

TERMS OF REFERENCE

Consultancy Services for Development of Project Document for the Youth Employment Programme (YEP) Phase 2

A. PROJECT TITLE

The Samoa One United Nations Youth Employment Programme (YEP) - Phase 2

B. BACKGROUND:

The One-UN (Samoa) Youth Employment Programme (1UN-YEP) was a response by the United Nations Country Team to the request from the Government of Samoa to address the youth unemployment. The specific objective of the YEP was to develop the knowledge and skills required for entry into the labour market, and to provide young women and men with additional support services needed to secure decent work opportunities in either the formal wage employment or in micro and small businesses, which are organized and managed in a largely non-formal manner.

Based on the One UN Model, the programme was designed approach to address specific labour market constraints on the supply- and demand-side, and to ensure that youth have access to the information and other supporting services they need in order to access employment opportunities. Youth Employment Programme (YEP) was initially planned to be implemented from June 2015 to December 2017. However, it was extended till June 2019 as recommended in the Mid- Term Evaluation Report.

Following were the 3 key outputs of the One-UN YEP:

1. A technologically enabled 'Youth Employment Network' provides youth with information and employment services that facilitates their successful entry to the labour market.
2. Youth have the knowledge and skills required to access employment opportunities created by climate change adaption strategies and within the local economic development value chains relating to agriculture, creative industries and community-based tourism.
3. Youth-led micro- and small businesses are strengthened as a result of tailored and comprehensive support services, which include policies, strategies and dialogue that facilitate an enabling environment for the growth of micro- and small businesses and enhance the protection for youth through the legal empowerment of the informal economy.

The One UN Youth Employment Project saw many successes over the last four years, however unemployment for youth in Samoa remains high and continues to be a critical challenge to the nation. The United Nations Samoa MCO aims to design and implement a second phase of the Youth Employment Programme, building on the lessons learned of phase one and creating new and innovative strategies to tackle Youth Unemployment in Samoa.

PURPOSE:

UNDP is seeking a consultant to develop a project document for the Samoa One United Nations Youth Employment Programme – Phase 2.

The consultant will be required to have considerable experience in the conceptualization and design of development projects, strong analytical writing skills and a good foundation in monitoring and evaluation. He/she will have experience working with a range of private sector, government and international development partner and demonstrated skills in developing and defining programme budgets. The consultant must also be able to integrate input from key stakeholders and outline linkages between a range of stakeholder interests and the key pillars under the project.

C. SCOPE OF WORKS:

- Work closely with the UNDP Governance Team and YEP Project Management Unit to develop a substantial project document utilising the UNDP project document format, building upon the YEP Terminal Evaluation Report and the YEP Initiation Plan.
- Design a Results Framework, Monitoring and Evaluation Plan, and a Management and Coordination Plan to be incorporated into the Project Document.
- Conduct consultations with relevant government stakeholders, civil society groups and private sector entities and identified potential project partners and designate roles and responsibilities for implementing partners.
- Conduct consultations with relevant stakeholders to analyze youth are integrated in to project activities.
- Gather and analyse data to be incorporated into baselines and indicators for the proposed project activities.
- Ensure synergies between project document and UNDP Strategic Plan 2018 - 2021, UN Pacific Strategy 2018 – 2021, Sustainable Development Goals, Strategy for the Development of Samoa, Samoa National Action Plan on Youth Employment.
- Ensure that a detailed budget is created in compliance with UNDP project financial requirements.
- Ensure all project partners are engaged and their input is reflected in the project document.
- Provide fortnightly updates in the form of a half page brief to the Head of Governance.

D. EXPECTED OUTCOMES AND DELIVERABLES:

The consultant will deliver the following outputs to UNDP:

Deliverable	Weighting % and Expected Due Dates of Deliverables	Due Dates	AMOUNT IN USD TO BE PAID AFTER CERTIFICATION BY UNDP OF SATISFACTORY PERFORMANCE OF DELIVERABLES
<p>Upon approval and certification by UNDP of the Inception Report:</p> <p>A detailed work plan; Outlining the methodology and project timeline for the deliverables (This should include any research to be conducted for baselines and indicators, stakeholder consultations and focus group discussions);</p>	10%	07 October 2019	xxxx
<p>Upon approval and certification by UNDP of the Report:</p> <p>A document summarizing the output of Stakeholder consultations to be fed into the project document;</p>	20%	21 October 2019	xxxx
<p>Upon approval and certification by UNDP of the Report:</p> <p>A Draft Project Document inclusive of power point to be presented to Local Project Appraisal Committee;</p>	40%	4 November 2019	xxxx
<p>Upon approval and certification by UNDP of the Report:</p> <p>Final Project Document incorporating recommendations from LPAC and UNDP.</p>	30%	18 November 2019	xxxx
TOTAL	100%	30 days	USDXXX

E. DURATION OF THE WORK:

The services of the consultant to deliver the outputs will start from 1st October 2019, and to be completed with submission of a final report no later than 30th November 2019.

