



TERMS OF REFERENCE **FOR INDIVIDUAL CONTRACT**

POST TITLES: Regional Youth Empowerment, Innovation and Engagement Specialist
(International Consultant)

AGENCY/PROJECT NAME: Governance and Peacebuilding Team, UNDP
Bangkok Regional Hub

COUNTRY OF ASSIGNMENT: Bangkok and with regular travels outside of Thailand

A. Project Title

Youth Co:Lab, Regional Youth Project on Leadership, Innovation and Entrepreneurship

B. Project Description

The global development challenges have become increasingly interrelated, requiring us to take interdisciplinary approaches and seek non-linear solutions. Important development trends like automation, urbanization, climate change, and inequality pose significant challenges on our path to achieve the 2030 agenda of the Sustainable Development Goals (SDGs). These transformations happening against the background of the Fourth Industrial Revolution (4IR) are questioning our traditional approaches to program development, design and delivery.

At the same time, approximately 300 million young people are either unemployed or underemployed in the region. This means nearly half of the 700 million young people in Asia and the Pacific face economic insecurity. In addition, many young people are left out of decision-making processes, further contributing to their marginalization and exclusion.

Given that 6 out of every 10 youth in the world are found in Asia-Pacific, investing in youth in the region becomes paramount if we are to accelerate the achievement of the sustainable development goals. In many countries, young people are also active in the public sphere, contributing to their communities in innovative ways, taking part in public debates and discussions, establishing social enterprises and claiming a space as stakeholders in the development processes that affect them, their communities, and their countries.

If we are to address the issue of youth empowerment, we can no longer afford to follow traditional approaches in designing effective empowerment tools, strategies and capacities.

UNDP's Regional Youth Project on Leadership, Innovation and Entrepreneurship, Youth Co:Lab, is looking to reimagine the design and delivery of youth empowerment by implementing innovative approaches in development. As it strives to support countries to design effective solutions and to tackle the complex development challenge of empowering youth across the region and accelerate action on the progress to achieve the SDGs, it must integrate the functions of programming, policy research, systems design thinking, innovation, communications and advocacy to scale the impact of Youth Empowerment across the region.

C. Scope of Work

The consultant will work under the overall guidance and coordination of the UNDP BRH Programme Specialist on Youth and Civil Society.

Summary of Key Functions:

Given the interdisciplinary nature of the incumbent's role, the following key functions will together consolidate the role:

1. Policy Research and Strategy Development
2. Programme Delivery and Support
3. Innovation and Future of Work
4. Communications, Advocacy and Engagement

1. Policy Research and Strategy Development

- Conduct analysis of data, case evidence and research findings to distill relevant lessons in support of policy and strategy development;
- Provide strategic support in the development of guidance in the youth empowerment area, and related tools for the implementation of regional policy standards, including the UNDP Youth Strategy;
- Identify potential new research areas for commissioning on youth empowerment focusing on demands and gaps at the country level.

2. Programme Delivery and Support

- Provide technical guidance in preparing initial drafts of reports that responds to country office needs, including through the provision of capacity building and backstopping;
- Manage the design of integrated multidisciplinary approaches, to respond to programming needs;
- Coordinate the implementation of joint youth development initiatives at the regional and country levels with relevant UN entities, such as ILO, UNIDO, UNCDF, UNESCO, UNWOMEN, and others;

3. Innovation and Future of Work

- Provide market intelligence for the future of Work for Youth including Horizon scanning of the future trends emerging in the age of Fourth Industrial Revolutions;
- Proactively explore and identify approaches for government and other partners stakeholders in the innovation ecosystem to take to harness opportunities and be fit for challenges stemming from the Fourth Industrial Revolution, urbanization, aging society, climate change, etc;
- Support identification of future skills required for youth, both for in-house development and attraction through networking;
- Explore approaches stakeholders in the system take to scale learning and knowledge sharing across their respective organizations.

