

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

PART I		
Assignment	<b>Mapping of organizations in the business sector engaged or interested in initiatives for the development of young people, as well as youth-led organizations in Nigeria</b>	
Location of Assignment	Lagos, Nigeria	
Duration of contract	60 days	
Start date	Start date: TBD	End date: TBD
Reporting to:	Communications, Advocacy and Partnerships Manager	
Funding Code:	WBS:	
	Grant:	

### 1. Purpose of Assignment:

UNICEF Nigeria seeks the services of an institutional contractor, with a strong knowledge of the Nigeria business environment and youth programming to support the country office through a mapping of organizations in the business sector in Nigeria which are inclined towards investment in the development of young people through education, and development of skills for employment and entrepreneurship. A mapping of Youth-Led Organizations in Nigeria would also be required.

### 2. Background:

**GenU 9JA** is a public-private-youth partnership platform established to support adolescents and youth successfully transition from learning to earning. Its objective is to support **20 million youth**, aged 10-24, access digital learning, job-related 21<sup>st</sup> Century skills and livelihood opportunities, as well as engage as active members of society **by 2030**. GenU 9JA crowds in public and private partners as well as young people with the aim to co-create innovative solutions to be implemented by all partners for impact at scale. It is a powerful shared-value partnership platform focused on unlocking all existing in-country, regional and global investments in support of empowering youth to play a positive role in their societies and the global economy. It unleashes the voices of young people, creates synergies between major actors and accelerates momentum towards delivering at scale to achieve the Sustainable Development Goals (SDGs).

GenU 9JA gives a special focus to adolescent girls and boys, young women and men and young people with specific needs, especially those at greater risk of being left behind, such as youth living with disabilities, young people on the move, young people affected by conflict and natural disasters, rural youth, and youth from poor backgrounds.

To ensure maximum impact, the strategy relies on three main pillars:

- **Pillar 1: Connectivity and Digital Learning** – the first pillar focuses on ensuring all Nigerian schools and communities are connected to the internet (high tech and low tech) and Nigerian Adolescents and Youth have access to digital learning.
- **Pillar 2: Workplace Readiness:** - the second pillar focuses on providing Nigerian youth with job-related skills, career guidance through networking and livelihood opportunities through volunteering, mentorship, apprenticeship, and entrepreneurship as well as job placement. To do so Pillar 2 of GenU 9JA's strategy provides a powerful digital platform called YOMA (The YOutth agency MArket place) where young people can enjoy a seamless experience accessing all partners' offerings, networking with other youths and professionals and engaging through the different youth challenges to become actors of their successful future.
- **Pillar 3: Young Engagement** - the third pillar focuses on empowering young Nigerians to become active members of societies, guide the public-private-partnership platform partners strategically to respond to their needs and assume responsibility for their own future. Pillar 3 provides a powerful SMS (Short Message Service) platform called U-Report, currently accounts for an impressive 4.5 million U-Reporters across Nigeria and aims at growing to 5 million by 2023. An important pool of youth active to report on needs and gaps as well as mobilize Nigerian youth to access all GenU Partners' offerings onboard YOMA and GenU Nigeria Youth Challenges with a specific focus on business creation and entrepreneurship skills.

Officially launched in July 2021, GenU 9JA is now composed of several key foundational partners from private and public sectors as well as Youth Champions. Whilst the first implementing year is dedicated to anchoring existing partnerships and governance mechanism as well as ensuring smooth implementation of results at scale, the next step for GenU 9JA is to identify and expand the partnership platform to like-minded potential partners from the private sector (Business organizations, Foundations, High Net Worth Individuals (HNWI) and Ultra High Net Worth Individuals (UHNWI)) and youth-led organizations with an interest in supporting Nigerian youths. To this end, it is necessary to scan the youth engagement landscape as well as the business landscape in Nigeria to determine who the players in the space are and what their contributions are to youth engagement, as well as what entry points exist for GenU 9JA to approach such organizations and engage in partnership discussions.

### 3. Programme ID & Specific Project Involved:

**Outcome 8.3:** Management for Result (M4R)

**Output 8.0:** Programme Effectiveness.

### 4. Terms of Reference / Detail Requirements of the Job:

UNICEF Nigeria Country Office will be supporting GenU 9JA with the engagement of a dynamic research organization to carry out a mapping exercise. The research organization will:

- Conduct a desk review of the previous mapping carried out for UNICEF Nigeria (2020)
- Undertake a mapping of all business sector organizations in Nigeria interested in investment in the development of young people through education, and development of skills for employment and

entrepreneurship, either through their corporate social responsibility initiatives, or as their direct or indirect product/service

