

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

89202_Co-Facilitator(s) for the UN Youth Volunteers APT Course in Bonn, Germany

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| Title of Consultancy: | Trainer(s) – UN Youth Volunteers Assignment Preparation Training |
| No. of required Consultant: | 3 Consultant |
| Consultancy Level: | Junior Specialist |
| Duty Station: | Work from home with 3 trips to Bonn, Germany |
| Period of assignment/services: | Up to 21 working days over 6 months |
| Estimated start date: | 01 Oct 18 |

1. BACKGROUND

The United Nations Volunteers (UNV) programme is the UN organization that contributes to peace and development through volunteerism worldwide. Volunteerism is a powerful means of engaging people in tackling development challenges, and it can transform the pace and nature of development. Volunteerism benefits both society at large and the individual volunteer by strengthening trust, solidarity and reciprocity among citizens, and by purposefully creating opportunities for participation. UNV contributes to peace and development by advocating for recognition of volunteers, working with partners to integrate volunteerism into development programming, and mobilizing an increasing number and diversity of volunteers, including experienced UNV volunteers, throughout the world. UNV embraces volunteerism as universal and inclusive, and recognizes volunteerism in its diversity, as well as the values that sustain it: free will, commitment, engagement and solidarity.

UNV developed a global Youth Volunteer Programme. The programme aims to facilitate the engagement of youth in global peace and sustainable human development through volunteerism, bringing the voice of youth into the development discourse and helping young people to realize their full social, economic and human potential. In the context of this programme, the UN Youth Volunteer modality was established, giving young people aged 18 to 29, with little or no professional experience, the opportunity to serve for up to two years as UN Youth Volunteers with UN agencies in the field.

UN Youth Volunteer Learning

Learning and development are a central part of UN Youth Volunteer assignments. Before, during and after the service in the field, UN Youth Volunteers should have diverse opportunities for learning and development. These opportunities would strengthen the volunteer's skills and competences, improve quality of the assignment and keep the volunteer's motivation high. As such, in addition to UNV's standard pre-assignment briefing, each UN Youth Volunteer, national or international, will need to undergo a group, face-to-face assignment preparation training, to take place just before or in the beginning of the assignment.

A standard curriculum for the UN Youth Volunteer Assignment Preparation Training (APT) has already been developed and is available at this link: <http://goo.gl/9ODbLO>. The standard curriculum includes six modules (Introduction to the UN Youth Volunteer programme; Youth Participation and Volunteerism; Identity and

Inclusion; Living and Working in a cross-cultural environment; Learning, personal and professional development; Peer Support and Knowledge Sharing), for which learning objectives are set and methodology proposed. The curriculum should be adapted to the context of the UN Youth Volunteer assignments.

2. Description of Responsibilities (scope of the work)

This Procurement Notice is for UNV to recruit trainer(s) to deliver 3 trainings in Bonn 1) from 8-11 Oct, 2) 23-26 Oct 2018, and 3) 18-21 Feb 2019. For each workshop, trainers are expected to arrive in Bonn a day before the training is scheduled to take place and leave the day after the training finishes. The hotel accommodation including breakfast for 5 nights plus lunches will be provided by UNV.

The Trainer(s) will work directly with the learning specialist for UN Youth Volunteers and the learning manager at the UNV Headquarters.

For each workshop a 4-days Training will be delivered to 1 group of UN Youth Volunteers (approximately 60 participants/training) and will take place in Bonn, Germany. Other 3 working days will be needed for preparation and evaluation of the course.

In order to achieve the objective, we consider that the Trainer should:

- Work together with UNV to get a clear understanding of the expected training outcomes;
- Use the content and methodology proposed in the existing UN Youth Volunteer Assignment Preparation Training Manual, adapting it to local contexts and needs;
- Deliver the standard face-to-face training to groups of volunteers, based on the existent curriculum and manual; Evaluate training quality and short-term impact;
- If needed, develop specific tools that enable an efficient and effective delivery and assessment of the curriculum (including baseline information);
- Provide UNV with a brief report after the training course delivered

3. Duration of the assignment:

Up to 21 working days over 6 months, 3 trips to Bonn (preparation 2 w/d, delivery 4 w/d, evaluation 1 w/d).

