

TERMS OF REFERENCE
Individual Contractor
(National Individual Consultant)

1. Assignment Information

Assignment Title:	Youth Participation and Empowerment
Cluster/Project:	Programme Unit
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh, Cambodia
Expected Place of Travel:	Travel to some project sites
Contract Duration:	70 working days (from 15 August to 31 December 2018)

2. Description

Cambodia is a youthful country with more than 60 per cent of its population are 30 years and younger. While the majority of youth in the workforce are employed and the unemployment rate is as low as 3.8 per cent among persons aged 15-24¹, young people are systematically more likely to be unemployed than adults – up to three times more so- while working poverty and informality persist: 81 per cent of all jobs are considered vulnerable; 80 per cent of enterprises are informal and the majority of people employed in agriculture rely on subsistence farming. As a result, rural-to-urban migration in search for better paid jobs is showing no signs of weakening, as is formal and informal external migration.

Accelerating economic growth rests with how the country taps into the potential of its invaluable workforce, especially its young population. With an estimated 270,000 youth entering the labour market each year, Cambodia is facing not only challenge to create enough “decent” jobs for them but also to build a highly skilled workforce for the market. Yet, while it has made remarkable progress in education, the benefits have been unevenly distributed and educational and skill training quality needs further improvement to meet the needs/demands of the market.

UNDP has been supporting the Royal Government of Cambodia to implement its 2030 agenda, especially the Sustainable Development Goal (SDG) 8 *to promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all*. UNDP’s interventions will also respond to other goals, notably SDG 1 to end poverty in all its forms everywhere, SDG 4 to ensure inclusive and equitable quality education and promote lifelong learning opportunities for all, SDG 5 to achieve gender equality and empower all women and girls, and SDG 9 to build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation. In addition to our policy advocacy work, UNDP is also working to address individual, cultural and institutional barriers for advancing human capital and for increasing the participation of youth, including young women in the workforce. With the Government and private sector, UNDP is supporting youth’s skills development, leadership, entrepreneurship and providing mentoring and career advice. Building up on the existing works, UNDP is continuously formulating/designing new innovative initiatives that contribute to SDG8 by bringing in technologies and new players especially private sector. Hence, UNDP is seeking to recruit a National Consultant to support this endeavour.

3. Scope of Work

¹ Cambodia Labour Force Survey 2012, NIS

The National Consultant will work with UNDP team in 1) finalizing the design of UNDP youth programme, 2) supporting youth's employment related researches (undertaken by external partner) and conducting necessary desk reviews, 3) coordinating project final evaluation, 4) contributing to the design of new initiatives that bring the linkage between youth, economic participation, governance/service delivery and innovation, and 5) forge partnership for the accountancy qualification initiative that benefit youth.

A. Finalize Youth Engagement Project Document: UNDP has been implementing different initiatives aiming to improve youth's employability including by improving their soft skill, networking, engagement and advocacy, and access to job and training related information. At the moment and based on the previous and current youth related initiatives and successes, UNDP is exploring new approaches aiming to optimize the effort and taking into consideration new opportunities of partnering with private sectors and the foresight of new technology that could disrupt the industry. Hence, the consultant is expected to finalize the draft of Youth Engagement Programme Document (which has already been drafted) and to explore and advise on new opportunities/strategies for UNDP on youth's socio-economic participation and empowerment.

- Review the existing draft Project Document;
- Develop a comprehensive Theory of Change for UNDP's intervention on youth and youth employment as a whole, based on the up-to-date data available and consultations with stakeholders;
- Conduct thorough gender analysis in the context of youth employment, identify key interventions to address gender issues and to empower young women, and identify entry points to mainstream gender in the programme;
- Update the Programme Results Resources Framework (RRF) with the inclusion of the updated/refined indicators (sex-disaggregated information is needed), baseline information and targets. Based on the updated Project Results Resources Framework, produce a detailed monitoring and evaluation plan which include data/variables to be collected for each output, frequency and method of data collection, and responsible agency(ies) for data collection;
- Update programme risks and issues logs as necessary;
- Review and revise the multi-year and annual work plans of the draft project document. Multi-year work plan should include a list and sequence of Outputs and Activities to be carried out by responsible agencies. The annual work plan includes more detailed quarterly work plan and detailed budget plan;
- Organize Local Programme Appraisal Committee (LPAC) and address comments received from LPAC members;
- And finalize the Project Document that includes required annexes.

B. Support and contribute to the researches on economic return on youth education and TVET and entrepreneur development:

- Work closely with identified research institution/consultants to ensure the research process is well on-track and outputs are delivered upon timeframe;
- Act as first line reviewer and provide inputs to the deliverables of the assignment when needed;
- Keep the CO and UNJP team updated on the progress of the researches.

C. Coordinate final project evaluation of Multi-Media Initiative for Youth project:

- Gathering relevant project resource documents for the evaluation process (to be carried out by International Consultant);
- Coordinate the evaluation process including developing stakeholders list for consultation, arranging meeting appointments as per the list in consultation with International Consultant, providing translation/interpretation and other logistic support if needed;
- Act as first line reviewer and provide inputs to the deliverables of the assignment;
- Coordinate post-evaluation response, including facilitating and providing advice on evaluation's management response.

