

## TERMS OF REFERENCE

<b>Location</b>	Honiara, Solomon Islands
<b>Application deadline</b>	August 21, 2019
<b>Type of Contract</b>	Individual Contractor
<b>Title</b>	Youth private sector engagement officer
<b>Post Level</b>	National Consultant
<b>Languages required:</b>	English and Pidgin
<b>Duration of Initial Contract:</b>	5 months

## BACKGROUND

UNDP in Solomon Islands is always looking for innovative ways to engage in its programmes. Very recently UNDP Solomon Islands received funding from the Country Investment Fund to develop a co-working space for young people in Honiara, it is a 16 months project and will be piloted in Honiara.

This space will envisage to be a learning hub, fitted with computers and open spaces for learning/trainings. A detailed training package will be tailored depending on needs assessment of young people in Honiara. In this regard, UNDP in Solomon Islands is looking for a Youth private sector engagement officer who will be working closely under the direct supervision of the Team Leader Inclusive Growth portfolio. The incumbent will manage and oversee the running of the lumi Waka Hub. Includes but not limited to strategic planning, implementation of the project [lumi Waka Hub], resource mobilize for the longevity of the space and ensure private sector engagement in working with young people who are accessing services from the lumi Waka hub.

At the National youth policy launch on 22 August, 2018 Prime Minister Rick Hounipuela, highlighted the imminent time bomb that the country is faced with, a very youthful population. About 70% of the country's population is in the youth age range as stipulated in the national youth policy. The youth engagement project aims to engage marginalized youths in Honiara. Capture youths that were not able to continue with their education to become social entrepreneurs, working on identified ideas from their social environments.

The youth unemployment rate in the Solomon Island is 45.9% of the total labor force (source; ILO). Access to vocational trainings and non-formal education is limited. This situation is identified by many as a destabilization factor to the country's peace consolidation efforts after the departure of the regional assistance mission. Therefore, it is critical to address this issue. UNDP in the Solomon Islands together with the regional Youth Co-lab initiative has rolled out the country's first ever peacebuilding innovation programme, which culminated into the national innovation summit in 2017. The project will fill in an important gap that currently exists in this space by bringing various partners and resources together to design a comprehensive package of solutions for the youth. It will be complementing the work already done in empowering young people to be innovators and will support the post summit

efforts to turn the business ideas into action. Along with the rest of the world, the Pacific adopted the 2030 Agenda and the Sustainable Development Goals (SDGs) at the United Nations General Assembly in September 2015. There are 17 ambitious SDGs with accompanying targets and indicators designed to help countries end poverty, protect the planet, and ensure prosperity for all. Achieving the SDGs will be a truly global effort, requiring new approaches, increased financing and partnerships promoting cooperation and participation by all sectors of the community. The private sector's ability to create sustainable, innovative, and scalable market solutions to address the world's problems is fundamental to SDG achievement and attainment globally, and in the Pacific region. While there is an increasing awareness on SDGs within the private sector, there is a demand for practical and tailored guidance and directions highlighting how they can contribute to and benefit from SDGs. The G20 Framework succinctly summarizes this idea: "For private capital and innovation to flow towards advancing the Agenda 2030 and the Sustainable Development Goals (SDGs), societies will have to structure incentives that simultaneously advance business and development."

## DUTIES AND RESPONSIBILITIES

### Scope of Work

Under the direct supervision of the Team Leader Inclusive Growth, who has responsibility for youth engagement work at the UNDP country office, the youth private sector engagement officer will play a key role in the delivery of the new youth entrepreneurship project, specifically this will include:

- Build and nurture partnerships, particularly with the private sector, to identify future opportunities and support SDG advocacy.
- Liaise with project implementing partners and staff members, including the Ministry of Commerce, Industries Labor and Immigration, Solomon Islands Chamber of Commerce and Industry, and interested donor partners and projects.
- Identify and encourage local entrepreneurs to volunteer time as part of the project to support and mentor aspiring young entrepreneurs.
- Think creatively and pro-actively to identify and address emerging problems to ensure timely and efficient delivery of the project.
- Working with the Country Manager and Inclusive Growth Unit Team Leader to make timely, flexible decisions to ensure that project objectives are achieved.
- Support efforts to secure additional resources to scale up the initiative beyond initial funding currently secured.

### Expected Outputs and Deliverables

- Co-working space for aspiring entrepreneurs created in partnership with the Ministry of Commerce, Industries, Labor and Immigration.
- Youth-start-ups established with project support, including use of the co-working space, innovation centre, and/or receipt of initial start-up capital.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment.

