

## **TERMS OF REFERENCE**

### **Individual Consultant**

#### **1. Project Information Summary**

<b>Assignment Title:</b>	Research on economic returns of investment in education and on training packages for rural entrepreneurship in rural Cambodia
<b>Cluster/Project:</b>	Programme Unit / UNited for Youth Employment Joint Programme in Cambodia
<b>Post Level:</b>	Specialist
<b>Contract Type:</b>	Individual Contractor (IC)
<b>Duty Station:</b>	Home Based, in Phnom Penh, and in some provinces, Cambodia
<b>Expected Place of Travel:</b>	Some provinces to be confirmed later
<b>Contract Duration:</b>	60 working days in between 5 February and 30 June 2018

#### **2. Project Description**

The Kingdom of Cambodia is the most youthful country in South East Asia with more than 50 percent of the total population under 25 and 21 percent between 15 and 24 years of age. Although, unemployment rate in Cambodia is low, migration out of Cambodia (predominately to Thailand) is high. Youth migrate in hope of better paid jobs and better skills, but there are evidences that they have faced unintended negative impacts such as trapping into unwarranted jobs which have less or no protection, or in worse case scenarios, they could become victims of exploitative and abusive employment practices, including human trafficking and forced labour.

Despite the recorded low unemployment rate of 3.8 percent among persons aged 15-24, young Cambodians are up to three times more likely to be unemployed than adults (aged from 25). Moreover, it is found that the working poor and insecure informal employment sectors are also alarming. About 81 percent of all jobs are considered vulnerable; 80 percent of enterprises are informal and most people employed in agriculture rely on subsistence farming. Therefore, the country needs to create decent and productive employment opportunities for the young people including an estimate of 270,000 new entrants to the labour market every year.

While Cambodia has reached the level of development and rapid growth it knows today, and as the country transitions into the middle-income country category and faces increased regional and global competition, it is imperative to bring the human capital base to a higher level, with a skilled workforce that is responsive and adaptive to the changing labour market needs.

To address these critical issues of youth skills and employment in rural Cambodia, a United Nations Joint Programme (UNJP) proposes to provide assistance to the Royal Government of Cambodia (RGC). It intends to focus on facilitating young people's entrance to the labour force while reducing inequalities – particularly for disadvantaged and vulnerable groups- and ensuring young women and men are better able to meet labour demand.

This proposed UN Joint Programme capitalizes on the complementary mandates and areas of UN expertise, which, when pulled together can more effectively contribute to address the challenge of youth employment in Cambodia. Hence the programme will benefit from the combined strengths of ILO, UNDP, UNESCO, UNICEF and UNV.

UNDP brings a consolidated experience in capacity development and research for resilience building and human development. It supports Cambodia toward achieving the simultaneous eradication of poverty and significant reduction of inequalities and exclusion. In addition, UNDP brings the added value of providing the Royal Government of Cambodia with policy advisory and research to link human capital and industrial policies and to improve the resilience of people employed in rural and informal jobs.

Under the UN Joint Programme, UNDP will fund two researches, one of which is on the economic returns of investment in education and training packages for rural entrepreneurship in Cambodia. The research will help young women and men evaluate their aptitude and interest to become entrepreneurs. Those who realize they have a fit for entrepreneurship will in turn be better equipped to start-up businesses and to create decent jobs. The research has a clear focus on rural communities which make up most of the country and where the opportunities for rural entrepreneurship have not yet been fully exploited.

### **3. Scope of Work**

The overall objectives of the research are to understand the impact of investments in education, including vocational training and to develop training packages, aiming to improve, upgrade and expand entrepreneur skills of young people (15-30) in Cambodia who are already entrepreneurs and who are becoming entrepreneurs or self-employed.

To achieve the research objective, the consultant is expected to perform the following tasks:

1. **Assess the current situation of education and skill training in rural Cambodia** by mapping and reviewing all existing and anticipated investments (including public, aid and private, national and international) policy and programs on education and training packages and programs for entrepreneur's skills development. The consultant/researcher will:
  - a. closely review policy implementation and strategic plans for industrialization and economic diversification
  - b. closely review existing investments (public and private) and skills planning
  - c. collect relevant initiatives (public and private) to strengthen entrepreneur education and trainings
  - d. document and summarize all relevant forms and sources of interventions
  - e. record any framework for recognizable qualifications: identify number of certified business training providers providing youth-specific training programs, identify number of young women and men who received tested/assessed/certified entrepreneurial and business skills
  - f. identify enterprise development trainings available nationwide in fostering an entrepreneurial ecosystem
  - g. estimate number or percentage of those trained initiating/starting business enterprises
  - h. identify number of youth led business registry nationally and at provincial level
  - i. record employers' engagement in entrepreneur education and trainings

