



TERMS OF REFERENCE **FOR INDIVIDUAL CONTRACT**

POST TITLES:	Consultant to support the development and management of the UNDP Youth Economic Empowerment initiative (2 positions)
AGENCY/PROJECT NAME:	UNDP Regional Youth Project on Leadership, Innovation and Entrepreneurship (Youth CoLab)
COUNTRY OF ASSIGNMENT:	Bangkok and with regular travels to countries where the project is implemented

A. Project Description

More than half of the world's young people alive today, live on this continent. At the moment, roughly 68 of every 100 people in Asia are of working age. It is a region facing up to the challenges of extreme poverty and climate change, but brimming with economic dynamism and a youthful workforce to deliver on unfulfilled potential. Furthermore, nearly a billion people in Asia are below the age of 15, which means by 2050 the region will have more working-age people, and fewer older and younger dependents than at any point in its history. This 'youth bulge' offers the region a unique opportunity for economic progress, to lift millions more out of poverty, and ultimately close the gap with the developed world.

Young people in the region are 5-7 times more likely to be unemployed than their older counterparts at the same level of education. Women's access to education and participation in the labour force remain stubbornly low across populous swathes of the region. The next wave of development gains as envisioned by the UN's Sustainable Development Goals must address the needs of those left behind. These are big issues and our solutions must be equally bold. UNDP's Asia Pacific Human Development Report for 2016, released in April this year, examines these demographic trends and sets out clear policy directions that governments can harmonise with their national development plans and strategies.

UNDP and its partners believe that youth can make a real and positive difference and create their own opportunities by engaging with these challenges head on through social entrepreneurship and innovation, exploring dynamic approaches to mobilizing their peers and communities and creating adaptive solutions to addressing Youth economic marginalisation. Against this backdrop, UNDP Bangkok Regional Hub together with its partners are developing a regional project on

Youth Economic Empowerment and Social Innovation. With the great majority of Asia's peak-era workforce still in their early years, now is the time to invest in interventions that will harness their potential. In not doing enough to ride this wave, we risk losing the most potent inter-generational opportunity we have had in ensuring the well-being of one-half of humanity.

In light of this, the UNDP Bangkok Regional Hub and partners have initiated a youth empowerment programme for the region. UNDP is seeking an experienced consultant for the project management, event management, partnership development, and resource mobilization, for this project.

B. Scope of Work

The consultant is expected to assist the following activities in completing the assignment:

Event Coordination:

- Coordinate the inputs of UNDP Bangkok Regional Hub, UNDP Country offices and other implementing partners into the agenda, and coordinate the event management for Youth Co:Lab National dialogues;
- Support to organize innovation and youth events such as conferences, camps, seminars, workshops, summits, etc.

Project Development and Implementation:

- Support to develop innovation and youth strategies linking with existing project portfolios in UNDP Bangkok Regional Hub;
- Develop and maintain community of youth innovation and entrepreneurship in development sector, bridging Youth Co:Lab with programmes in the value chain;
- Manage the implementation of a number of specific innovation and youth initiatives pertaining to diverse project portfolios and project units in close coordination with the Regional Youth Project advisor and project coordinator;

Partnership Management Communications:

- Support the UNDP BRH in developing partnerships and the organization of meetings with the Youth Empowerment Alliance of Incubators with the objective to facilitate knowledge sharing, technology exchange, and access to finance;
- Mobilize partnerships and resources to support the UNDP Youth Programmes at both national and regional level.
- Collects and keeps track of youth-related practices in UNDP country offices in Asia-Pacific region, including the innovation and youth partners database;
- Prepares outreach materials associated with innovation, youth and public-private partnerships (i.e. PowerPoint presentations, brochures, etc.) as needed;

C. Expected Outputs and Deliverables

The Youth Innovation Consultant is expected to work towards the following work plan, and timelines to achieve the stated outputs.