Expected outputs /deliverables	Payment milestones	Deadline
<p><b>Deliverable 1</b></p> <ol style="list-style-type: none"> <li>1. Facilitate 1 Innovative challenge in August.</li> <li>2. Coordinate 3 SISBEC training</li> <li>3. 1 RISE training</li> <li>4. Daily strategic management of the hub and dialogue with youth stakeholders</li> <li>5. Identify potential young entrepreneurs who can form cohort for RISE programs and incubator program; send out EOI, finalize confirmed participants</li> <li>6. Reporting</li> <li>7. Assist with Facebook page and media visibility</li> <li>8. Other tasks as directed by the UNDP Country Manager and Inclusive Growth Team leader</li> </ol>	20%	September 30, 2019
<p><b>Deliverable 2</b></p> <ol style="list-style-type: none"> <li>1. Facilitate one innovative challenge</li> <li>2. Coordinate 3 SISBEC training</li> <li>3. 1 RISE training</li> <li>4. Daily strategic management of the hub and dialogue with youth stakeholders</li> <li>5. Seed funding EOI</li> <li>6. Reporting</li> <li>7. Assist with Facebook page and media visibility</li> <li>8. Other tasks as directed by the UNDP Country Manager and Inclusive Growth Team leader</li> </ol>	20%	October 30, 2019
<p><b>Deliverable 3</b></p> <ol style="list-style-type: none"> <li>1. Facilitate one innovative challenge</li> <li>2. Coordinate 2 SISBEC training</li> <li>3. 1 RISE training</li> <li>4. Daily strategic management of the hub and dialogue with youth stakeholders</li> <li>5. Organize and facilitate one incubator training</li> <li>6. Seed funding</li> <li>7. Reporting</li> <li>8. Assist with Facebook page and media visibility</li> <li>9. Other tasks as directed by the UNDP Country Manager and Inclusive Growth Team leader</li> </ol>	20%	November 30, 2019

<b>Deliverable 4</b> <ol style="list-style-type: none"> <li>1. Coordinate 1 SISBEC training</li> <li>2. Reporting</li> <li>3. Daily strategic management of the hub and dialogue with youth stakeholders</li> <li>4. Assist with Facebook page and media visibility</li> <li>5. Other tasks as directed by the UNDP Country Manager and Inclusive Growth Team leader</li> </ol>	20%	December 30, 2019
<b>Deliverable 5</b> <ol style="list-style-type: none"> <li>1. Daily strategic management of the hub and dialogue with youth stakeholders</li> <li>2. Reporting</li> <li>3. Assist with Facebook page and media visibility</li> <li>4. Other tasks as directed by the UNDP Country Manager and Inclusive Growth Team leader</li> </ol>	20%	January 30, 2019
<b>Institutional Arrangement</b> <ul style="list-style-type: none"> <li>• The incumbent will directly report to the Team Leader Inclusive growth, in close collaboration with the UNDP Country Manager. The lumi Waka hub is a partnership between UNDP and the Solomon Islands Ministry of Commerce, Industries. Reports on project progress will be shared PS MCILI.</li> <li>• Progress reporting is done on a monthly basis, at the end of the month before deliverable payments are released. Reports are submitted to the Team Leader Inclusive Growth.</li> <li>• The incumbent is expected to work closely with the private sector to ensure support for youth work. Work closely with MCILI, SICCI, Strongim Bisinis, and donors to collaborate on activities.</li> <li>• The incumbent will oversee overall strategic management of the lumi Waka Hub.</li> </ul> <b>Duration of the Work</b> <ul style="list-style-type: none"> <li>• Contract for a duration of five months from the date of contract signing.</li> </ul> <b>Duty Station</b> <ul style="list-style-type: none"> <li>• UNDP Honiara office and lumi Waka hub.</li> </ul>		

## COMPETENCIES

<ul style="list-style-type: none"> <li>• Strong interpersonal and communication skills;</li> <li>• Strong analytical, reporting and writing abilities skills;</li> <li>• Openness to change and ability to receive/integrate feedback;</li> <li>• Ability to plan, organize, implement and report on work;</li> <li>• Ability to work under pressure and tight deadlines;</li> <li>• Comprehensive knowledge of youth work in Solomon Islands</li> <li>• Proficiency in the use of office IT applications and internet in conducting research;</li> <li>• Outstanding communication, project management and organizational skills;</li> <li>• Excellent presentation and facilitation skills.</li> <li>• Demonstrates integrity and ethical standards;</li> </ul>
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- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

## REQUIRED SKILLS AND EXPERIENCE

### **Educational Qualifications:**

- Minimum of Diploma in Business, Youth Studies or a higher education.

### **Experience**

- Preferably with 3 plus years in business, social entrepreneurship with youths in the informal economy.

### **Language requirements**

- Fluency of English and pidgin language is required;

### **Price Proposal and Schedule of Payments**

Consultant 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, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will 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:

- Deliverable 1: 20% of total contract amount
- Deliverable 2: 20% of total contract amount
- Deliverable 3: 20% of total contract amount
- Deliverable 4: 20% of total contract amount
- Deliverable 5: 20% of total contract amount

### **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 (Maximum 70 points)**

- Criteria 1 Relevance of Education – Max 20%
- Criteria 2 Relevance of experience in area of specialization (Youth work, project management, social entrepreneurship)– Max 30%

- Criteria 3 Special skills, Language, etc.- Max 10 %
- Criteria 4 Functional competency – Max 10% points

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

#### Documentation required

Interested individual consultants 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:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **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**, as per template provided in Annex II. Note: National consultants must quote prices in United States Dollars (USD).

Incomplete proposals may not be considered.

#### Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

For any clarification regarding this assignment please write to [procurement.sb@undp.org](mailto:procurement.sb@undp.org)

Terms of reference approved by \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_ 2019

Terms of reference developed by \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_ 2019