

1.	Title of Consultancy	TERMS OF REFERENCE FOR DOCUMENTING PROGRESS, GOOD PRACTICES AND LESSONS LEARNED FROM LOCALLY LED PROJECTS IN SOMALIA.
2.	SCI Contracting Office	Save the Children Somalia Country Office
3.	Period of Lead facilitator	The assignment will be 40 days inclusive of reporting
4.	Consultant type required	Firm
5.	Responsibility for Logistics arrangements and Costs	Save the Children will pay the consult fee in a lump sum and will not reimburse any incurred costs during the assignment. The lead facilitator will cover their own logistical arrangements and costs, including food, accommodation, local transport and all costs associated with the training, such as printing materials, training supplies, venue rental, and any necessary equipment.
6.	Taxation Provisions	The consultant shall be responsible for all Taxes arising from the consultancy in line with the local Tax regulations applicable at the SCI contracting office named above.
7.	Security requirements	Consultant will comply with standard of Save the Children Security procedures, including the completion of SCI online security training prior to travel to Somalia.
8.	Qualification and Experience	<p>The following are the minimum requirements for the Consultant Firm to be considered for carrying out the assignment.</p> <ul style="list-style-type: none"> • Minimum bachelor's degree in social science or equivalent experience in capacity building, humanitarian work, or related fields. • At least 5 years of experience in localization, developing frameworks, documentations, strategy or guidelines or similar initiatives. • Proven experience in participatory approaches, especially in humanitarian contexts. • The technical consultant should have full access to the assignment locations. • Fluency in English (both written and spoken). • The consultants should have report writing and data analysis skills. • The consultant must have a strong understanding of the localization agenda and its various dimensions as per the grand bargain. •
	Evaluation Criteria	<p>Essential Criteria:</p> <ul style="list-style-type: none"> • Valid Registration license from Ministry of Commerce-FGS • Valid Tax Compliance Certificate from Ministry of Finance-FGS with good standing of Q2 2026 <p>Technical/Capability Evaluation): 70%</p>

		<ul style="list-style-type: none"> • Understanding of the Assignment and Proposed Methodology – Demonstrated understanding of the localization agenda, assignment objectives, proposed methodology, stakeholder engagement approach, qualitative data collection methods (KIIs, FGDs), data analysis, validation processes, work plan, and quality assurance measures. 30% • Relevant Experience in Similar Assignments – Proven experience in conducting lessons learned reviews, documentation of good practices, case study development, localization assessments, evaluations, research, or knowledge management assignments, preferably in Somalia and with INGOs, UN agencies, donors, Governments. 20% • Qualifications and Capacity of Proposed Personnel – Academic qualifications, technical expertise, report writing, qualitative research skills, knowledge of localization and Grand Bargain commitments, facilitation skills, and fluency in English and Somali 10% • Quality of Sample Work and Knowledge Products – Submission of previous reports, case studies, lessons learned documents, success stories, research products, or similar deliverables demonstrating analytical and writing capabilities. 10% <p>Commercial Evaluation): 30%</p> <ul style="list-style-type: none"> • Detailed and reasonable financial proposal with budget breakdown. (30%). <p>Overall rating out of 100%.</p>
10.		<p>Save the Children International (SCI) is a child-focused humanitarian and development organization working to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in children’s lives. SCI has been operational in Somalia since 1951 and works with communities, government institutions, civil society organizations, and other stakeholders to improve outcomes for children across humanitarian, development, and resilience programming.</p> <p>In line with Save the Children Somalia’s commitment to the localization agenda, as reflected in its 2025–2027 Country Strategic Plan (CSP) and broader partnership approach, SCI has been supporting initiatives aimed at strengthening the leadership, institutional capacity, participation, and influence of Local and National Actors (LNAs) in humanitarian and development action. This has included support to local civil society organizations, women-led organizations, youth-led groups, disabled people’s organizations (DPOs), and coalition platforms such as the Somali Child Rights Coalition (SCRC) and the Localization Working Group.</p> <p>Through these efforts, SCI and its partners have supported local actors through institutional capacity strengthening, mentoring, technical accompaniment, peer learning, locally led initiatives, and increased participation in child protection and localization coordination spaces. The initiative has also contributed to strengthening dialogue on equitable partnerships, local leadership, local ownership, and locally led solutions in Somalia.</p> <p>As part of these efforts, Save the Children seeks to document the progress, achievements, lessons learned, good practices, challenges, and innovations emerging from locally led humanitarian and development projects implemented by Local and National Actors (LNAs) in Somalia. The consultancy will generate evidence and knowledge products that can strengthen organizational learning, promote peer exchange, and inform future localization programming and partnership practice.</p> <p>The assignment will engage key stakeholders including the Somali Child Rights Coalition (SCRC), Localization Working Group members, Civil Society Organizations (CSOs), international NGOs (INGOs), the Somali NGO Consortium (SNC), cluster representatives, and other relevant actors. The findings will be contextualized to reflect the Somali context and disseminated through relevant coordination and learning platforms to promote continuous learning, improved practice, and stronger locally led humanitarian and development programming.</p> <p>12. Overall Objective</p> <p>The overall objective of this consultancy is to document the progress, achievements, lessons learned, good practices, and innovations emerging from locally led humanitarian and development projects implemented</p>

