



TERMS OF REFERENCE **FOR INDIVIDUAL CONTRACT**

POST TITLES:	Youth Startup Support Coordinator (International Consultant)
AGENCY/PROJECT NAME:	UNDP Bangkok Regional Hub, Governance and Peacebuilding
COUNTRY OF ASSIGNMENT:	Home based with travel to some countries in Asia and the Pacific region

A. Project Title

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

B. 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 the challenges of extreme poverty and climate change but brimming with economic dynamism and a young 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 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, the UNDP Bangkok Regional Hub and 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 expert to support the youth startup support coordinator activities.

C. Scope of Work

The expert is expected to assist the following activities in completing the assignments:

Startup Support and Account Management:

- Conduct need assessment interviews and surveys with Regional Youth Springboard participants and draft a workplan to provide necessary support based on key demands;
- Identify various support platforms which are available to promising startups through the consultation with Youth Empowerment Alliance and other key partners across the region;
- Provide mentoring, coaching and account management support to promising startups in a regular basis (bi-weekly is preferred);
- Support to develop a matchmaking platform between the startups and ecosystem partners (Youth Empowerment Alliance);
- Facilitate and broker investment support to youth startups (grants, angel investments, incubation and acceleration programmes, impact investments, corporate investments etc.);
- Support to improve sustainability and health of the startups (financial, HR, customer acquisitions, business development, legal etc.);
- Draft reports based on the success stories of mentoring support to youth startups and recommendations to further improve the programme;

Project Management 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 manager and project coordinator;

Partnership Management Communications:

- Support 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.

D. Expected Outputs and Deliverables

The Youth Startup Support Coordinator is expected to work towards the following workplan and timelines to achieve the stated outputs:

Deliverables/Outputs	Deadline
1. Finalized workplan to support the most promising startups (20-30 startups) of Youth Co:Lab Springboard programme (based on a need assessment survey and consultation with Youth Empowerment Alliance of Youth Co:Lab)	31 July 2019
2. Provide mentoring and account management support to promising startups as a key component of the regional springboard programme (mentoring and account management support to minimum 20 startups) (15 June to 15 Sept.)	15 September 2019
3. Provide mentoring and account management support to promising startups as a key component of the regional springboard programme (mentoring and account management support to minimum 20 startups) (15 Sept. to 15 Dec.)	15 December 2019
4. Finalized Report capturing the impacts of the mentoring programme on promising startups and recommendations for further improvement of the programme	15 December 2019

E. Institutional Arrangement

The expert 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.

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

F. Duration of the Work

In accordance with the requirements above, the expert is expected to commit to a maximum of 90 working days for a period of 1 July 2019 to 31 December 2019.

G. Duty Station

The contract is a home based. **Travels to project sites and/or attend the events relevant to the project in the Asia-Pacific region are expected** under the authorization of the Youth Team Leader. Travel expenses (ticket, living allowance and local transport) shall be assigned and approved prior to travel and reimbursed after trips completed as per UNDP rules and regulation.

H. Qualifications of the Successful Individual Contractor

The expert should possess the following expertise and qualifications:

Education:

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

Experience and required skills:

- Five years of relevant experience in the field of Youth and Innovation;
- Prior experience in providing support to startups through mentoring, coaching and facilitating investments (angel investments, impact investment, etc.);
- Understanding of youth work and innovation methodologies is essential (including expertise in managing co-working spaces, implementing incubation and accelerator programmes, etc.);
- 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

Language:

- Good command of English, written and oral.

Competencies:

- 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.

I. Scope of Price Proposal and Schedule of Payments

Expert must send a **financial proposal based on Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, living allowance and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- First instalment (20%): upon satisfactory completion of the 1st deliverable
- Second instalment (30%): upon satisfactory completion of the 2nd deliverable
- Third instalment (30%): upon satisfactory completion of the 3rd deliverable
- Fourth instalment (20%): upon satisfactory completion of the 4th deliverable

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

Interested candidates must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- Duly accomplished **Letter of Confirmation of Interest and Availability and Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (in USD currency) 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;
- **Brief Description of Approach to Work**

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

K. Criteria for Selection of the Best Offer

Evaluation Method and Criteria

Individual consultant 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; (10 points)
- Criteria 2: Proven relevant work experience in the field of Youth and Innovation (10 points)
- Criteria 3: Prior experience in providing support to startups through mentoring, coaching and facilitating investments (angel investments, impact investment, etc.) (20 points)
- Criteria 4: Understanding of youth empowerment work and innovation methodologies (including expertise in managing co-working spaces, implementing accelerator programmes, etc.) (20 points)
- Criteria 5: Relevant Experience in Asia-Pacific region (10 points)

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

L. Annexes to the TOR

N/A