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## TERMS OF REFERENCE

Project title: Recruitment of International Consultant to Technically Lead a Mapping of youth initiatives in 10 Sahelian countries

Period: Sept 15 – Nov 15

Contract type: Institutional Consultancy

Section	Content
<b>Background and rationale</b>	<p>UNDP and UNICEF have long been supporting youth and adolescents' empowerment across countries and the two agencies have been supporting communities and governments in addressing the various challenges caused by COVID-19 across countries.</p> <p>The global response to COVID-19 has indeed showcased the critical role of youth in responding to the multiple aspects of the crisis, and in taking an active part in the recovery process across countries. This is featured both at community and grassroots levels (immediate mobilization of young volunteers to provide access to livelihoods and basic social services, to conduct outreach and communication campaigns, etc.), and at policy level (participation of youth in national dialogues, inclusion of youth in national policy reform, etc.).</p> <p>The collaboration between UNICEF and UNDP has also materialized through joint research and production of new innovative tools to support youth programming across countries. A notable achievement is the recent release of the first UN Handbook on Youth, Peace and Security, launched on the 5th anniversary of the Security Council Resolution 2250 (2015), in December 2020. UNDP has co-chaired, with PBSO and UNFPA, the drafting process, and UNICEF has been part of the task force and actively engaged in the consultations.</p> <p>UNDP and UNICEF have built successful partnerships through various initiatives across the continent, including the Youth Challenges, with support from the UNDP Accelerator Labs and Generation Unlimited in Chad, Sao Tome, Niger and Ghana.</p> <p>Partnership between UNDP and UNICEF has also materialized through the support, design, and implementation of various Peacebuilding Fund (PBF) projects in Africa, notably the Gender and Youth Promotion Initiative. UNDP and UNICEF are rolling out recently approved joint PBF projects in Mali and Burkina Faso, to engage youth in human rights protection (Burkina Faso), and mobilize youth, including in universities, in the transition and reconciliation process (Mali). Both projects are an opportunity to strengthen UNICEF-UNDP complementarity and joint efforts towards youth empowerment in the Sahel region.</p> <p>Lastly, the Regional Project for Youth Empowerment in the Sahel (RPYES), signed on 31 December 2020, will give opportunities and pathways of collaboration</p>

between UNICEF and UNDP in the Sahel region and beyond, particularly to address youth challenges related to entrepreneurship and social innovation.

In order to accelerate and improve opportunities for young people to reach their full potential and firmly situate adolescents and youth in the best possible position to transition into adulthood, UNDP and UNICEF in Africa have jointly developed a flagship collaboration initiative, which will bring together the two UN agencies to combine their expertise and leadership in the area of youth entrepreneurship, employment and innovation. This flagship initiative will leverage existing successful youth empowerment and entrepreneurship models and complementarity between both organisations. The aim of the partnership is to connect and support collaborative work, and ultimately scale up models, in relation to youth entrepreneurship for productive transitions in the West and Central Africa region.

The flagship initiative on “enhancing youth entrepreneurship for productive transitions” is built on two pillars: entrepreneurship and employment.

The following four operational objectives were identified:

1. Leverage UNDP and UNICEF expertise and added value in terms of youth entrepreneurship.
2. Connect UNDP- and UNICEF-supported youth entrepreneurship initiatives in West and Central Africa, stimulating cross-learning, modelling, scale up, advocacy, and monitoring & evaluation.
3. Document and share youth entrepreneurship opportunities and pathways in the region, and promote dialogue, including with youth networks, on successful models in view of policy reform, expansion, and scale up.
4. Identify and accompany successful and promising models to scale up.

The implementation of the flagship initiative will follow a phased approach: reflecting the bottom-up approach that the flagship is taking.

**Phase 1** will entail the identification of existing youth entrepreneurship support initiatives across the West and Central Africa region, with a focus on initiatives that receive joint support from UNDP and UNICEF teams. During this phase, UNDP and UNICEF will proceed with a mapping of relevant youth initiatives across Sahelian countries. The results of the mapping exercise will constitute a solid basis towards **Phase 2** of the flagship initiative, consisting in joint support to scale up identified initiatives, where relevant.

The assignment will seek to identify existing and scalable initiatives targeting youth between 10 and 35 years old, in the 10 Sahelian countries, with a thematic focus on socio-economic empowerment, including entrepreneurship, skills, TVET, employability, alternative learning, job readiness, volunteerism, including in sectors such as environment and climate change.