4. Communications, Advocacy and Engagement

- Devise a clear communication and engagement strategy to advocate for the youth empowerment agenda
- Oversee all social media campaigns, digital outreach and engagement efforts
- Draw out a media investment plan for maximum reach and engagement
- Ensure quality assurance on all communication products
- Work closely on key regional events for the program

D. Expected Outputs and Deliverables

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

1. Develop a policy guidance framework that documents the gaps in the current policy standards and narratives in the area of youth empowerment and sets the tone for future policy interventions in the face of the Fourth Industrial revolution.
2. Document an integrated multidisciplinary approach, in response to implementing the youth economic empowerment mandate and defining the scope of the service line.
3. Design the framework and service line for serving the mandate of future of work, in integration and alignment with the UNDP value proposition and in co-ordination with respective UNDP focal points, COs and private sector partners.
4. Devise and implement a communication, advocacy and engagement strategy for the youth empowerment agenda and drive impactful digital campaigns.
5. Support BRH Youth Unit on Innovation activities including helping to roll-out Government Innovation Labs

E. Institutional Arrangement

The consultant shall work under the overall guidance and report regularly to the Programme Specialist on Youth and Civil Society, UNDP Bangkok Regional Hub, and work in close collaboration with the UNDP Country offices and other key parties.

F. Duration of the Work

The Consultant is expected to commit, a full time basis, to a period of 1 July 2019 to 31 December 2020, up to a maximum of 371 working days over the contract period.

G. Duty Station

The duty station is Bangkok-based with regular travels outside of Thailand in Asia and the Pacific region.

The consultancy will be managed by the UNDP Bangkok Regional Hub. The Consultant's presence is required at UNDP Bangkok Regional Hub premises to work very closely with Youth Advisor. The consultancy's travel will be managed by the UNDP Bangkok Regional Hub. Travels will be expected in relation to the national dialogues and required prior approval

H. Qualifications of the Successful Individual Contractor

The assignment will be contracted to a consultant with experience in the substantive area and knowledge of communication skills. The contractor should possess the following expertise and qualifications:

Qualifications:

- Master's degree in development, international relations, journalism or related fields

Experience/Required Skills:

- Possess 7-9 years of relevant experience in the youth agenda, private sector work, marketing communications;
- Working knowledge and experience in the area of digital media investment, strategy and planning;
- Possess extensive experience in reporting, writing and editing highly complex strategy documents;
- Working knowledge of UN principles, SDGs and international development in Asia and the Pacific;
- Working knowledge of the private sector;
- Strong communication, digital and data analytics skills
- Demonstrate the ability to showcase cross-disciplinary and cross-functional experience and expertise.

Language Requirement:

- Native level of written English

Competencies:

- Demonstrate/safeguarding ethics and integrity;
- Demonstrate corporate knowledge and sound judgment;
- Self-development, initiative-taking;

- Acting as a team player and facilitating team work;
- Facilitating and encouraging open communication in the team, communicating effectively;
- Learning and sharing knowledge and encourage the learning of others;

I. Scope of Price Proposal and Schedule of Payments

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.

J. 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 and at least three (3) professional references;
- **Financial Proposal** that indicates the all-inclusive daily fee rate, fixed total contract price, supported by a breakdown of costs, as per template provided (in USD currency)

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

K. 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: Relevance of education background (10 points)
- Criteria 2: Possess experience of working in the private sector (20 points)
- Criteria 3: Possess experience of working on digital platforms, products, services (10 points)
- Criteria 4: Hold 7-9 years of relevant experience in the youth agenda, private sector work, marketing communications cross-disciplinary, cross-functional work experience (20 points)
- Criteria 5: Have working knowledge of UN principles and system (10 points)

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

There is a possibility for an interview. Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be invited for an interview.

Shortlisted candidates shall be called for an interview which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.

The interview will be given a maximum of 30 points (30%). When combined with the technical review of 70 points (70%), only candidates who pass 70% of technical and interview evaluation will be evaluated further.

For those passing technical and interview evaluation above, offers will be evaluated per the Combined Scoring method:

- a) Technical and Interview (70%)
- b) Financial evaluation (30%)

Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.