- Conduct a mapping of youth-led organizations operating in Nigeria in terms of the following parameters:
  - Categorize the youth-led organizations by state
  - Disaggregate further by focus areas (e.g., education, technology for development, advocacy & communications, and volunteerism, sports development)
- Conduct a mapping of organizations in the business sector in Nigeria in terms of the following parameters:
  - Interest in supporting digital learning and school and community connectivity
  - Proven track record of supporting young people with access to education, skills dev, livelihood opportunities
  - Maintain a special focus (but do not be limited to) the Telecommunications, Technology, Agriculture, Education, Finance and FMCG sectors
- Lead interviews with relevant stakeholders in the identified business organizations and youth-led organizations and share findings

**Expected time frame of consultancy:** 60 Days

### **Phase One (Planning):**

Preparation and Desk Research

1. Review the existing UNICEF private sector mapping document
2. Map Youth-centered/Youth-led organizations in Nigeria to understand the most effective ways for GenU 9JA to engage with them and bring them onboard the partnership platform
3. Outline UNICEF's Shared Value Partnerships Framework to determine what it brings to the Shared Value Partnership, and therefore what types of partnerships it should be in search of
4. Lead structured interviews with an agreed selection of company executives, CSR managers, team leads, directors, and high-potential youth-led organizations, to identify areas of potential shared-value partnerships

### **Phase Two (Stakeholders Interviews, Information and Data Gathering):**

Share a draft mapping of private sector and youth-led organizations for discussion with Supervisor(s)

### **Phase Three (Report Writing and Validation, Dissemination):**

Final mapping report of all relevant private sector and youth-led organizations in Nigeria, covering the following:

- Mapping of key business sectors (Including but not limited to: Telecommunications, Technology, Agriculture, Education, Finance and FMCG), as well as identification of relevant stakeholders, such as industry associations, and other business multi-stakeholder groups

- Identification of entry points for GenU 9JA to approach individual businesses, industry platforms and other multi-stakeholder groups for partnership
- Detailed recommendations including strengths, weaknesses, opportunities, and risks/threats

**The following elements will be included in the assessment exercise:**

- Annexes: Strategic profiles on each of the selected companies (including contact details for focal persons)

**5.DELIVERABLES:**

- Summary of reflections
- Desk review report
- Zero-draft mapping
- Interview questionnaire/analysis
- Minutes of Meetings with private sector and youth organizations
- Determination of UNICEF's unique selling points outlined against the interest of companies regarding shared value partnerships.
- Summary of draft mapping report for suggestions from supervisor (s)
- Final report in English (in soft copy) along with Annex: (i) Strategic profiles on each of the selected companies (including contact details for focal persons)

**Payment Schedule**

1. First Payment: 20% upon submission and acceptance of deliverable 1
2. Second Payment: 40% upon submission of deliverable 2
3. Final payment 40% upon Acceptance of final report by UNICEF and other stakeholders

**6. Duty Station:** Lagos Field Office

**7. Supervisor:** Oversight and guidance of the Chief of Field Office, Lagos  
*CAP Manager, Partnerships Specialist*

**8.Major Tasks to be accomplished:** *(estimated time required to complete tasks. Attach additional sheets, if necessary, to describe assignments)*

Tasks	Deliverables	Timeframe
<p>a) Hold consultations with UNICEF GenU 9JA lead</p> <p>Desk review of existing UNICEF Nigeria private sector mapping document</p> <p>Initial identification of business organizations and business stakeholder platforms as well as youth-led organizations</p>	<p>Summary of reflections</p> <p>Desk review report</p> <p>Zero-draft mapping document</p>	15 days
<p>b) Lead structured interviews with an agreed selection of company executives, CSR managers, team leads, directors from individual business organizations, and business stakeholder platforms, as well as high-potential <b>youth-led organizations</b>, to identify areas of potential shared-value partnerships.</p> <p>Share a draft mapping of private sector and youth-led organizations.</p>	<p>Interview questionnaire</p> <p>Minutes of Meetings with private sector and youth organizations</p> <p>Summary of draft mapping report for suggestions from supervisor (s)</p>	30 days
<p>c) Final mapping report of all relevant private sector and youth-led organizations in Nigeria, covering the following:</p> <ul style="list-style-type: none"> <li>i. A map of key business sectors (Including but not limited to: Telecommunications, Technology, Agriculture, Education, Finance and FMCG and Entertainment),</li> <li>ii. Identification of relevant stakeholders, such as industry associations, and other business multi-stakeholder groups</li> <li>iii. A clear definition of UNICEF's unique selling points outlined against the interest of companies regarding shared value partnerships</li> </ul>	<p>Final report in English (in soft copy)</p> <p>Annex: contacts (name, email, and phone no), individual profiles of the private sector and youth led organizations</p>	15 days