by Local and National Actors (LNAs) in Somalia. The assignment will generate evidence and knowledge products to strengthen organizational learning, promote peer learning, and inform future localization programming, partnership practice, and locally led humanitarian and development action.

13. Specific Objectives

The specific objectives of the consultancy are:

- To document the progress, achievements, lessons learned, challenges, and good practices emerging from locally led humanitarian and development projects implemented by Local and National Actors (LNAs) in Somalia.
- To identify effective localization approaches, partnership models, and institutional capacity-strengthening practices among Local and National Actors (LNAs).
- To develop case studies, success stories, and knowledge products that capture project outcomes, partnership experiences, and localization practices.
- To generate practical recommendations for strengthening future localization programming, peer learning, and organizational learning among local actors and partners.
- To disseminate key findings through relevant learning and coordination platforms, including the Somali Child Rights Coalition (SCRC), Localization Working Group, Somali NGO Consortium (SNC), and relevant cluster coordination mechanisms.

14. Project / Activity Location

The assignment will engage selected Civil Society Organizations (CSOs), members of the Somali Child Rights Coalition (SCRC), the Localization Working Group, the Somali NGO Consortium (SNC), cluster representatives, and other relevant stakeholders primarily based in South-Central Somalia. Where relevant to the objectives of the assignment, additional stakeholders may be consulted remotely or in person, as agreed with Save the Children.

15. Methodology

The prospective consultancy firm/individual(s) are expected to propose a robust methodology that fully addresses the objectives and scope of the assignment. The methodology should clearly explain how the consultant will document project progress, achievements, lessons learned, challenges, innovations, and good practices from locally led humanitarian and development projects in Somalia.

The technical proposal should provide a clear and detailed description of the proposed approach, including:

- the consultant's understanding of the assignment and its objectives;
- the proposed methodology and justification for the chosen approach;
- desk review and document analysis approach;
- stakeholder mapping and engagement strategy;
- qualitative data collection methods, including Key Informant Interviews (KIIs), Focus Group Discussions (FGDs), and case study documentation;
- data management, coding, and analysis approach;
- validation and quality assurance processes; and
- a detailed work plan, implementation schedule, and timeline for deliverables.

The consultant is expected to use a participatory and learning-oriented approach that captures diverse perspectives from local actors, partner organizations, coalitions, and other relevant stakeholders. The methodology should demonstrate how the assignment will generate credible evidence, practical learning, and high-quality knowledge products for use by Save the Children and relevant sector actors.

The consultant/firm will work closely with the Save the Children technical team and relevant stakeholders to ensure that the process is contextually grounded, inclusive, and aligned with the intended learning objectives of the assignment.

