

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title:	Consultancy for Development of National Youth Volunteering Implementation Strategy
Cluster/Project:	United Nations Volunteers Project 'Poverty reduction amongst youth in Cambodia – Development of youth volunteers' skill sets for enhanced employability'
Post Level:	Senior Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh - Combination of home based and office based work
Expected Place of Travel:	Consultations at Provincial level may be required.
Contract Duration:	30 working days (from 26 March to 31 May)

2. Project Description

The United Nations Volunteers (UNV), the India, Brazil and South Africa (IBSA) Fund and the Ministry of Education, Youth and Sport (MOEYS) have partnered to pilot an innovative approach to youth skills development through volunteering through the project 'Poverty reduction amongst youth in Cambodia – Development of youth volunteers' skill sets for enhanced employability'. This project will run for two years, from July 2017 to July 2019 (with a likely extension until December 2019). The project also forms part of a wider UN Joint Programme entitled 'UNited for Youth Employment in Cambodia', reflecting the prioritization of five UN agencies, ILO, UNICEF, UNESCO, UNDP and UNV, working in their respective specialist areas to support youth, skills development and employment. The UN Joint Programme takes a long-term perspective with the first phase lasting two years, until August 2019 and with two further five-year phases envisaged.

This project will leverage volunteerism as a tool for youth employability. Through better definition and recognition of skills gained through volunteering, employers and the general public alike will see their value. The current context in Cambodia provides an excellent environment for this endeavor, with the possibility to bring impactful change to the lives of thousands of Cambodian youth.

To ensure the enhanced employability of young people, the project facilitates more effective volunteering programmes for Cambodian youth, and will seek to the recognition and accreditation of those programmes to ensure that the skills developed through such opportunities are recognized and transferable to the job market (corresponding to demand by employers). In addition, the project builds the capacity of the national partners in strengthening national volunteering structures while enhancing the cooperation with the private sector, civil society, and academia in youth employability.

The Government of Cambodia, represented by MOEYS, is to establish accreditation/ recognition frameworks for skills acquired through volunteer programmes. These frameworks will be a sustainable mechanism for the creation of volunteer placements that support transferable labour market skills development. The project will also to support skills development for Cambodian youth, including specific training programmes for volunteers. These measures integrated with other support for skills development for Cambodian youth, could lead to the establishment of a National Youth Service.

Key outputs of the project include:

1. Strengthened national capacity to establish an enabling policy environment for volunteerism and its recognition.
2. Promoted engagement of vulnerable youth in volunteerism as a means of employable skills development (Inclusion) – “Ensuring that no one is left behind”
3. Advocacy, Information and Monitoring (AIM) – Strengthened national capacity to implement volunteer management mechanisms.

The project is expected to deliver at least three pilot programmes, one of which will include a short-term pilot during the school holidays. In total 1000 youth will participate on the pilot programmes. The pilot programmes are also expected to be a channel to engage around 2400 community youth in skills development through community based volunteer activities and social entrepreneurship.

Youth aged 15-30, as defined in the National Youth Policy 2011, form the core target group. The project has a strong focus on inclusion, therefore the pilot volunteering programmes should address how to narrow the rural/ urban divide as well as educational and socio-economic barriers of Cambodian youth to participate in volunteering. Other factors, such as gender and disability must be taken into account when designing the interventions. As this is a pilot programme, the implementation strategy is also expected to identify target geographic areas for delivery.

The implementation strategy for the pilots must be practical, achievable and in line with the resources available through the project. They should leverage current partnerships and platforms for youth volunteering programmes, be founded on employer needs and align with resources and skill frameworks already in use by national authorities. Implementation steps should be clearly defined, along with necessary interventions to build capacities for delivery.

Key project stakeholders include: Cambodian youth; the Department for Youth, Ministry of Education Youth and Sport, including sub-national structures e.g. Youth Centres; Ministry of Labour and Vocational Training, including the National Employment Agency and sub-national Job Centres; Volunteer Involving Organizations; Private Sector – in particular, human resource departments and hiring managers; Schools and Universities; Other UN Agencies, particularly those involved in the UN Joint Programme.