	<p>The assignment will also identify synergies and complementarity between UNDP and UNICEF interventions in the targeted region, and effective and innovative ways of promoting youth empowerment.</p>
<p><b>Objectives, Purpose &amp; Expected results</b></p>	<p><b>Objectives and Purpose</b></p> <p>UNDP and UNICEF are looking for an institutional consultant to technically lead the mapping of relevant youth socio-economic empowerment’s initiatives across the 10 Sahelian countries.</p> <p>The overall objective of the assignment is to document effective programs, best practices, strengths, and constraints in the implementation of large-scale projects and programmes related to youth socio-economic empowerment. It will also assess what are the initiatives that have a potential to be scaled up, either geographically or thematically, jointly by UNICEF and UNDP. The mapping report will provide key recommendations towards phase 2 of the flagship collaboration between the two agencies, as mentioned above, and will be informed by an eagle-eye review of youth initiatives being undertaken by Generation Unlimited.</p> <p>The overall outcome of the assignment will be to strengthen UNICEF and UNDP collaboration and to leverage both agencies’ added value towards youth empowerment in the Sahel region.</p> <p>The institutional consultant will technically lead the assignment with support from the UNICEF and UNDP Regional Teams, and will be responsible for the following:</p> <ul style="list-style-type: none"> <li>• Produce an inception report outlining the methodology for identifying effective, relevant youth-related initiatives that could be supported by UNDP and/or UNICEF in the 10 Sahelian countries, with a focus on socio-economic empowerment.</li> <li>• Coordinate with UNICEF and UNDP partners and stakeholders including UNISS, the African Union, Regional Economic Communities, as well as state and non-state actors to assess relevant initiatives based on quality criteria and their achievements in the Sahel region.</li> <li>• Analyze and document projects and programmes supporting youth as active agents of socio-economic change.</li> <li>• Document and map examples of successful youth led interventions on entrepreneurship and employment and assess the extent to which they can be replicated or scaled up, either geographically or thematically.</li> <li>• Develop a comprehensive report with key findings and recommendations to be presented at the UNDP Regional Service Centre for Africa and UNICEF Regional Office.</li> </ul> <p>The mapping report will provide key recommendations towards Phase 2 of the flagship collaboration between the two agencies, as mentioned above, and will be informed by an eagle-eye review of youth initiatives being undertaken by Generation Unlimited.</p>

The overall outcome of the assignment will be to strengthen UNICEF and UNDP collaboration and to leverage both agencies' added value towards youth empowerment in the Sahel region.

The consultancy firm will technically lead the assignment with support from the UNICEF and UNDP Regional Teams, and will be responsible for the following:

### **Sample Countries and Target Groups**

The assignment will seek to cover the 10 Sahelian countries, covered by the UN Integrated Strategy for the Sahel (UNISS) - Burkina Faso, Cameroun, Gambie, Guinée, Mali, Mauritanie, Niger, Nigeria, Sénégal, Tchad.

In each of the selected countries and regions, the mapping will target operational projects and programmes, implemented with support of government institutions, UN agencies and development partners, academia, peace infrastructures, CSOs, private sector, and youth-led peacebuilding networks, groups and programmes. The identified initiatives must have or plan to reach at least 1000 young people, and must be assessed as being sustainable, scalable and replicable, with a focus on the comparative advantages of the two agencies.

### **Approach**

The institutional consultancy will propose the methodology to be applied during the assignment which will be subject to approval by UNICEF and UNDP's Regional Teams.

The institutional consultant will be required to use a range of data collection methods including the following:

- Review existing documentation such as national development plans, reports and publications, and policy frameworks
- Structured consultations with key stakeholders, partners and UNICEF and UNDP country offices in target countries.
- Focus group discussions and interviews with youth groups and networks.
- Questionnaires.

### **Scope**

The institutional consultant will produce a comprehensive report that will identify relevant initiatives based on the agreed criteria, extract a few case studies, and provide key recommendations to UNICEF and UNDP to scale up identified initiatives, based on their respective mandates and capacities.