1. Coordinate partners to develop and manage Youth CoLab National Dialogue events
2. Support UNDP country offices with follow up programming after Youth Co:Lab National Dialogues (National Springboard Programme, Regional Springboard Programme, Youth CoLab Summit)
3. Mobilize more partnerships for the UNDP Youth programme (Youth Empowerment Alliance)
4. Support to the design and implementation of the UNDP BRH's innovation and youth initiatives (Planning meeting)

D. Institutional Arrangement

The Consultant will report to the Regional Youth Project Manager and Coordinator at UNDP BRH and work in close collaboration with the UNDP country offices and other key parties. The success of the project depends on the timely delivery of each component. The Consultant should ensure timely identification of potential risks and signal any delays in deliverables. The contract will be effective immediately upon signature by UNDP.

UNDP BRH will have the following responsibilities: (i) Provide relevant documents; (ii) Discuss and agree on the methodologies of the assignment; and (iii) Monitor and evaluate the progress of the assignment. The contract and payments will be performance-based and regularly assessed by the UNDP BRH. All travel expenses to and from the target area should be included in the financial proposal.

The present ToR may be subject to modification, without changing the overall objective and the scope of work, on the basis of mutual consultations. UNDP will hold the copyright of the assignment deliverables.

E. Duration of the Assignment, Duty Station and Expected Place of Travel

Contract duration: 12 months (1 September 2018 – 31 August 2019), up to a maximum of 240 working days over the period of contract in full-time basis.

The duty station is Bangkok-based. The consultant may be required to travel to project sites or attend the events relevant to the project in the Asia-Pacific region. Travels will be authorized by the Team Leader when required. Travel expenses (ticket, living allowance and local transport) shall be agreed prior travel and reimbursed after trips completed in compliance with UNDP travel regulations.

F. Degree of Expertise and Qualifications

Education

- Degree in development, international relations, media or related fields;

Experience

- 2 years of relevant work experience in the field of Youth and Innovation;
- Understanding of youth work and innovation methodologies is essential;
- Excellent organizational skills with a successful track record of planning and implementing innovation events;
- Expertise and knowledge of the Asia-Pacific region;
- Familiarity with the trend of new technology including IOT, VR/AR, Drone, AI, Behavior Insights, Big Data, Challenge Prizes, etc. is preferred;
- Previous assignment in a similar position would be desirable.

Competencies

- Good command of English, written and oral, with additional Chinese skills being an asset;
- Demonstrates commitment to the UN's mission, vision and values;
- Demonstrates sound judgment, diplomacy and sensitivity to confidential matters;
- Demonstrated ability to meet deadlines and work under pressure;
- Innovative forward thinking, good coordination and organizational skills, teamwork;
- Participate effectively in team-based, information sharing environment, collaborating and cooperating with others.

G. Scope of Price Proposal and Schedule of Payments

The start date of the assignment is September 1, 2018 with an end date of no later than August 31, 2019.

The consultant must send a financial proposal based on a Daily Rate. The consultant shall quote an all-inclusive Daily Fee for the contract period. The term "all-inclusive" implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC's duty station) should be identified separately. Payments shall be done on a monthly basis based on actual days worked, upon verification of completion of deliverables and approval by the IC's supervisor of a Time Sheet indicating the days worked in the period.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon between the respective business unit and the Individual Consultant prior to travel and will be reimbursed.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates. Repatriation travel cost from home to duty station in Bangkok and return shall not be covered by UNDP.

H. Recommended Presentation of Offer

Candidates wishing to be considered for this assignment are required to submit the following documents:

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate
- **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (USD currency)

Incomplete proposals may not be considered. The short listed candidates may be contacted and the successful candidate will be notified.

I. Criteria for Selection of the Best Offer

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%), and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (70 points)

- Criteria 1: Relevant Education (5 points)
- Criteria 2: Successful track record of youth event organization (30 points)
- Criteria 3: Proven relevant work experience in the field of Youth and Innovation (20 points)
- Criteria 4: Understanding of youth empowerment work and innovation methodologies (10 points)

- Criteria 5: Relevant experience of the Asia and the Pacific region (5 points)

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

J. Annexes to the TOR

N/A

K. Approval

This TOR is approved by :

Signature _____

Mr. Patrick Duong
Officer-in-Charge, Governance and Peacebuilding Team

Date of Signing _____