max 3 paragraphs)

(ii) Please provide a brief description of related projects implemented by your organization in Ukraine during the last five years, as per below format:

Project name	
Name (s) of the target rayons	
Project budget	
Project duration	
Summary of activities	
Number of beneficiaries	
Donor/sponsoring agency	
Contact details of donor's/sponsor agency's focal point (Name, designation, e-mail and tel.)	

**d. Information specific to UPSHIFT:**

- (i) Please provide a note on your organization's comparative advantage for partnership for this project (maximum of 3 paragraphs)
- (ii) Please propose the key partnerships for achieving the objectives and results for this project
- (iii) Please provide Indicative budget (in USD), including:
  - Cost of implementation of the proposed activities
  - Project support cost (including staffing, mobility etc)
  - Other costs/HQ support cost if any
  - Partner contribution (This should be provided as a percentage of the total project value. Note that to enter into a Partnership arrangement with UNICEF a partner is required to make a contribution to the project cost).
- (iv) Please briefly address how the project will (maximum of 2 paragraph):
  - a. Address gender sensitive implementation (contributing to gender equality)
  - b. Facilitate open and equal participation of vulnerable groups
  - c. Enhance sustainability of the results beyond the completion of the project.

**e. Other relevant information.**

*Additional/complementary information can be attached as Annex.*