Activities and Timeframe

Activities	Timeframe (days)
<p>1. Inception Phase – Develop and submit an Inception Report for the assignment. The report should outline the consultant’s understanding of the assignment, detailed methodology, proposed team composition and roles, stakeholder engagement approach, data collection plan and tools, quality assurance measures, work plan, implementation schedule, and a proposed outline for the final Lessons Learned Report and accompanying knowledge products.</p>	5
<p>2. Desk Review and Tool Development – Undertake a comprehensive desk review of relevant project documents, progress reports, evaluations, localization materials, and other relevant literature. Based on the review, design the data collection and documentation framework, including interview guides, focus group discussion guides, case study templates, success story formats, consent tools, and other data collection instruments required to capture progress, achievements, challenges, innovations, and lessons learned from locally led projects.</p>	5
<p>3. Stakeholder Mapping and Consultations – Identify, map, and engage key stakeholders, including the Somali Child Rights Coalition (SCRC), Localization Working Group members, CSOs, INGOs, the Somali NGO Consortium (SNC), cluster representatives, and local partners. Conduct stakeholder consultations, Key Informant Interviews (KIIs), and Focus Group Discussions (FGDs) to document implementation experiences, localization practices, achievements, challenges, and lessons learned.</p>	10
<p>4. Data Analysis and Drafting – Analyze the data and synthesize key findings emerging from the desk review and stakeholder consultations. Prepare draft case studies, success stories, lessons learned, and good practices. Validate emerging findings with key stakeholders and incorporate their feedback into the draft report and knowledge products.</p>	8
<p>5. Final Reporting, Knowledge Products and Dissemination – Prepare and submit the Final Lessons Learned Report, case studies, success stories, and other agreed knowledge products. Develop and deliver a PowerPoint presentation summarizing the methodology, key findings, lessons learned, good practices, and recommendations. Present and disseminate the findings to Save the Children and relevant stakeholders, and provide practical recommendations for strengthening future localization programming and organizational learning.</p>	12
<p>Total Working Days</p>	40

Expected Deliverables

I. Inception Report-A comprehensive Inception Report outlining the consultant's understanding of the assignment, proposed methodology, work plan, team composition, data collection approach, stakeholder

engagement strategy, quality assurance mechanisms, and implementation schedule for documenting progress and lessons learned from locally led projects.

2. Data Collection and Documentation Tools-A complete set of data collection and documentation tools, including Key Informant Interview (KII) guides, Focus Group Discussion (FGD) guides, case study templates, success story templates, lessons learned documentation tools, consent forms, and data quality checklists to support systematic information gathering and analysis.

3. Desk Review and Literature Review Report-A concise report summarizing findings from the review of project documents, progress reports, evaluations, localization policies, donor guidance, learning products, and relevant literature. The report will identify emerging good practices, implementation achievements, challenges, and lessons to inform the documentation process.

4. Stakeholder Consultation and Analysis Report-A report presenting findings from consultations with the Somali Child Rights Coalition (SCRC), Localization Working Group members, Civil Society Organizations (CSOs), Save the Children, local consortiums, Cluster representatives, and other key stakeholders. The report will document implementation experiences, localization achievements, challenges, and recommendations.

5. Draft Lessons Learned and Good Practices Report-A comprehensive draft report documenting project progress, key achievements, implementation challenges, lessons learned, innovative approaches, and best practices from locally led projects. The report will also include case studies, success stories, photographs (where available), and practical recommendations for strengthening localization programming.

6. Final Lessons Learned Report-A professionally designed final report documenting the overall progress of locally led projects, key achievements, lessons learned, best practices, implementation challenges, localization outcomes, and strategic recommendations. The report will be suitable for dissemination among CSOs, the Localization Working Group, Cluster members, donors, and development partners.

7. Case Studies and Knowledge Products-At least two high-quality case studies and accompanying knowledge products highlighting successful locally led initiatives, innovative practices, partnership approaches, and localization successes. These products will be prepared using Save the Children's standard communication templates to support organizational learning, advocacy, and knowledge sharing.

8. Presentation of Findings-A PowerPoint presentation summarizing the assignment methodology, key findings, lessons learned, best practices, localization outcomes, and recommendations. The presentation will be delivered to Save the Children, the Somali Child Rights Coalition (SCRC), the Localization Working Group, Cluster representatives, and other relevant stakeholders.