- j. consult young people, employers, training providers, and government about the barriers, experiences, quality and benefits of current entrepreneur skills trainings
  - k. Assess needs for social entrepreneurs
  - l. Identify any enterprise development awareness
2. **Analyze costs and benefits for skills trainings to young people in rural Cambodia:** Analyzing national policies and programs related to education and skills development for youth in rural areas, and cost of those programs particularly at institutional and individual level:
- a. examine the causal relationship between training and business performance results, such as improvements in sales volume, productivity and other profit measures of firms (noting there may be other factors besides training, that can influence these changes).
  - b. evaluate the costs and immediate benefits to trainees, including earnings and employment chances for students upon completion / graduation from an entrepreneur education or training
  - c. assess the cost associated with the completion of an entrepreneur education or training (formal and non-formal learning system)
  - d. assess the benefits associated with completing an entrepreneur education or training (formal and non-formal learning system)
3. **Analyze Strategic Policies related to rural development:** To get insight on dynamics of rural youth labor market preparedness for national economy direction towards industrialization and economic diversification:
- a. identify enabling factors that are conducive to rural economic diversification
  - b. identify enabling factors for fostering support ranging from access to finance; to financial literacy for young migrant workers; to basic business skills training and to innovative and creative skills training for young women and men including those who are unable to re-join the education system.
  - c. suggest measures to promote the value and advantages of investment in rural youth education and training
  - d. review the business and regulatory environment to facilitate the launch of enterprises at the provincial level.
  - e. identify burdens currently imposed on potential youth entrepreneurs
  - f. point to how the future projects, programs and policies on youth employment may support and facilitate the RGC's responses to youth employment in provincial level
4. **Develop an entrepreneurship/business training package suitable for and response to the needs of rural youth:** the package will shed light on a range of support ranging from access to finance; to financial literacy for young migrant workers; to basic business skills training and to innovative and creative skills training for rural young women and men.

#### **4. Expected Outputs and Deliverables**

The final output is the development of an evidence based information, policy and advocacy tool for affordable, accessible, quality, relevant, and future proof skill trainings for Cambodia's young entrepreneurs who are based in provinces as well as to benefit the economy, which will be presented into the following reports:

- Research report (maximum 100 pages, excluding annexes) with a maximum of 10 pages of executive summary
- A policy brief with practical policy recommendations (10 pages maximum)
- A PowerPoint presentation of the research (methodologies and findings)
- A training package to help provincial and vulnerable young Cambodians to access to skills in entrepreneurship

To achieve the major outputs above, the consultant is expected to perform the following tasks:

1. Develop an inception report including research methodology (qualitative and quantitative) and research report outline
2. Undertake desk review
3. Present revised workplan and research methodology to the UNDP Project Manager
4. Conduct consultations with relevant policy makers, institutions, government, training providers, youth, employers and private sectors (in Phnom Penh and provinces that will be identified with the Project Manager)
5. Draft report and policy brief that entail findings and recommendations and strategies for policy/ decision makers
6. Based on feedback comments and editing suggestions from the UNDP Project Manager and Technical Advisory Committee (TAC), make appropriate revisions to the research report and policy brief
7. Prepare and revise the training package, based on the findings above, upon comments and feedbacks from UNDP
8. Provide final research report, policy brief, Power Point, and a training package for provincial young entrepreneurs to UNDP

The consultant is required to follow the following expected milestones and timelines:

<b>No.</b>	<b>Deliverables/Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>
<b>1</b>	Detailed revised inception report includes research workplan, report outline, and research methodology submitted to UNDP for endorsement	10 days	16 Feb 2018	UNDP Programme Analyst
<b>2</b>	Draft research report in Microsoft Word presented and submitted to UNDP	30 days	30 Mar 2018	UNDP Programme Analyst
<b>3</b>	Draft policy brief and training package presented to UNDP	10 days	13 Apr 2018	UNDP Programme Analyst
<b>4</b>	Final research paper, policy brief, power point presentation, and training package submitted to UNDP	10 days	4 May 2018	UNDP Programme Analyst
<b>Total # of Days</b>		<b>60</b>		

## **5. Institutional Arrangement**

The consultancy will be performed under the direct supervision of the UNDP Project Manager/Youth Employment Specialist, UNDP Cambodia. The consultant will also be working closely with the UNDP Programme Analyst in charge of UNJP on Youth Employment, relevant Policy Analysts and the UNJP on Youth Employment project team.

A Youth Employment Technical Advisory Committee (TAC) which is current providing technical support to UNDP supported Youth Employment projects will provide technical and advisory support to this research. The UNDP Project Manager will be the coordinator to ensure all reports including inception report, draft research report and final reports are submitted for TAC for review and comments.