## Methodology

Under the guidance of UNICEF and UNDP Regional teams, the institutional consultant will closely collaborate with key partners and stakeholders at national and regional levels, including with UNISS, to ensure that the findings of the assignment are credible, and comprehensive enough to inform the roll-out of pilot initiatives and advocacy processes.

During the assignment, the institutional consultant will interact and hold interviews with partners, different institutions, and facilitate participatory discussions among stakeholders to collect information.

The partners to be interviewed should include, but not be limited to, representatives from the following organizations:

- Ministries of Youth, youth councils and relevant national institutions
- UNISS
- African Union and targeted Regional Economic Communities
- UNICEF, UNDP, and other related UN Agencies
- Development Partners
- Local governments and their advisory Councils
- Civil Society Organizations
- Youth networks
- Academia

At the end of the assignment, the institutional consultant will prepare for a validation exercise with UNDP and UNICEF. Findings and recommendations will be captured in the mapping report, which is to be finalized and submitted within 15 days after the debriefing.

Deliverables	No.	Deliverables / Outputs	Estimated Duration to Complete
	1	Preparation of an inception report including a work plan, methodology and timeline, to be validated by UNDP and UNICEF core teams.	15 working days
2	First Draft Report as per assignment description	30 Working days	
3	Final Report highlighting key findings, recommendations, and actionable next steps	10 Working days	

<b>Reporting requirements</b>	<p>The selected consultancy firm will report to and be directly supervised by UNICEF. The selection will take place from the LTA available for Situation Analyses. The Consultant will operate under the guidance of the steering committee. The Consultant will be responsible for providing regular reports and updates to the assigned supervisor to ensure that progress is maintained under the defined timelines. UNICEF and UNDP Regional Teams will technically support the consultancy firm in accessing stakeholders and partners required for completion of the assignment.</p>
<b>Location and Duration</b>	<p>The assignment will be home-based. This assignment is expected to be undertaken over a period of 55 days and expected to spread over a period of two (3) months starting 1<sup>st</sup> July, 2021. Applications and expressions of interest should be submitted not later than June 24th.</p>
<b>Qualification requirements</b>	<p>The consultancy firm will be an international expert and will assume overall responsibility for the expected results of the assignment.</p> <p>Requirements: The team will include 1 senior level professional and 2 junior analysts. The team will have proven experience working on youth related issues and with a broad understanding of socio-economic empowerment, education and entrepreneurship programmes, and other related thematic areas. Varied, regional or continental experience on similar assignments is highly desirable.</p> <p><b><u>a. Education:</u></b></p> <ul style="list-style-type: none"> <li>▪ Minimum of Master’s Degree in Law, Human Rights, Political Science, Social Sciences, International Relations or other related discipline.</li> </ul> <p><b><u>b. Experience:</u></b></p> <ul style="list-style-type: none"> <li>▪ 10 years solid experience in the areas of governance, youth development, social protection, or other related discipline.</li> </ul> <p><b><u>c. Language:</u></b></p> <ul style="list-style-type: none"> <li>• Fluency in French and English is required.</li> </ul> <p><b><u>d. Competencies</u></b></p> <ul style="list-style-type: none"> <li>• Practical experience in project management, strategic planning</li> <li>• Ability to technically lead comprehensive review exercises and carrying out quantitative and qualitative analysis</li> <li>• Excellent interpersonal and organizational skills</li> <li>• Excellent public speaking and presentation skills</li> <li>• Ability to communicate and state ideas clearly and coherently</li> <li>• Excellent, demonstrable reporting writing and communication skills</li> </ul>

