



Empowered lives.
Resilient nations.

TERM OF REFERENCE (ToR)
FOR THE RECRUITMENT OF INDIVIDUAL CONSULTANTS (IC)
For the Project
Trinidad and Tobago Resilience and Inclusive Peace (TRIP) Project
Youth Peace Ambassadors- Capacity Building

GENERAL INFORMATION

Services/Work Description: Youth Peace Training and Development Consultant provides Capacity Building to Youth Peace Ambassadors

Project/Program Title: Trinidad and Tobago Resilience and Inclusive Peace (TRIP) Project

Post Title: Individual Consultant

Consultant Level: **1 Consultant**

Duty Station: Port of Spain, Trinidad and Tobago

Expected Places of Travel: Trinidad and Tobago

Duration: September 2019 to January 2020

Expected Start Date: As contained in Individual's Consultancy contract

I. BACKGROUND / PROJECT DESCRIPTION

The Positive Deviance Pilot Project in Mon Repos, Morvant was created to address issues of crime and violence in Trinidad and Tobago. The project was driven by a need to address high murder rates, high recidivism rates, and critical levels of youth gang membership. The overarching objective was to move youth away from an attraction to gangs and violence and empower them to become youth mentors and peace ambassadors in their community. Over the course of the three-month programme, participants were exposed to life-skills training including topics such as Conflict Resolution, Anger Management, Leadership, Team-Building, Substance Abuse and more.

The Pilot Project produced significant results. Whereas the youth started the programme semi-engaged and unable to speak positively about the future, by the end they were enthusiastically participating in workshops and openly sharing their perspectives. In addition, most have signed up for trade and academic courses run by government entities, mainly through the Civilian Conservation Corps (CCC) and MIC Institute of Technology (MIC).

Due to these successes of the Pilot, Phase Two of the Project will soon be launched. It is expected that the participants of the Pilot Project will be closely involved in the implementation of the second phase where they will mentor other youth and be pioneers for peace in their community and the wider society.

This ToR focuses on the participants from the Pilot, and seeks to build and enhance their capacity to be mentors and to promote peace and civic engagement as the Project is scaled up.

The objectives are to:

- Train Phase One participants to mentor youth from other at-risk communities.
- Train Phase One participants to become Peace Ambassadors in at-risk and other communities.
- Build capacity to help Phase One youth realise their full potential and help them to become fully contributing members of society.

II. FUNCTIONS/DUTIES TO BE PERFORMED BY THE CONSULTANTS

The Consultant will report to the Assistant Resident Representative (ARR) Programme through the Programme Officer, Inclusive Growth and Social Policy.

Youth Peer Mentorship Training

Youth to receive in-depth training in Youth Peer Mentorship to enable them to mentor and assist other at-risk youth during the Phase Two Scale-Up. Certification should be provided at the end of this module.

Peace Ambassador Training

Youth will develop capacity to convey messages of peace in their work with other young people, in their communities and in the wider society. They will be empowered to share lessons, assist with the facilitation of sessions, as well as help manage conflicts that may arise within the new groups of participants in Phase Two. Certification should be provided at the end of this module.

Training is required in the following areas:

- Conflict Management- to enable youth to identify and de-escalate conflict in an effective manner.
- Alternative Dispute Resolution- to provide youth with practical methods of resolving disagreements.
- Mediation- to encourage youth to develop peaceful, impartial approaches to defusing conflict.

Life Skills and Capacity Building

Phase One of the Positive Deviance Project made a considerable impact on the psychosocial development of the youth. In order to continue this progress and enable participants to grow into the roles of Peace Ambassadors and Mentors, further life-skills and capacity-building training is

proposed. This will not only be beneficial for the implementation of Phase Two but, more importantly, will continue the participants' development into self-sufficient, self-actualising members of society.

This component will comprise sessions on the following:

- **Entrepreneurship and Financial Management:** This component will teach youth about starting, managing and sustaining small businesses. Financial management will be an important aspect of this as youth have been placed on a trajectory toward stable employment and steady income.
- **IT Skills:** This component is meant to provide young people with the skills necessary to navigate technology to ensure proper functioning in the digital age.
- **Resume Writing and Interview Skills:** As youth engage in capacity building, it is expected that they will seek employment in the near future. This component is meant to assist youth as they enter the job seeking market, and effectively prepare them for interviews and the world of work.
- **Capacity-building Field Trips:** Field trips to locations such as the Niherst Science Centre and Asa Wright Nature Centre will seek to expand the horizons of the youth and introduce them to career ideas that they can consider as they pursue academic and vocational training at CCC, MIC and UTT.
- **Substance Abuse:** The component is meant to build on the lessons learnt in Phase One, and provide youth with a more substantial foundation for dealing with the issue of substance abuse.
- **Teambuilding:** These sessions will strengthen the bond between the Phase One participants as they move on to being mentors and leaders in Phase Two. These sessions should enhance their sense of belonging as role models and civic-minded young people and continue to reduce their attraction to gangs and criminality.