The assignment will be home based and Bonn, Germany. It is anticipated to have 4 working days in Bonn each trip and 9 working days home-based for a total of up to 21 days over 6 months. The consultancy is expected to begin around 1st October 2018 and finish on 31 March 2019.

| # | Country/City | Total No. of Trips | Total No. of WDs |
|---|---------------|----------------------|------------------|
| 1 | Home-based | None | 9 |
| 2 | Bonn, Germany | 3 trips- 4 days each | 12 |
| | Total | 3 | 21 |

4. Competencies

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNV;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

Functional Competencies:

- Relevant knowledge of and experience in modern training principles and techniques;
- Knowledge and experience in training youth and volunteers;
- Ability to adapt training content to local needs;
- Awareness of youth volunteerism with its diverse manifestations and cultural settings;
- Proven track record of effective training delivery, such as training impact analysis;
- Flexibility, ability to work under pressure and meet strict deadlines and prioritize multiple tasks;
- Demonstrated willingness to work as part of a team in a multicultural environment;
- Ability to meet deadlines and prioritize multiple tasks;
- Knowledge and experience with international organisations and their youth volunteer learning approaches would be a distinct advantage;
- Knowledge of UN agencies and their learning approaches would be an asset.

5. Qualifications and Previous Experience:

a. Education

University degree in education, organizational development, psychology, law, international relations and/or social sciences.

b. Experience

Minimum 5 years of experience in:

- delivering training to youth, volunteers or young volunteers, in intercultural settings and preferably in development or humanitarian/peace contexts;
- evaluating the impact of the training delivered.

Experience in working with disadvantaged youth and knowledge of UN agencies and programmes (especially UNV) and their learning approaches would be assets.

Former UN Volunteers, with the required training experience, are highly encouraged to apply.

c. Language requirement

Fluency in English is a must. Ability to work in a second language (French, Spanish, Arabic, Chinese, Russian or Portuguese) is highly desirable.

6. Application procedure:

1. Technical Proposal:

Interested candidates are advised to carefully review this ToR and ensure that they meet the requirements and qualifications described above. Applications should contain:

1. A brief **cover letter**, including a short summary of relevant qualifications and related experience.
2. Signed Template Confirmation of Interest and Submission of Financial Proposal (Please use Annex-2)
3. **CV**, latest personal CV, including experience from similar projects, and email, telephone and any other contact details for references. Please include Contact details for 3 references.

Incomplete applications will not be considered. Please make sure you provide all requested materials. All documents should be scanned and attached in pdf format document.

2. Financial Proposal:

- **A Financial Proposal:** Offeror's letter to UNDP confirming Interest and Availability. The financial proposal shall consist of all-inclusive lump sum in USD for the whole duration of the contract period, which shall include the consultancy fee, cost of travel (excluding the hotel accommodation and meals provided by UNV). The financial proposal should indicate clearly a breakdown of cost.

3. Travel:

- All envisaged travel as per the ToR shall be included in the financial offer Annex-2.

7. Criteria for Selection of the Best Offer

The selection of the best offer will be based on the combined scoring method – where the Technical criteria will be weighted – 70% and combined with the price offer which will be weighted 30%.

The offer will be evaluated based on the following methodology:

Only candidates obtaining a minimum of 70 points in the technical evaluation will be considered for the Financial Evaluation.

| Relevance and responsiveness of candidate's experience and qualification based on submitted documents*: | | | | Max. Point 100 | Weight |
|---|---------------------------------|---|----|-------------------|--------|
| Technical | 1 | Education | 20 | 100 Points | 70% |
| | 2 | Experience working with Youth | 20 | | |
| | 3 | Training experience | 30 | | |
| | 4 | Experience working with UNV, or UN organization | 30 | | |
| Financial | <u>Lowest Offer / Offer*100</u> | | | | 30% |
| Total Score = (Technical Score * 0.7 + Financial Score * 0.3) | | | | | |

**Please refer to clause 5 "Qualifications and Previous Experience"*