<ul style="list-style-type: none"> <li>iv. Identification of potential entry points for GenU 9JA and recommended next steps for partnership building</li> <li>v. Strategic profiles on each of the selected companies</li> <li>vi. Detailed recommendations with strengths, weaknesses, opportunities, and risks/threats</li> </ul>		
<p><b>9. End Product: (e.g., final report, article, document etc.)</b></p> <ul style="list-style-type: none"> <li>1. The Final mapping report</li> <li>2. ID profiles for selected organizations (Strategic profiles for each of the selected organizations)</li> </ul>		
<p><b>10. Education requirements for dedicated project staff:</b></p> <p>A first university degree in: Business administration and management, social sciences, international development, marketing, public relations</p> <p><b>Previous Experience:</b></p> <ul style="list-style-type: none"> <li>▪ Previous experience in mapping of private sector/organizations for development programming</li> <li>▪ Excellent knowledge of the national landscape including the social investment trends in the business landscape across Nigeria</li> <li>▪ Prior engagement with youth-led programs in Nigeria (optional)</li> <li>▪ Knowledge of UN system and relevant international and regional organizations.</li> </ul> <p><b>Languages and Computer Skills</b></p> <ul style="list-style-type: none"> <li>▪ The research team need to be proficient in written and spoken English, including the ability to write reports at a professional level.</li> <li>▪ Advanced knowledge of MS Office package (MS Word, MS Excel, MS PowerPoint, and MS Access) is required.</li> </ul> <p><b>Application requirements</b></p> <ul style="list-style-type: none"> <li>• The consultancy will take 60 working days over the period of 2 months.</li> <li>• It will be both desk-based and field based as will require consultations with a wide range of organizations within Nigeria for some of the inception phase and all the data collection phase.</li> </ul>		

- Submission to include cover letter, summary capacity statement of submitting institution in similar areas of work, two examples of previous work, and CVs of core staff to be dedicated to the project.
- Submissions to include proposed working schedule, budget, breakdown of consulting fees, and logistics costs.

## CALL FOR PROPOSALS

A two-stage procedure shall be utilized in assessing the proposals, with assessment of the technical proposal being completed prior to any price proposal being compared. Applications shall therefore contain the following required documentation:

### Technical proposal:

- A technical proposal that includes a brief cover letter and understanding of the assignment is required.
- Based on the proposed timetable laid down in the TOR, a proposal of the detailed methodology, tentative work plan and time schedule is required.
- Updated profiles/ CVs of the team members listing similar experiences/ assignments, highlighting those conducting the study.
- Two examples (studies) of the firm's engagement in similar activities and assignments.

### Financial Proposal:

A financial proposal with a breakdown of all costs that are to be charged to UNICEF. This includes estimated number of working days, consultancy fees, all office administrative costs, local travel costs, as well as any additional requirements needed to complete project or that might have an impact on cost or delivery of products. Travel expenses should be based on the most direct route and economy fare. Quotations for business class fare will not be considered.

## UNICEF RECOURSE IN CASE OF UNSATISFACTORY PERFORMANCE

UNICEF reserves the right to withhold payment on delivery until the consultancy firm provides satisfactory quality output as reviewed by the contract manager supervisor. In the event of unsatisfactory performance, the payment will be withheld until quality deliverables are submitted. If the firm is unable to complete the assignment, the contract will be terminated by notification letter sent 30 days prior to the termination date.

## REQUEST FOR PROPOSAL EVALUATION AND WEIGHTING CRITERIA

**70 points technical + 30 points financial= 100 points total**

Submitted proposals will be assessed using Cumulative Analysis Method. All requests for proposals will be weighed according to the technical (70%) and financial considerations (30%). Financial proposals will be

opened only for those applications that attained 70% or above on the technical part. Below are the criteria and points for technical and financial proposals.

