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Youth Innovation (Youth-In): A Caribbean Network for Youth Development

RFQ131007-1630

Consultancy to Facilitate Caribbean Youth Think Tank (CYTT) Strategic Reflection Exercise

TERMS OF REFERENCE

Job Title: CYTT Retreat Facilitator

Contract Type: Individual Contract (IC)/Institutional Contract

Duty Station: Barbados (with travel to Saint Lucia)

Period of Assignment: 15 October 2013 – 15 November 2013

Start Date: 15 October 2013

I. Background information

The UNDP Barbados Subregional Office supports CARICOM and OECS Member States through the implementation of the UNDP Youth-INnovation project, YOUTH-IN: A Caribbean Network for Youth Development (called “Youth-IN”). This project promotes Caribbean **youth INclusion, youth INnovation, youth INterest and youth INvolvement**.

The project addresses the challenges of Caribbean youth by providing assistance to enhance their opportunities, skills and talents. The project formulation was evidence-based accessing the CARICOM Commission on Youth Development (CCYD)¹ data, research and analysis. The January 2010 CCYD Report “**Eye on the Future: Investing in YOUTH NOW for Tomorrow’s Community**”² presented analysis of youth challenges and opportunities in the Caribbean, providing recommendations for youth to make a difference in communities, Caribbean states and in global development.³

One of UNDP Youth-IN initiatives is the Caribbean YTT, launched on May 18, 2012 at the UN House, Barbados. UNDP supported the creation of this unique Think Tank concept to give Caribbean youth voice more access globally, regionally and nationally. The YTT design provides Caribbean youth with a unique space to define their challenges and solutions for the future youth want, in the context of the UN Global Consultations. The Caribbean Think Tank is designed to support the voices of youth, providing spaces for visioning, the expression of their aspirations and dreams for Caribbean development, the well-being of Small Island Developing States (SIDS) communities and their populations. The YTT acts as a

¹ 27th CARICOM Heads Meeting established the CCYD: http://www.caricom.org/jsp/pressreleases/pres526_10.jsp
<http://www.sidsnet.org/partnerships/succes-stories/caricom-commission-youth-development-ccyd>

² http://www.caricom.org/jsp/community_organs/cohsod_youth/eye_on_the_future_ccyd_report.pdf

³ <http://post2015.iisd.org/news/world-we-want-platform-introduces-interactive-timeline/>

catalyst to promote dialogue and build a platform for a sustainable Caribbean future based on youth talent and positive visions. The YTT presents an opportunity for youth share their visions for a re-imagined world and promote actions to make their visions into reality.

UNDPs assistance to establish the Caribbean YTT links to UN System youth development and UNDP global assistance and seed investments to build inclusive governance and inclusive growth enabling environments. UNDP assistance promotes and up-scales citizen action, participatory governance and inclusive development. UNDP supports regional and national programme strategies that support civic engagement particularly in the context of the global economic recession, multiple crisis and development threats to human development globally.

The YTT development, its activities should focus on:

- Dissemination of relevant research: The YTT will contribute to the dissemination of results of available research e.g. 2012 Caribbean Human Development Report on Citizen Security⁴; 2010 CCYD Youth Report and other relevant SIDS analysis that highlight Caribbean youth issues. The YTT should develop an independent voice for the inclusion of youth in the local, national and regional Caribbean policy agendas, programme strategies and project plans.
- Policy Development: The YTT initiatives will encourage young people to lead by example on issue-related constructive policy interaction and debates at regional national and community levels. YTT led actions and programmes should enhance Caribbean youth voice and accountability as a catalyst to support mobilization through regional, national and community youth dialogues on related development issues. The YTT advocacy should empower young people in the Caribbean and its diaspora communities to strengthen human development policy formulation. Through action research, the YTT will support multi-stakeholder consensus-building to address key challenges facing the youth in the 21st Century.
- Support the achievement of the *Youth-IN* goals: The YTT will act as a technical advisory group and will provide project assurance for the implementation of the *Youth-IN* project⁵. The YTT will provide *youth – friendly* contents to the *Youth-IN* web based portal as well as act as *Youth-IN* advocates and champions, promoting public awareness of the project activities, outputs and outcomes.

⁴ <http://hdr-caribbean.regionalcentre-lac-undp.org/>

⁵ The YTT will support giving technical advice to the Project Steering Committee (PSC) that is responsible⁵ for management decisions on a consensus basis to support the effective implementation of the project, for providing overall oversight, strategic policy review and recommendations, and for approval of work plans and corresponding budgets.

In 2012, the YTT priorities included:

- Youth to Talk through Arts (YTTAs) to express youth visions to communities.
- Mass media Campaigns (with emphasis on social media) to promote activities of the YTT and Youth-IN project.
- On-line training in youth and Human Development.

In 2012 and 2013, the YTT members had the opportunity to benefit from a number of capacity building initiatives. See list annexed. Additionally, community outreach activities were focused on the implementation of the Youth Talk Through Arts (YTTA) in the following countries: Barbados, Suriname, Guyana, Trinidad and Tobago, St. Lucia, Dominica and Saint Kitts and Nevis.

Since the launch of the YTT in May 18, 2012, the YTT has worked as a team, utilizing online modalities for communication and interaction. In September 2012, UNDP supported 10 of YTT the 14 members' participation in a UNDP Social Audit Training Programme⁶ hosted by UNDP Jamaica. In the margins of this training, the YTT group was given the opportunity to participate in a reflection exercise and focus on YTT:

1. Progress since the May 2012 launch of YTT
- 2 Opportunities and challenges of working as a YTT team
3. Team building and identification of new collaboration on projects
4. Discuss and reach agreement on YTT priority actions for 2012 - 2013 and strategies for a way forward

Scope of Assignment

During the final quarter of implementation in 2013, it is envisioned that the YTT members will once again convene to:

1. Review the implementation progress since September 2012, capturing lessons learnt and best practices;
2. Review existing Youth Think Tank Terms of Reference and provide inputs to strengthen YTT as a community with enhanced governance, programme strategies and media outreach
3. Brainstorming on 2014 Strategic Priorities to identify Next Steps and A Way Forward

The objectives of the October 2013 working sessions will include:

- Brainstorming and reflecting on YTT 2012-2014 progress, activities and strategies for action, use of Social Audit and other UNDP funded training, tools and meeting participation since the YTT September 2012 reflection in Jamaica;
- Sharing Think Tank lessons learnt, best practices and options for enhanced Caribbean YTT support to Caribbean development agendas, citizen, communities

⁶ <http://www.revistahumanum.org/revista/young-leaders-from-across-the-caribbean-in-social-audit/>

and countries' outreach,

- A review of existing Terms of Reference, draft guidelines and operational modalities and proposed next steps
- Team Building, Emotional Intelligence and Change Management exercises and training to strengthen YTT group development, cohesion and team-spirit
- Work Plan formulation, Results Based Planning to support 2014 YTT programme formulation

III. Description of service

- Prepare in coordination with UNDP teams with YTT inputs, a draft agenda for the 2013 YTT Strategic Planning, Reflection and Brainstorming Sessions
- Identify and communicate to UNDP on the logistics requirement to deliver results from the proposed working sessions;
- Facilitate preparation and delivery of the proposed YTT working sessions;
- Prepare and deliver a report on the working sessions with recommendation for follow-up actions.

IV. Deliverables

- Agenda for the YTT working session (to be finalized at least 1 week before the working sessions);
- Working session facilitation;
- Report on the working session (draft to be delivered 1 week after the working session, and final to be delivered 2 weeks after the working session).

IV. Experience and Qualifications

Education:

Advanced university degree (Master's degree or above) in sociology, economics, law, gender and youth development, management, social science or related field.

Experience:

- A minimum of five years experience in conducting and facilitating similar strategic planning processes.
- A minimum of three years of progressively responsible experience in working with youth participation, youth capacity building and Caribbean development and issues is required.
- Knowledge and experience using participatory approaches and innovative facilitation techniques.
- Strong analytical skills, Capacity building, Advocacy, Partnerships and training in youth development and participation are critical and desirable.

Language:

- Excellent drafting ability and communication skills, both oral and written English
- Good interpersonal skills and ability to negotiate shared positions

IV. Documents to be Included when Technical Proposal

Technical Proposal

The applicant should submit the following documents:

- a) Technical proposal including a P11 form(available on the UNDP website <http://www.bb.undp.org/content/barbados/en/home/operations/procurement/> an updated current CV, contact details of at least three referees and a cover letter setting out how the applicant meets the selection criteria, and a proposed approach and methodology)
- b) A brief statement (maximum of 3 pages) outlining why the candidate/firm considers itself to be most suitable for the assignment, and a proposed methodology, on how they will approach and complete the assignment.

IV. Documents to be Included when Financial Proposal

Financial Proposal

The consultant is requested to provide a quotation or the fees/cost (in USD) for the services that will be rendered. All envisaged travel costs must be included in the financial proposal. In general, UNDP should 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 case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel.

IV. Evaluation

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below: When using this weighted scoring method, the award of the contract should 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weighting; 70%

* Financial Criteria weighting; 30%	
Criteria	
Technical	70%
Quality of resume or organisations profile	15 points
Minimum of five years experience in conducting and facilitating similar strategic planning processes	30 points
Minimum of three years of progressively responsible experience in working with youth development and participation issues is required	10 points
The approach proposed for implementation of the tasks described	15 points
<i>**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.</i>	
Financial Proposal	30%
Cumulative	100%

IV. Instructions to Applications
<p>Proposal Submission</p> <p>Deadline of application submission: Deadline for the receipt of applications is Monday, 7 October, 2013 at 4:30 pm (Eastern Caribbean time). Applications should be sent electronically to procurement.bb@undp.org using subject “RFQ131007-1630- CYTT Retreat Facilitator.”</p> <p>Alternately hard copies of applications can be sent to: Procurement Unit United Nations Development Programme UN House, Marine Gardens, Hastings, Christ Church, Barbados Telephone number: (246) 467-6000 Telefax number (246) 429-2448</p> <p>Contents and Submission of Applications Applications must include:</p>



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- Detailed resume or company/organisation profile outlining experience conducting evaluations
- Total quoted amount for service (US Dollar amounts) using table in Appendix 2. This price must also include and itemise travel and allowance cost.
- The approach proposed for implementation of the tasks described

Completed UNDP Personal History Form (For individual applicants only). This form is found on the UNDP website at

<http://www.bb.undp.org/content/barbados/en/home/operations/procurement/>

Please note that the financial proposal is all-inclusive and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination and any other relevant expenses related to the performance of services...). All envisaged costs must be included in the financial proposal. Please note that the UNDP is not bound to select any of quotations provided. Furthermore, since a contract will be awarded in respect of the quotation which is considered most responsive to the needs of the project concerned, due consideration being given to UNDP's general principles, including economy and efficiency, UNDP does not bind itself in any way to select the firm offering the lowest price. Payments will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.

Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted.

ANNEXES

ANNEX 1- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS – *[to be provided by procuring unit with the individual consultant procurement notice]*

ANNEX 2 – TABLE FOR SUBMISSION OF QUOTATION - *[to be provided by procuring unit with the individual consultant procurement notice]*

ANNEX 3 – UNDP PII Form - *[to be provided by procuring unit with the individual consultant procurement notice]*