Reporting

The consultant will maintain daily contact with the SCI team assigned to manage the monitoring activities. The collected data will be analyzed on a daily basis by the consultant and given feedback to the teams.

Time Frame

The consultancy work will last approximately 40 days including induction and travel days. The days will start by the date the contract is signed.

Terms and Conditions

Consultancy fee: The consultant will come up with his/her own rate which will be subject to negotiation within the bounds of donor requirements and set standards of SC in Somalia the consultant is expected to estimate all relevant costs for the exercise, including costs for data collectors, vehicle rent, venue, stationary, standardization test and accommodation while undertaking activities related to this assignment.

Code of conduct

Save the Children's work is based on deeply held values and principles of child safeguarding, and it is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of staff and other people working for and with Save the Children. Save the Children's Code of Conduct sets out the standards to which all staff members must adhere, and the consultant is bound to sign and abide by the Save the Children's Code of Conduct.

A contract will be signed by the consultant firm/individual (s) before the commencement of the action. The contract will detail terms and conditions of service, aspects of inputs, and deliverables. The Consultant will be expected to treat as private and confidential any information disclosed to her/him or with which she/he may come into contact during her/his service. The Consultant will not, therefore, disclose the same or any particulars thereof to any third party or publish it in any paper without the prior written consent of Save the Children. Any sensitive information (particularly concerning individual children) should be treated as confidential.

An agreement with a consultant firm/individual (s) will be rendered void if Save the Children discovers any corrupt activities have taken place either during the sourcing, preparation, and implementation of the consultancy agreement.

Ethics And Child Safeguarding

The consultant firm/individual (s) is obliged to conduct the research in an ethical manner, making sure children are always safe. The consultant firm/individual (s) should seek the views of various stakeholders, including children. Efforts should be made to make the research process child-centered and sensitive to gender and inclusion. The consultant firm/individual (s) must respect the rights and dignity of participants as well as comply with relevant ethical standards and SC's Child Safeguarding Policy and Code of Conduct. The research must ensure voluntary, safe, and non-discriminatory participation and a process of free and un-coerced consent. The informed consent of each person (including children) participating in data collection should be documented.

A contract will be signed by the consultant before the commencement of the action. The contract will detail terms and conditions of service, aspects of inputs, and deliverables.

Property Right

All data that will be collected should be considered as SCI properties and can't be used other purposes.

Application Procedure and Requirement

Interested candidates in this position are expected to provide the following documentation:

- A technical proposal with a detailed response to the TOR, with a specific focus on the scope of work, methodology, and timelines, and how the participation of the parents of the children with disabilities in the assignment will be ensured.
- Detail work plan with timelines to be shared.
- Firm/company profile on handling the related assignment if the consultant is firm.
- Personal CVs for individual consultants highlighting qualifications and experience.
- Contact details of referees which shall be organizations for whom you have conducted for similar assignments.
- Financial proposal indicating consultancy fee , the cost of the learning tour and other costs related to the assignment
- Contracts or reports of at least 2-3 previously conducted similar assignments.

Supplier Sustainability Policy and the included mandatory policies: [Click Here to Access](#)

HOW TO APPLY:

Applications can be submitted by either:

Electronic Submission via ProSave (Recommended)

- Submit your response in accordance with the guidance provided in the below document:



Bidding on a
Sourcing Event.pptx

- Bidders are encouraged to apply via Ariba system. Please request the Ariba link via email sending your company profile and Business registration certificate/CV. Please address your request to apply via ProSave to css.logistics@savethechildren.org

Electronic Submission via Protected Email box (Optional)

- Email should be addressed to southcentral.supplychain@savethechildren.org
- Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.

The subject of the email should be “**Documenting Progress and Lessons Learned from Locally Led Projects to Share with CSOs and the Cluster.**”.

- – ‘Bidder Name’, ‘Date’.
- All attached documents should be clearly labelled so it is clear to understand what each file relates to.
- Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.

Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

- **Your bid must be received, no later than 8th July 2026**
- **Application Submission address:** indicating “” as the subject.
- Bids must remain valid and open for consideration for a period of no less than **3 weeks**