#### 11. EVALUATION PROCESS AND METHODS:

The proposal will be evaluated based on the following criteria

Item	Evaluation Criteria	Maximum Points
	<b>Technical Evaluation Criteria (70%)</b>	
<b>1.0</b>	<b>Overall Response</b>	<b>28</b>
<b>1.1</b>	<b>Understanding of UNICEF's requirement based on RFP documents</b>	<b>7</b>
<b>1.2</b>	<b>Understanding of the key youth-led organizations in Nigeria</b>	<b>7</b>
<b>1.3</b>	<b>Understanding of the Nigeria business environment, and their interest in supporting programmes for young people</b>	<b>7</b>
<b>1.4</b>	<b>Understanding of UNICEF's operating context and corporate approach to support identification of credible partners</b>	<b>7</b>
<b>2.0</b>	<b>Company profile and key personnel</b>	<b>20</b>
<b>2.1</b>	<b>Range and depth of experience with similar projects</b>	<b>5</b>
<b>2.2</b>	<b>Number of customers, size of project, number of staff per project</b>	<b>5</b>
<b>2.3</b>	<b>Client references</b>	<b>5</b>
<b>2.4</b>	<b>Key Personnel: relevant experience and qualifications of the proposed team for the assignment</b>	<b>5</b>
<b>3.0</b>	<b>Proposed Methodology and Approach</b>	<b>22</b>
<b>3.1</b>	<b>Proposed work plan and approach of implementation of the tasks as per the ToR</b>	<b>6</b>
<b>3.2</b>	<b>Implementation strategies, monitoring and evaluation, quality control mechanism</b>	<b>6</b>
<b>3.3</b>	<b>Technologies used - compatibility with UNICEF</b>	<b>5</b>
<b>3.4</b>	<b>Innovative approach</b>	<b>5</b>
	<b>Total Technical scores</b>	<b>70</b>
<b>4.0</b>	<b>Financial Proposal (30%)</b>	<b>30</b>
<b>4.1</b>	<b>Financial Proposal</b>	
<b>5.0</b>	<b>Grand Total</b>	<b>30</b>
<b>Total Maximum</b>		<b>100</b>

Only proposals which receive a minimum of 70 points under a technical evaluation will be considered



technically compliant.

### Financial Proposal Evaluation:

The financial proposal should provide a detailed breakdown of the cost of each activity proposed for the implementation of the technical proposal. The contract will be a fixed lump sum contract therefore professional fees and all out of pocket expenses will be part of the total price proposal.

The total number of points allocated for the price component is 30. The maximum number of points will be allotted to the lowest price proposal of a technically qualified offer that is opened and compared among those invited firms/institutions which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price.

### Award of contract

i) The award of the contract will be made to the service Provider whose offer has been evaluated and determined as: (i) responsive / compliant / acceptable, and (ii) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to this tender i.e.

Cumulative Analysis evaluation (point system with weight attribution)

Total Technical and Price = 100 Pts i.e., 70 % Technical AND 30 % Financial

### 12. Other Clauses: PSEA Language

Consistent with the UN Secretary General's Bulletin related to "Special measures for protection from sexual exploitation and sexual abuse" (ST/SGB/2003/13), entities and individuals entering into cooperative agreements with an agency of the United Nations are obligated to "take preventative measures against sexual exploitation or abuse, to investigate allegations thereof, or to take corrective action when sexual exploitation or sexual abuse has occurred." Failure to do so "shall constitute grounds for termination of any cooperative arrangement with the United Nations." The Contractor is expected to have in place explicit policies related to the prevention of sexual exploitation and abuse of beneficiaries, including commitment to the IASC 6 Core Standards (IASC/2002), and the investigation of such cases. Where the contractor does not have enough capacity for the investigation of such cases, it should request the support of UNICEF. Reasonable suspicion of sexual exploitation or abuse of beneficiaries may be reported by any individual to UNICEF if the complainant so prefers.

### 13. CONDITIONS

- The contractor will work on its own computer(s) and use its own office resources and materials in the execution of this assignment. **The contractor's fee shall be inclusive of all office administrative costs**
- The contractor's fee should be **inclusive of all travel cost and Covid related costs**
- Local travel and airport transfers (where applicable) will be covered in accordance with UNICEF's rules and tariffs. (Flight costs will be covered at economy class rate as per UNICEF policies).
- Please also see UNICEF's Standard Terms and Conditions attached.

**Enquiries and submission of proposals:**

Please direct any technical/ commercial enquiries to: [cadomati@unicef.org](mailto:cadomati@unicef.org), cc: [oege@unicef.org](mailto:oege@unicef.org)

Submission of proposals is online only to the email address below:

[ngrsupply@unicef.org](mailto:ngrsupply@unicef.org)

**Project Management**

- The contracting process will be managed by UNICEF Supply and Logistics section.
- The consultant(s) will be supervised by CAP Manager (P4) based in Lagos, Nigeria and will collaborate with the Partnerships Specialist, based in Lagos, Nigeria.

**Any other Information**

**Signatures**

**Instructions to bidders:**

1. This is RFP and should be made in two separate document i.e technical and financial proposal
2. Proposals should be made on your letter headed paper - 1st page with contact details : names, email address and phone number - duly signed
3. Submission is online only to : [ngrsupply@unicef.org](mailto:ngrsupply@unicef.org)
4. Proposal made without keeping to instruction number No. 2 will be disqualified.
5. Please quote the RFP number 917xxx on the subject matter of your email to [ngrsupply@unicef.org](mailto:ngrsupply@unicef.org) - no RFP will be opened without that number

