



Applications Procedure

Round 2 Partners for Going Beyond Project

September 2024

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1. Introduction

Digital Opportunity Trust and the Mastercard Foundation are partnering to support over 300,000 young women and men to gain relevant entrepreneurial skills and foster a network ecosystem of support for young leaders. The “Going Beyond – Partnering for a Youth-Led Future” project aims to scale DOT’s evidence-based, peer-to-peer model and will be executed in four African countries – Côte d’Ivoire, Malawi, Zambia, and Tanzania. The linkage to DOT’s model ensures comprehensive digital and business skills training, leadership development, coaching, peer-to-peer learning, and networking.

The Going Beyond project will foster a network ecosystem of support for young leaders with the aim of improving their quality of life and building their resilience, agency, and amplifying their voice. Notably, the project will also introduce a leaner, more scalable model for long-term, transformational change by fostering a community of practice among a continuously expanding ecosystem of partners.

Over five years ([June 1, 2023 to May 31, 2028](#)), and with the support of DOT regional hubs in Africa, the Going Beyond project will progressively transfer the responsibility for delivering DOT’s programs and equip youth as leaders of the future through a three-pronged approach:

- Strengthening the capacity of 40 local youth-led and youth serving organizations (YLOs) to deliver high-quality digital livelihoods programming.
- Training and supporting 4,000 young people (Youth Leaders) under the guidance of YLOs as digital business coaches and facilitators to deliver locally appropriate and culturally relevant digital inclusion and enterprise growth programs to their peers.
- Training 300,000 disadvantaged young people with nascent Micro, Small, and Medium Enterprises (MSMEs) in digital and entrepreneurship skills, 70 percent of whom are young women.

Most importantly, the project places young people at the center of the solution, tapping into their creativity, energy, and passion for making a difference; *going beyond* conventional development practices and extending impact to new countries for both organizations, without the need to establish and operate new offices.

This document outlines the process and content of the call for applications that will be released for the selection of YSOs/YLOs for the project “Going Beyond: Partnering

for Youth -led Future". This call will be open from September 33 until September 30, 2024 in accordance with the project proposal.

1.1 Scope

Informed by the recommendations of the consultation meetings, this call will be open to Cote d'Ivoire, Malawi, Tanzania and Zambia youth-led organizations (YLOs 70%) and youth-serving organizations (YSOs30%) from all sectors. These YSOs/YLOs must be legally registered and operating in Cote d'Ivoire, Malawi, Tanzania and Zambia. Below are the definitions of both terms:

- Youth-serving Organisations (YSOs) include youth-led organizations and Youth Serving Organizations targeting youth.11
- Youth-led organizations (YLOs) are organizations that are fully led, managed and coordinated by young people that are between 18 and 35 years old.

1.2 Expected results of this call

Applications received will include all relevant information, prove eligibility capacity, and willingness to participate in the project. Selected YSOs must fulfill eligibility criteria and all requirements that ensure project outcomes and their sustainability.

2. Eligibility Criteria & Required Documents

This call is open to Cote d'Ivoire, Malawi, Tanzania and Zambia youth-led organizations (YLOs 70%) and youth-serving organizations (YSOs 30%) from all sectors. These YSOs/YLOs must be legally registered and operating in Cote d'Ivoire, Malawi, Tanzania and Zambia. Youth-led and youth-focused CSOs from all are invited to apply to be part of this project.

To be eligible for selection, YSOs/YLOs will undergo a selection process based on several criteria. These include 2 types of criteria. The first type is the Eligibility Criteria, which are the minimum requirements for eligibility for selection. The second type is the Prioritization Criteria, which will be of added value or assets for the applicant YSOs, and will allow a greater likelihood of selection for that candidate YSO. The selection process is outlined in the next section (Section 3-Evaluation & Selection Criteria).

List of Eligibility Criteria:

- Being a youth-led¹ or youth-serving YSO.²
- Having a track record of 2+ years in operation and having at least 1 completed project.
- Being legally registered and operating in Cote d'Ivoire, Malawi, Tanzania and Zambia, and being compliant with all relevant laws and regulations.
- Having dedicated team member(s) willing to invest time and effort in the capacity-building process, and to pass on learning to other members and staff.
- Having a dedicated team member willing to be the focal point for all communication related to the project.
- Having clear, specific, and aligned mission, vision, and values statements that are relevant to the organization's mandate.
- Having existing and/or strategic prioritization of a digital strategy and/or digital communication strategy.
- Having basic digitalization infrastructure (reliable internet connection & PCs/laptops).
- Having experience offering programming around youth entrepreneurship and livelihoods.
- Willingness to sign a memorandum of understanding as a commitment for the whole project period of approximately 4 years.
- Having a bank account.
- Having audited books of accounts for at least two years.