It is expected that the maximum number of working days is 30 days through to November 2019.

F. LOCATION:

Samoa and Home Based. The consultant is expected to travel to Samoa for a minimum of 1 trip during the contract period.

G. COMPETENCIES:**Corporate competencies:**

- Demonstrates integrity by modelling the UNDP and GoS (Government of Samoa)'s values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP and GoS.;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Knowledge management and learning

- Shares knowledge and experience;
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

Development and operational effectiveness

- Ability to perform a variety of specialised tasks related to administrative supports, including project data management support, reporting, and logistics for project implementation;
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems;
- Ability to provide input into delivery and format of educational materials, extensive knowledge of media and internet-based communication formats

Leadership and self-management

- Focuses on result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humoured even under pressure;
- Demonstrates openness to change and ability to manage complexities;
- Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment.

H. RECRUITMENT EXPERIENCE AND QUALIFICATIONS:

Educational Qualification	<ul style="list-style-type: none">• Masters degree in political science, development studies, economics, public administration or related field;
Experience:	<ul style="list-style-type: none">• At least 7 years of professional experience in project design, project/programme Management.• Strong technical knowledge on youth employment and labour markets in Samoa.• A proven track record of work related to project design, monitoring and evaluation.• Excellent organizational skills; Strong analytical, research, data gathering, writing and communication skills;• Fluency in English and strong interpersonal and communication skills;• Prior experience working with UNDP or another UN agency an asset• Have sound experience in managing and establishing projects in the Pacific;• At least 5 years' experience in community engagement and consultation in the Pacific;• At least 5 years' experience in liaising with national governments in the Pacific;
Language requirements:	<ul style="list-style-type: none">• Good written and communications skills in English required;• Knowledge of Samoan a bonus.

I. EVALUATION AND CRITERIA

The applicants 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:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

*** Technical Criteria weight 70%**

*** Financial Criteria weight 30%**

Only candidates obtaining a minimum of 70% of the total technical points (49 points) would be considered for the Financial Evaluation. *Interviews may be conducted as part of technical assessment for shortlisted proposals.*

Technical Proposal: 70 marks

- Technical Approach & Methodology (40 marks)
 - i. This explains the understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. The Applicant should also explain the methodologies proposed to adopt, highlight the compatibility of those methodologies with the proposed approach and provide an indicative work plan and total budget.
 - ii. The candidate is required to propose the breakdown of cost by deliverables (section B). This will include a breakdown of the total project costs (including not only the costs of the Individual Consultant, but also anticipated costs that will be covered directly by Government including the local operator, project coordinator, Cash for Work, reforestation etc. to implement this activity) as part of the implementation plan.
- Qualification and Experience (30 marks) **[evaluation of CVs for shortlisting]**
 - i. Education (7.5 marks);
 - ii. At least 7 years' experience Project Design/Project Management (7.5 marks);
 - iii. Have sound experience in managing and establishing projects in the Pacific (5 marks);
 - iv. Have experience youth employment or labor markets (5 marks);
 - v. At least 5 years' experience in community engagement and consultation in the Pacific and in liaising with national governments in the Pacific (5 marks);

Financial Proposal: 30 marks

The financial proposal should follow the UNDP template provided. The Individual 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 and other related

cost and any other applicable cost to be incurred by the Individual Consultant (IC) in completing the assignment.

The method of payment is output-based lump-sum scheme.

The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR in USD for the contract period.

NOTE: 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 UNDP and the Individual Consultant, prior to travel and will be reimbursed.

J. Recommended Presentation of Proposal

Application Process:

Documents to be included when submitting the proposals:

Interested individual Consultants must submit ALL the following documents/information to demonstrate their qualifications in PDF format:

- Technical Proposal [methodology and workplan]
- Duly accomplished confirmation of Interest and Submission of Financial Proposal Template using the template provided by UNDP (Annex 1)
- Personal CV or P11 including names of 3 references (Annex 2)
- Breakdown of Cost by Component and Financial scenario Table B. Breakdown of Cost by deliverables (Annex 3)

Incomplete applications will not be considered, they will be disqualified automatically.

Queries about the position can be directed to the following;

Procurement/Bidding queries send to procurement.ws@undp.org

Due Date for submission of proposals is Monday 23 September 2019, Samoa time.

All submissions should be done through the etendering portal. Email submission of proposals will not be accepted.

Go to <https://etendering.partneragencies.org> (to register first if you have not done so) search for this consultancy reference **WSM/002/IC/YEP2.**

To register on etendering, note the username and password below to access initially to register first.

Username: event.guest

Password: why2change

K. Annexes and Templates to this TOR

- Annex 1 – Template Letter of Offer and Availability
- Annex 2 – Template P11 form
- Annex 3 – Template Financial Proposal
- Annex 4 – UNDP General Terms and Conditions for Individual Contracts

L. Approval

This Terms of Reference is approved by:

Christina Mualia-Lima, *Head of Governance and Poverty Reduction Unit*

Date: 3 September 2019