<b>Evaluation process and methods</b>	<p>All proposals should have a technical and commercial (financial) component submitted. Technical proposal will be evaluated based on the following criteria:</p> <table border="1" data-bbox="352 383 1273 1037"> <thead> <tr> <th data-bbox="352 383 1098 450">Criteria</th> <th data-bbox="1101 383 1273 450">Max. Point</th> </tr> </thead> <tbody> <tr> <td data-bbox="352 454 1098 521">Technical Competence</td> <td data-bbox="1101 454 1273 521">70 pts</td> </tr> <tr> <td data-bbox="352 526 1098 689"> <ul style="list-style-type: none"> <li>▪ Criteria a. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization &amp; completeness of the proposal</li> </ul> </td> <td data-bbox="1101 526 1273 689">40 pts</td> </tr> <tr> <td data-bbox="352 694 1098 813"> <ul style="list-style-type: none"> <li>▪ Criteria b. Minimum educational background and experience of the team as per the requirement in the TOR</li> </ul> </td> <td data-bbox="1101 694 1273 813">20 pts</td> </tr> <tr> <td data-bbox="352 817 1098 898"> <ul style="list-style-type: none"> <li>▪ Criteria c. Ability to discharge the consultancy service within the timeframe as per the TORs</li> </ul> </td> <td data-bbox="1101 817 1273 898">10 pts</td> </tr> <tr> <td data-bbox="352 902 1098 969">Technical Score</td> <td data-bbox="1101 902 1273 969">70 pts</td> </tr> <tr> <td data-bbox="352 974 1098 1037">Financial offer</td> <td data-bbox="1101 974 1273 1037">30 pts</td> </tr> </tbody> </table> <p>A minimum technical score of 50 out of 70 is required to move forward in the selection process. Only technical offers that have obtained at least of 50 points will be shortlisted and invited for the financial offer.</p> <p>The Financial Proposal:  Bidders are expected to submit a financial proposal to complete the entire assignment based on the terms of reference. The financial should be broken down to show the detail for the following: i) Resource costs (human/material), ii) Fees (daily rate multiplied by number of days), iii) Other costs (if any)  Financial evaluation will also carry 30 points. The maximum number of points will be allotted to the lowest financial proposal.  All other proposals will receive points in inverse proportion to the lowest price. The score is calculated as = <math>30 * (\text{Lowest proposal amount} / \text{Amount of financial proposal})</math>.  Bidders will be ranked according to their overall score. The most competitive bid will be selected</p>	Criteria	Max. Point	Technical Competence	70 pts	<ul style="list-style-type: none"> <li>▪ Criteria a. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization &amp; completeness of the proposal</li> </ul>	40 pts	<ul style="list-style-type: none"> <li>▪ Criteria b. Minimum educational background and experience of the team as per the requirement in the TOR</li> </ul>	20 pts	<ul style="list-style-type: none"> <li>▪ Criteria c. Ability to discharge the consultancy service within the timeframe as per the TORs</li> </ul>	10 pts	Technical Score	70 pts	Financial offer	30 pts
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<b>Administrative issues</b>	<ul style="list-style-type: none"> <li>• Whenever possible, bidder is requested to provide an all-inclusive cost in the financial proposal. Bidder is reminded to factor in all cost implications for the required service / assignment</li> <li>• Unexpected travels (if necessary and upon approval of the supervisor) shall also be treated as above.</li> <li>• Resources and facilities will not be provided by UNICEF; this is a remote assignment and the consulting organization is expected to provide their own required resources to complete this assignment e.g. computers, printing of final reports etc.</li> </ul>														

<b>Project management</b>	<p>The Adolescent and Social Policy units at UNICEF WCA Regional Office will be responsible for managing the contract/project.</p> <p>The focal points at UNICEF Regional Office are:</p> <p>Prerna Banati, Regional Advisor Adolescent Development and Participation  Paul Quarles van Ufford, Regional Advisor Social Policy</p>									
<b>Payment Schedule</b>	<table border="1" data-bbox="528 495 1270 931"> <thead> <tr> <th data-bbox="528 495 1062 600"> <b>Deliverables or Documents to be Delivered</b> </th> <th data-bbox="1062 495 1270 600"> <b>Percentage of Payment</b> </th> </tr> </thead> <tbody> <tr> <td data-bbox="528 600 1062 748"> Deliverable 1: comprehensive inception report with detailed methodology and criteria to be used for the assignment </td> <td data-bbox="1062 600 1270 748"> 20% </td> </tr> <tr> <td data-bbox="528 748 1062 819"> Deliverable 2: Draft review report </td> <td data-bbox="1062 748 1270 819"> 40% </td> </tr> <tr> <td data-bbox="528 819 1062 931"> Deliverable 3: Final review report and validation workshop </td> <td data-bbox="1062 819 1270 931"> 40% </td> </tr> </tbody> </table>		<b>Deliverables or Documents to be Delivered</b>	<b>Percentage of Payment</b>	Deliverable 1: comprehensive inception report with detailed methodology and criteria to be used for the assignment	20%	Deliverable 2: Draft review report	40%	Deliverable 3: Final review report and validation workshop	40%
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