Prioritization Criteria:

- Having a dedicated technical support person to support the sustainability of the project outcomes
- Possessing the operational capacity and technical expertise to achieve the expected outcomes
- Addressing the needs of PWD, Refugees, women empowerment, and rights of minority groups
- Management team composition includes youth, as evidenced by the organizational chart.
- Being a women-led organization
- Serves one or more of the following groups: vulnerable women, refugees, IDPs, persons with a disability

¹ Youth-led organizations are organizations that are fully led, managed and coordinated by young people that are between the ages of 18 and 35.

² Youth-serving organizations work on projects that specifically target the needs of young individuals.

- Having written organization policies (HR, Finance, Board governance manuals, safeguarding, procurement and fundraising among others) in place, or planning to develop and finalize those during the period of the project
- Being already engaged, or willing to engage in public awareness activities.
- Been working, or willing to work in coalitions and networks; including with organizations with different backgrounds and inspiration.

2.1 Required Documents/Information

1. Mission Statement.
2. Vision Statement.
3. Description of the organization.
4. Provide a description of previous projects you have implemented? Please include links to any reports or stories.
5. Website and Contact Names and Information.
6. Does your organization have audited books of accounts? If not, please explain.
7. Final report of 1 completed project.
8. Having audited books of accounts for at least two years.
9. Is your organization fully Registered? If not please provide the reasons why.
10. Bylaws*
11. Articles of Association.
12. Organizational Chart (indicate roles held by youth).
13. Letter of intent to be part of the co-design.
14. 2 Reference(s)³ including their contact details.
15. Implementation methodology and approach.
16. Sustainability plan.

Criterion	Relevant Document(s)
Eligibility Criteria	
- Being a youth-led (define) or youth-serving YSO* (define)	Mission Statement, Vision Statement, Description of the Organization
- Having a track record of 2+ years in operation <u>and</u> have at least 1 completed project*	Project Final Report
- Being legally registered and operating in Cote D'ivoire, Malawi, Tanzania, Zambia and be compliant with all relevant laws and regulations*	Notice of Registration Bylaws Articles of Association
- Having a dedicated team member(s) willing to invest time and effort in the capacity building	Organizational Chart

³ at least 1 donor or partner

process, and to pass on learning to other members and staff.*	
- Having a dedicated team member willing to be the focal point for all communication related to the project.*	Yes / No
- Having clear, specific, and aligned mission, vision, and values statements that are relevant of the organization's mandate	Mission Statement Vision Statement Values Statement Articles of Association Bylaws
- Having existing and/or strategic prioritization of a digital strategy and/or digital communication strategy*	Yes / No If yes, Annex is required
- Having basic digitalization infrastructure (reliable internet connection & PCs/laptops)*	Yes/No
- Willingness to sign a Memorandum of understanding as a commitment for the whole program period of approximately 5 years.*	Yes / No Commitment will be mentioned as part of the Agreement with the YSO
- Having a bank account	To be checked by the Acted team.
Prioritization Criteria	
- Having a technical support dedicated person to support the sustainability of the project outcomes	Additional Annex-Contract or Job Description
- Possessing the operational capacity and technical expertise to achieve the expected outcomes	<i>Required Document to be determined by DOT</i>
- CSOs addressing the needs of PWDs, Refugees, women empowerment, and rights of minority groups	To be determined by the description of the organization & previous projects, and its mission and vision
- YSO's management team composition includes youth, as evidenced by the organizational chart. Women led YSOs will further be prioritized	Organizational Chart
- Having a written Code of Conduct and other organization policies in place, or planning to develop and finalize one during the period of the project	Written Code of Conduct and policies



3. Call Outreach, Evaluation & Selection Procedures

3.1 Outreach:

The call for applications will be released on DOT Website and her Social Media platforms. The call will include all relevant information for applicants, and will consist of a description of the project, project objective, scope, services, eligibility criteria, and application guidelines. The call will also be linked to an application form (shown below). Information sessions will be organized to offer potential interested applicants an opportunity to to learn more about the project and application process.

The call will be released on Sept 33, 2024 and will be closed on Sept 30, 2024 COB.

Prospective partners interested in learning more about the Going Beyond project, will be invited to participate in a virtual information session on Friday, Sept 13th, 2024 from 8:00AM to 9:00 AM EDT. They will have the opportunity to ask questions related to the project and application process.

3.2 Due Diligence process

Virtual Due Diligence

The evaluation and selection process will be performed in two phases: the first phase consists of virtual assessment of submitted documentation, and the second phase will include an in person visit to prospective partners organizations. To provide more information about the aspirations and operations of prospective partners, each organization will be invited to complete the following:

- YSO/YLO Self-Assessment Form
- YSO/YLO Self-Assessment Checklist

Word versions of these will be shared with prospective partners in advance. DOT will set up individual G-drive folders for each organization to upload these, and any supporting documentation.

The self-assessment will touch on key aspects related to your organization including:

- A. Vision, governance and team
- B. Operational policies and procedures
- C. Program delivery

- D. Monitoring and evaluation
- E. Financial management and stability
- F. Safeguarding
- G. Inclusion
- H. Use of technology

In person visits to prospective partners

Following the virtual phase, the DOT team will visit each prospective partner at your offices. This will be a great opportunity for us to learn more about your incredible work and to meet your team!

We anticipate spending 1 day with each organization to validate the information shared, and delve into more detail as needed.

A team of 4 - 5 DOT staff will participate, focusing on different thematic areas of the due diligence process (governance, finance, inclusion, etc). Visits will include meetings with your team and select beneficiaries.

Visits will take place between November and December, 2024. Exact dates for each partner will be confirmed at the end of the virtual phase.

Expression of Interest Form

The information gathered here will be kept confidential and will help to inform the selection of partners for the Going Beyond project implementation. This call is for the second round of implementation for the project, which will span from February - December 2025. There will be a total of 5 rounds of implementation across the project, and DOT anticipates that successful partners will be maintained for future rounds.

This call is open to local youth-led organizations (YLOs) and youth-serving organizations (YSOs) in Côte d'Ivoire, Malawi, Tanzania, and Zambia. These YLOs/YSOs must be legally registered and operating in Côte d'Ivoire, Malawi, Tanzania, and Zambia.

This application will be accepting responses in both English and French.

This application is divided into 3 steps:

Step 1: Eligibility Assessment - In this step, we will assess your Organization's alignment with the eligibility criteria.

Step 2: Organizational Information - In this step, we would like to hear more about your Organization's.

- Project management experience
- Governance structure, emphasizing diversity and inclusion
- Alignment with project goals and approach)

Step 3: Supporting Documents and References - In this step, you will be asked to upload documents related to your organizational capacity, and provide professional references.

Step 1

In this step, we will assess your Organization's alignment with the eligibility criteria. You will receive an automated message at the end of this step confirming whether or not your Organization meets the minimum eligibility requirements.

1. Organization name and address
2. Which country does your Organization operate in?
 - a) Côte d'Ivoire
 - b) Malawi
 - c) Tanzania
 - d) Zambia
3. Contact name, position, and email
4. Link to Organization's website
5. Status of Organization:
 - a. Local
 - b. International
6. Is your organization fully registered?
 - a. Yes (If yes, please upload a certificate of registration)
 - b. No (If no, please provide an explanation)
7. Does your Organization have audited books of accounts for at least two years?
 - i. Yes (please upload)
 - ii. No (please provide an explanation)
8. Is your organization youth-led, youth-serving and/or a women-led? Select all that apply.

- a. Youth-led Organization (YLO) (YLOs are fully led, managed and coordinated by young people that are between the ages of 18 and 35)
 - b. Youth-serving Organization (YSO) (YSOs work on projects that specifically target the needs of young individuals.)
 - c. Women-led Organization (WLO) (WLOs are governed or directed by women, or whose leadership is principally made up of women - demonstrated by over 70% or more occupying senior leadership positions.)
 - d. None of the above
9. How many years has your Organization been operational?
- a. Less than 2 years
 - b. 2-4 years
 - c. 5 - 9 years
 - d. 10 years or more
10. Please describe your Organization (250 words maximum)
11. Please state your Organization's Mission and Vision (250 words maximum)
12. Is your Organization willing to work in coalitions and networks with other organizations? Yes or No. If No, please give your reason why
13. Is your Organization willing to enter into a formal multi-year partnership? Yes or No. If No, please give your reason why
14. Is your Organization willing and able to provide a financial or in-kind contribution to project activities? Yes or No. If No, please give your reason why
15. Does your Organization serve one or more of the following groups (select all that apply)?
- a. Young women facing increased vulnerabilities (Survivors of GBV, Survivors of forced marriage, survivors of FGM, Single mothers).
 - b. Displaced young people (Refugees, Internally displaced persons (IDPs))
 - c. People with a disability (PWDs)
16. What percentage of your Organization's management team is composed of youth (18 - 35 years)?