A copy of UNV’s recently published research on Volunteerism and Youth Employment in Cambodia can be found via this link http://www.unvcambodia.org/docs/final_report.zip

3. Scope of Work

The scope of the consultancy is to deliver an implementation strategy for a national volunteering programme design. It must incorporate at least three different pilot volunteer programmes, linking to established skill frameworks, that will build youth volunteer soft and hard skills for increased employability.

To achieve a realistic, achievable and needs-driven strategy, the consultant is expected to perform the following tasks:

1. Assess the current situation (needs and opportunities) for recognizing and accrediting volunteer programmes in Cambodia
 - Conduct a series of consultation meetings with various stakeholder groups (including UNV, government, volunteer involving organizations, academia, employers) to obtain technical inputs to formulate the volunteer service pilots.
2. Design national youth volunteering programme implementation strategy and operational plan
 - In close coordination with UNV, government and other stakeholders draft components for the national volunteering programme (including at least three different pilot models and linking to skill and accreditation frameworks). Components should include detailed stage processes, resources and partnerships for implementation, budget (and financing arrangements), target groups and locations.
 - In coordination with the UNV team, propose technical elements (training/ resources/ existing skill frameworks) for the national volunteering programmes.
 - Design a monitoring and evaluation assessment framework for the national volunteering programme (to include quality performance of the programme and skills/ employability of participants)
 - Present draft youth volunteering programme to key stakeholders
 - Incorporate feedback from the government and stakeholders on the implementation plan and implementation schedule for the pilots.
 - Finalize full youth volunteering implementation document.

Final outputs

- **Draft National youth volunteering programme, incorporating monitoring and evaluation assessment framework in English and Khmer**
- **Slide presentations in English and Khmer**

4. Expected Outputs and Deliverables

The final output of this consultancy is the development of a practical, costed implementation a national volunteering programme design, incorporating different pilot volunteering models for implementation, each of which build and accredit/recognize skills for increased employability. At least three pilots should be included and have clearly outlined stage processes, capacity training required to support delivery and factor in all necessary resources to achieve quality, and inclusive, volunteering programmes for Cambodian youth which are sustainable and scalable. Documentation of the stakeholder consultation and the implementation strategy should be presented in the following reports

- National Volunteering Programme Implementation Strategy and operational plan (maximum 45 pages, excluding annexes) with an executive summary (maximum 4 pages) and summary background section (maximum 6 pages to include consultation process and key points) (in English and Khmer)
- Power point presentation covering key points of the Implementation Strategy (in English and Khmer)

No.	Deliverables/Outputs	Target Due Dates	Review and Approvals Required
1	Detailed work and consultation plan submitted to UNV for endorsement.	<i>3 days after contract signed</i>	UNV Programme Specialist; Director of Youth, MoEYS.
3	Draft volunteer programme implementation strategy and operational plan produced	<i>11 May</i>	UNV Programme Specialist; Director of Youth, MoEYS.
4	Presentation to key stakeholders (power point presentation covering Implementation Strategy in English and Khmer)	<i>22 May</i>	UNV Programme Specialist; Director of Youth, MoEYS, other project stakeholders
5	Final Implementation strategy	<i>31 May</i>	UNV Programme Specialist; Director of Youth, MoEYS.
	Total # of Days:		

5. Institutional Arrangement

- The consultancy will be performed under the direct supervision of the UNV Programme Specialist, UNV Cambodia. Approval of the output will also be required from the Director General, Youth Department, Ministry of Education Youth and Sport. The consultant will work closely with the UNV project national volunteer specialists who support this 'Youth skills and volunteerism' project.