D. Contribute to the design of new initiatives that bring the linkage between youth, economic participation, governance/service delivery and innovation:

- Building on new initiative developed in point A, preliminary findings from the researches and evaluation, develop 5 pages concept note for possible interventions that link youth's employment, innovation, governance and service delivery.

E. Forge partnership for the accountancy qualification initiative:

- Conduct meetings with key stakeholders particularly ICAEW Chartered Accountant qualification and the national accounting associations to explore the issues of accounting skills needed in Cambodia.
- Formulate partnership on initiative to strengthen accountancy among young school leavers (accountant) to meet the qualification demand in Cambodia.

4. Expected Outputs and Deliverables

No.	Deliverables/Outputs	Estimated Duration of Works	Target Due Dates	Review & Approval (see section 5)
1	Output 1: - A detail workplan in response to the scope of work	2 days	17 August 2018	Programme Analyst and ACD-Programme
2	Output 2: - LPAC meeting conducted and minute prepared - Revised draft Project Document on youth employment following UNDP format with inclusion of all required aspects as stated in the scope of work. The revision takes into account the comments/feedbacks received from stakeholder consultations.	3 days 20 days	30 August 2018 22 September 2018	Programme Analyst and ACD-Programme
3	Output 3: - A list of stakeholder's consultation and appointment schedule for MIY project evaluation - Field mission (interview and consultation) led by International Consultant completed	13 days	15 October 2018	Programme Analyst and ACD-Programme
4	Output 4: - Final submission of a 5 pages concept note for possible interventions that link youth's employment, innovation, governance and service delivery	7 days	25 October 2018	Programme Analyst and ACD-Programme

5	Output 5: - Concept note/ workplan developed and agreed by both UNDP and ICAEW Chartered Accountant on initiative to strengthen accountancy among young school leavers (accountant) to meet the qualification demand in Cambodia	10 days (intermittent)	Till end of December 2018	Programme Analyst and ACD- Programme
6	Output 6: - Monitoring and review of economic researches outputs with periodic progress update notes	15 days (intermittent monitoring)	Till end of December 2018	Programme Analyst and ACD- Programme
70 days				

5. Institutional Arrangement

The consultant will be under the supervision of Programme Analyst and is required to work closely with the Country Economist, Youth Employment Specialist and project implementing partners to produce the deliverables, which will be reviewed by the Programme Analyst prior to the final approval by the Head of Programmes and Results Unit. The payment can be made once the deliverables are deemed satisfactory by the Analyst and Specialist.

6. Duration of the Work

The timeframe is for 70 working days spreading over the period between 15 August and 31 December 2018. A more detailed work plan of the assignment will be further elaborated by the consultant and in discussion with UNDP.

7. Duty Station

The consultant is expected to be base at UNDP CO office with expectation travelling to project sites within Cambodia for stakeholder consultations. The travel related costs will be arranged by UNDP CO according to actual travel time.

8. Minimum Qualifications of the Individual Contractor

Education:	Master's degree in development and gender studies, economics, political science, public policy or other relevant fields.
Experiences:	<ul style="list-style-type: none"> • Minimum 5 years of relevant experiences in the field of youth or economic researches; • Experiences in designing initiative/ project; • Experiences in multi-stakeholder coordination; • Sound technical knowledge on project management, monitoring and evaluation and report writing; • Experience in results-based management (RBM);

	<ul style="list-style-type: none"> • Experience working with international development organization including the UN agencies, private and public sectors in Cambodia; • Solid experience and knowledge in institutional capacity development or organizational changes; • Ability to facilitate diverse group discussion and workshop;
Language Requirement:	Fluency in English

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

Technical Evaluation Criteria	Obtainable Score
Master's degree in development and gender studies, economics, political science, public policy or other relevant fields.	10
Minimum 5 years of relevant experiences in the field of youth, employment/ income generation, gender and governance/participation.	30
Sound technical knowledge on project management, monitoring and evaluation and report writing, experience in results-based management (RBM),	20
Experiences working with international development agencies, especially UN agencies	20
Experience in multi-stakeholder coordination and in facilitating workshop and group discussion with people from diverse background and with local communities	20
Total Obtainable Score:	100

10. Payment Milestones

The Consultant will be paid on a lump sum basis under the following installments.

N	Outputs/Deliveries	Payment Schedule	Amount to be paid (% of the total contract amount)
1	Upon satisfactory completion of output no. 1 and 2	30 September 2018	35%
2	Upon satisfactory completion of output no. 3 and 4	30 October 2018	30%
3	Upon satisfactory completion of output no. 5 and 6	31 December 2018	35%

11. Annexes

UNDP Sample Project Document

12. Approval

Signature:

Name:

Rany Pen

Title/Unit/Cluster:

Programme Unit

Date:

13 Jul 2018