The consultant will contact informants directly, with support from UNDP if needed. The consultant shall maintain regular communication and report on/submit the above deliverables to the Project Manager/Youth Employment Specialist for comments.

The deliverables will be reviewed by both TAC and UNDP (respectively) in which the feedback will be provided within two-week time after each deliverable is submitted.

## **6. Duration of the Work**

The assignment is expected to be performed within approximately 60 days over the period of about 5 months (from 5 Feb- 30 Jun 2018).

## **7. Duty Station**

The duty station of this assignment is a combination of home-based, in Phnom Penh and travel to some provinces for a maximum of 25 working days. During the assignment, the consultant will be expected to undertake at least two missions to Cambodia. The first mission is anticipated to last approximately 20 working days to conduct the research in Phnom Penh and some selected provinces which are to be identified, and the second mission 5 work days (excluding travel time) to present the draft report and conduct validation workshops with key stakeholders in Phnom Penh. The dates for the missions will be agreed upon between the consultant and UNDP in Cambodia. The Consultant will arrange their own travel to Cambodia and local transportation in Phnom Penh. The project will arrange the local transportation to the provinces.

The Consultant will also perform duties from their home country through email, telephone or Skype correspondence.

Selected individual contract(s) who is expected to travel to the Country Office (CO) to undertake the assignment in the country (Cambodia) is required to undertake the *Basic Security in the Field (BSIF) training*

(<https://dss.un.org/dssweb/WelcometoUNDSS/tabid/105/Default.aspx?returnurl=%2fdssweb%2f>) prior to travelling. CD ROMs must be made available for use in environments where access to technology poses a challenge.<sup>i</sup>

## 8. Minimum Qualifications of the Individual Consultant

<b>Education:</b>	Advanced university degree (at least Masters) in a discipline relevant to business and industrial development, human resource development, vocational education, vocational training, education to youth, development studies, youth development, laws and regulations, and other related interdisciplinary.
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Minimum of 7 years professional experience in research and design of training programs for youth, particularly related to successful of young entrepreneurs</li> <li>• Experience in social and economic analysis on youth behavior toward employment</li> <li>• Experience working with multilateral organizations and the UN system is preferred</li> <li>• Experience in working with government, private sector and youth in Asia, preferably in Cambodia</li> </ul>
<b>Competences:</b>	<ul style="list-style-type: none"> <li>• Up to date with new developments, concepts and theories in labour economics, employment vulnerability, informal economy etc.</li> <li>• Possesses expert knowledge of advanced concepts in education, training, youth development, employment, socio- economic development and a broad knowledge of related disciplines, as well as an in-depth knowledge of relevant organizational policies and procedures</li> <li>• Good understanding of the governance and traditional institutions, and culture of Cambodia</li> <li>• Persuasive, convincing or influencing abilities</li> <li>• Works with communities and a positive, constructive attitude</li> <li>• Demonstrates excellent oral and written communication skills</li> <li>• Results orientation</li> <li>• High standards of integrity, gender sensitivity, age sensitivity, discretion and confidentiality</li> </ul>
<b>Language Requirements:</b>	Fluency in English is required

## 9. Criteria for evaluation of level of technical compliance of Individual Contractor

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
Advanced university degree (at least Masters) in a discipline relevant to business and industrial development, human resource development, vocational education, vocational training, education to youth, development studies, youth development, laws and regulations, and other related interdisciplinary	15
Minimum of 7 years professional experience in research and design of training programs for youth, particularly vulnerable youth to become successful young entrepreneurs	30

Experience in working with government, private sector and youth in Asia, preferably in Cambodia	20
Experience in social and economic analysis on youth behavior toward employment	15
Submission of proposed methodology for this assignment presenting clear steps and protocols.	20
<b>Total Obtainable Score:</b>	<b>100</b>

### **10. Payment Milestones**

<b>No.</b>	<b>Deliverables/Outputs</b>	<b>Payment Schedule</b>	<b>Payment Amount</b>
<b>1</b>	Detailed inception report includes research workplan, report outline, and research methodology endorsed by UNDP	2 Mar 2018	20%
<b>2</b>	Draft research report in Microsoft Word, policy brief, and training package presented and accepted by UNDP	27 Apr 2018	50%
<b>3</b>	Final research paper, policy brief, power point, and training package accepted by UNDP	25 May 2018	30%

### **11. Approval**

Signature: .....

Name: .....

Title/Unit/Cluster: .....

Date: .....

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<sup>i</sup> POPP: <https://intranet.undp.org/global/popp/cap/Pages/administration-of-travel-of-ic.aspx>