Step 2:

In this step, we would like to learn more about your Organization, including:

- Project management experience
- Governance structure, emphasizing diversity and inclusion
- Alignment with Going Beyond project goals and approach

17. Does your Organization offer programming around any of the following areas (select all that apply):

- a. Youth entrepreneurship
 - b. Youth leadership
 - c. Youth digital inclusion
 - d. None of the above
 - e. Other please specify
18. How many projects has your Organization completed?
- a. We have not yet completed a project
 - b. 1 project
 - c. 2-4 projects
 - d. 5 or more projects
19. What is the reach of your operations; regions you have already covered and regions you can reach partnering with other organizations?
20. Is your organization familiar working in partnership or has the possibility to work in partnership with other organizations in order to extend your reach? Yes or No. If No, please give your reason why
21. Please provide a brief description of projects/initiatives that you are currently implementing or have in the last 2 years? Please include links to any reports or stories if available. (250 words maximum)
22. Please briefly describe how you ensure the inclusion of marginalized young people in your programming. (250 words maximum)
23. Please tell us how your Organization is governed. You are encouraged to highlight the role of young people, women, and/or marginalized groups. (250 words maximum)
24. Does your Organization have a dedicated team member(s) willing to invest time and effort in capacity building activities, codesign processes and passing on learning to other members and staff? If so, please provide their name and contact.
25. What is your estimated indicative budget for implementing Round 2 (keeping in mind the range of USD 40,000 - 120,000 per round, depending upon targets and capacity)?
26. Please upload a letter of expression (maximum 2 pages) to be a part of the Going Beyond Project. The letter should detail the following:
- a. Your Organization's motivation for joining the Going Beyond project.
 - b. How involvement in the Going Beyond project will contribute to your Organization's vision and mission.
 - c. Any support your Organization would need / benefit from in order to aid active involvement and participation in the Going Beyond project.

Step 3

Supporting Documents and References



In this step, we will ask you to upload documents validating your responses and provide professional references.

27. Does your Organization have any of the following policies, and procedures in place? Please select all that apply to your organization now. (Please note that not all of these are required for selection)

- Board Governance policy
- Procurement policy
- Conflict of Interest policy
- Bylaws and local ordinances
- Articles of Incorporation
- Human Resource policy
- Data protection and/or Cyber Security policy
- Gender Equality and/or Safeguarding policy
- Disability Inclusion policy

28. Please provide 2 Reference(s) including the contact details of organizations that can speak to your organization's previous work experience. Please include at least one donor organization.

29. How did you first learn about this call for applications? (Select one)

- Facebook
- Instagram
- Twitter
- LinkedIn
- WhatsApp
- Radio
- Television
- Newspaper/Magazine
- Email/Newsletter
- Community/Association
- Online Search
- Poster/Flyer
- Other

Please note that selected organizations must fulfill eligibility criteria and all requirements that will ensure project outcomes and their sustainability. If you have any questions or concerns, you can reach us on applications.gb@dotursut.org



4. Application Submission Guidelines

Applications must be submitted electronically using the [application form](#) on DOT Website. Only complete submissions made via the application form before the published deadline will be considered. Paper submissions and submissions made via email will not be considered.

Submissions must be made in English or French.

Applications must be complete and contain all the requested information and all required annexes and supporting documents:

- Application form, containing administrative information about the organization, details of an appointed contact person from the organization, and operational information about the organization.
- Required documents and any additional supporting documents, including legal documentation, organizational chart, letter of intent⁴, project report(s), and others as outlined in the call.

This will be ensured automatically as input of all required material will be technically required for submission of the form. Validation of the documents will then ensure all documents are submitted correctly.

Timelines

- **September 3, 2024:** Application process opens
- **September 30, 2024:** Application process closes at 5 pm EDT
- **October 1 - 30, 2024:** Virtual Due Diligence process with shortlisted applicants
- **November 1 - 30, 2024:** In-person Due Diligence visits with shortlisted applicants
- **December 15, 2024:** Applicants notified of selection decisions
- **January 1 - 30, 2025:** Contracting with selected applicants
- **February 15, 2025:** Partner onboarding begins

⁴ The letter of intent should indicate your YSO's willingness to undergo the self-assessment to completion, its ability to commit to the coaching and mentoring sessions, attending the courses provided as part of the project, and cooperating with DOT country Teams to ensure a successful partnership. In your letter of intent, please highlight your team's readiness to work on the Going Beyond project. Finally, state any obstacles/risks that you believe may render your YSO's participation in this project more challenging and how you are expecting to mitigate these.

Interested in learning more about the project and application process? Please email us at applications.gb@dotrust.org to express your interest in attending an information session on Thursday, Sept 12th, 2024 from 8:00 to 9:00 am EDT.

Kindly include the names and titles of the individuals from your organization who wish to participate, and we will send a personalized invitation with further details. Please submit any questions to applications.gb@dotrust.org by Tuesday September 10th. Questions received after this date may not be addressed in the information session.

In order to ensure this is a fair and accessible selection process, please connect with us should you require any accommodations throughout the process (e.g. for the virtual information session, application form information, using the submission platform) feel free to reach out at: applications.gb@dotrust.org

[Learn more about the Going Beyond Project](#), and also read some of the [Frequently Asked Questions \(FAQs\)](#).

DOT is excited to partner together to create a youth-led future!