Provision of Psycho-Social Services for Youth

- The youth require ongoing psycho-social support and need to be continuously engaged in interventions that focus on their emotional well-being. The consultant will be expected to ensure a psycho-social presence throughout the programme, and to provide psycho-social individual and group sessions on a regular basis.

III. EXPECTED, DELIVERABLES, PAYMENT MILESTONES AND DURATION

The deliverables are expected to be completed over a period of seven months.

s/no	Consultant	Deliverables/ Outputs	Payment Milestones (%)	Timelines
1.	Training and Development Consultant	Action/Initiation plan for implementation of activities (related to youth peer mentorship training; peace ambassador training; life skills and capacity building; and the provision of psycho-social services for youth, as above)	10%	
2.		Execution of first half of training sessions/workshops/field trips	30%	
3.		Execution of second half of training sessions/workshops/field trips	30%	
4..		Submission of 1st progress reports	5%	
5.		Submission of 2nd progress reports	5%	
6.		Submission of 3rd progress reports	5%	
7.		Submission of final project report.	15%	

VI. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Consultant will report to the Assistant Resident Representative (ARR) Programme through the Programme Officer, Inclusive Growth and Social Policy.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTORS (ICs)

CONSULTANT, TRAINING AND DEVELOPMENT

Education

- Bachelor's Degree in Education, Social Work, Guidance and Counselling, Clinical Psychology or any other relevant field.

Experience

- At least 5 years professional experience in one of the areas identified in Education, Social Work, Guidance and Counselling, Clinical Psychology or any other relevant field;
- Extensive expertise conducting training and capacity building sessions for youth, particularly at-risk youth;

- Knowledge of the concept of and means of achieving behavioral change;
- Must be able to work effectively in a politically sensitive environment and exercise discretion, impartiality and neutrality;
- Ability to work under minimum supervision and to meet quality results in a timely fashion;
- Prior experience working on psychosocial support with the target group identified is an asset; and
- Prior experience working in the UN is desirable.

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, results orientation (UNDP core ethics) impartiality;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Language Requirements:

Excellent written and oral English Language skills.

NOTE: The Consultant must demonstrate the ability, through experience or networks, to deliver all components of the ToR.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Method: Highest total score of weighted interview and financial criteria: The price proposals of all shortlisted consultants¹, who have attained a minimum 70% score at the Interview stage, will be compared. UNDP will award a contract to the individual who receives the highest score out of a predetermined weighted, Interview and Financial criteria as follows: 70% Interview criteria, 30% Financial criteria.

Table 1

Shortlisting Criteria		Maximum points*
1	Relevance of Education/ Degree	50
2	Years of Relevant Experience	50

¹ See **Table 1** for Shortlisting Criteria for progression to the Interview Stage.

3	Experience conducting training and capacity building sessions for youth, particularly at-risk youth	50
	Total	150

Once candidates have been shortlisted, i.e. they have attained a score of at least 70%, based on the requirements in the Terms of Reference, only then, would they be interviewed for the position.

At the interview stage, candidates must attain a score of 70% for their financial proposals to be evaluated.

The final evaluation process is based on a 70:30 weighting, with 30 points being allocated to the financial component.

The following formula (cumulative analysis) is used to determine the financial scoring: $p = y(\mu/z)$, Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

IX. GUIDELINE FOR SUBMISSION OF PROPOSAL

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested prospective individual consultant must submit the following documents/information to demonstrate their suitability:

- **Proposal:** Brief proposal explaining why you are the most suitable for this consultancy including confirmation on availability to complete the project in the proscribed period of time;
- **Personal Information:** (Personal History CV) including past experience in similar projects.
- **Offeror's Letter to UNDP** Confirming Interest and Availability for The Individual Contractor (IC) Assignment
- **Financial Proposal:** (in TTD, specifying the total lump sum amount as well as the requested amount of the fee per day).

X. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain the property of UNDP.