- The consultant is expected to report on progress to the UNV Programme Specialist on a weekly basis.
- The consultant is expected to liaise closely with relevant government departments (in particular, MoEYS, MoLVT, NEA), Cambodia Volunteering Network (VolCam) and other Volunteer Involving Organizations; Academia (including universities and high schools); Employers; Other UN Agencies, particularly those involved in the delivery of the UN Joint Programme UNited for Youth Employment.

6. Duration of the Work

- The assignment is expected to be performed within approximately 30 working days over the period of about three months (from 26 March – 31 May). All future stages of the project are contingent upon the deliverables of this contract therefore the final deadline is absolute.
- UNV require 3 working days to review and certify approval of outputs or provide comments required to progress

7. Duty Station

- The contractor is expected to be based locally, in Phnom Penh.
- The assignment is a combination of home-based working, occasional office work at the UNV office, and possible travel to some provinces for a maximum of 10 working days to locations with youth centers/ potential partner operations.
- National volunteer specialists, who are supporting the delivery of the project, will be able to assist with organization and logistics of consultation workshops. A small additional budget for consultation workshops is available and will be managed directly by UNV.
- Travel to the province is expected to also include national volunteer specialists. In this case, UNV provided transportation will be available. The consultant is expected to cover all personal expenses including food and accommodation. A travel plan should be clearly outlined in advance and presented to UNV, so that any necessary arrangements can be made. All travel with UNV personnel must comply with UN safety regulations.

8. Minimum Qualifications of the Individual Contractor

Education:	Advanced university degree (at least Masters) in a discipline relevant to youth development, volunteering, public administration, policy and planning, non-formal and vocational education and training, development studies, and other related interdisciplinary areas.
Experience:	<ul style="list-style-type: none"> ▪ Minimum of 7 years professional experience related to policy and programming for youth, particularly in connection to non-formal education and volunteerism.

	<ul style="list-style-type: none"> ▪ Experience in youth volunteering programme design ▪ Experience working with national and subnational government.
Competencies:	<ul style="list-style-type: none"> ▪ Up to date with new developments, concepts and theories in youth development, non-formal education, employability and entrepreneurship. ▪ Good understanding of the governance and traditional institutions, and culture of Cambodia. ▪ Good understanding of the volunteering sector in Cambodia. ▪ Good facilitation skills ▪ Works with communities ▪ Demonstrates excellent oral and written communication skills ▪ Results orientation ▪ High standards of integrity, gender sensitivity, age sensitivity, discretion and confidentiality.
Language Requirement:	Fluency in English and Khmer
Other Requirements (if any):	N/a

9. **Criteria for Evaluation of Level of Technical Compliance of Individual Contractor**

As part of transparency, ToR must bear the general criteria, which will be used in evaluating the acceptability and level of technical compliance of the candidates, as well as their corresponding weight.

The evaluation criteria cannot be different from all the above mentioned in the Minimum Qualifications; however, a few can be extracting from the above, should you consider those are the most important among all that mentioned and wish the evaluation committee to review.

Technical Evaluation Criteria	Obtainable Score
Masters degree in International Development, Education, Public Policy or other related area	10%
Minimum of 7 years professional experience related to policy and programming for youth, particularly in connection to youth employability, non-formal education and volunteerism in Cambodia.	20%
Experience in youth project/ volunteering programme design	20%
Experience in working with multiple stakeholders including government (national and sub-national), private sector, civil society and youth in Asia, preferably Cambodia	20%
Strong communication skills, in particular writing and drafting	10%
Submission of proposed work plan for this assignment.	20%

Total Obtainable Score:	100
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10. Payment Milestones

This is a fixed out-put based contract price regardless of extension of the herein specific duration. The consultant will be paid on a lump sum basis under the following installments.

N	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Detailed work and consultation plan endorsed by UNV and MoEYS	<i>3 days after contract signed</i>	10%
2	Upon satisfactory completion of the draft implementation strategy	11 May 2018	50%
3	Upon satisfactory completion of the final implementation strategy, monitoring and evaluation framework and power points.	31 May 2018	40%

11. Approval

Signature:

Name:

Title/Unit/Cluster:

Date: