



## **TERMS OF REFERENCE** **FOR INDIVIDUAL CONTRACT**

**POST TITLES:** **Regional Youth Project Coordinator**  
**AGENCY/PROJECT NAME:** UNDP Bangkok Regional Hub, Governance and Peacebuilding  
**COUNTRY OF ASSIGNMENT:** Bangkok-based with regular travels outside of Thailand

### **A. Project Title**

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

### **B. Project Description**

Today's youth have come of age in an environment of unprecedented potential for empowerment: they live in an interconnected world transformed by technological advances. This young generation is the most populous the world has ever known. Six out of every ten youth in the world are found in Asia-Pacific – equivalent to 700 million young people in 2015, investing in youth is therefore paramount. In many countries, young people are also active in the public sphere, contributing to their communities in innovative ways, taking part in public debates and discussions, establishing social enterprises and claiming a space as stakeholders in the development process that affect them, their communities, and their countries.

At the same time, approximately 300 million young people are either unemployed or underemployed. In other words, nearly half of the 700 million young people in the region face economic insecurity. In addition, many young people are left out of decision-making processes, which contributes to their marginalization and exclusion.

Therefore, the United Nations Development Programme (UNDP) at the Bangkok Regional Hub, has launched the Regional Youth Project on Leadership, Innovation and Entrepreneurship. The project will focus on establishing a network to foster youth-led social entrepreneurship, support youth leadership initiatives, and provide grants for incubation financial mechanisms to fund youth-led programmes aimed at achieving the Sustainable Development Goals (SDGs). The project will also support research and knowledge exchange activities to inform current and new youth initiatives.

## C. Scope of Work

The Project Coordinator/Consultant will assist with:

- Provide the overall coordination of the project.
- Support Monitoring and Evaluation of project activities based on the project document.
- Develop financing agreements for partnerships
- Help establish the Youth Empowerment Alliance of Enablers which fosters and incubates youth-led entrepreneurship for achieving SDGs
- Support to Coordinate National youth innovation events & trainings
- Support the organisation of the Baotou Youth Forum in China
- Support research and knowledge exchange Initiative on youth entrepreneurship initiatives, including the work of the Youth Empowerment Alliance of Enablers.
- Support the due diligence process of corporate partners

## D. Expected Outputs and Deliverables

The consultant is expected to work towards the following work plan, and timelines to achieve the stated outputs.

1. Support the co-organizing activities for Baotou Youth Forum (August 2018)
2. Support to establish and coordinate the activities of the Youth Empowerment Alliance of Enablers (August 2018)
3. Support the coordination of Youth Co:Lab National Dialogue activities across Asia-Pacific
4. Mobilize partnerships for the UNDP Youth Co:Lab Project
5. Expand the reach and awareness of the UNDP Youth Co:Lab Project

## E. Institutional Arrangement

The consultant will work closely with the Youth team at the Bangkok Regional Hub, Baoshang Bank and UNDP China office in Beijing, in all aspects of the activities that s/he will be involved in. The consultant will work under the overall guidance of Beniam Gebrezghi, Regional Programme Specialist, and in close communication with designated team members.

## F. Duration of the Work

The period of the assignment is a **maximum 100 days during 01 May 2018 – 15 September 2018**.

## G. Duty Station

Duty station is Bangkok, Thailand with travel to Beijing, China and other countries in Asia and the Pacific. The assignment requires the consultant to work closely with Youth team at the Bangkok Regional Hub hence it is important that the candidate be based in the UNDP BRH premises. Travel expenses (ticket, living allowance and local transportation) shall be agreed prior travel and reimbursed after trips completed.

## H. Qualifications of the Successful Individual Contractor

The consultant should possess the following expertise and qualifications:

### Education:

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

### Experience:

- At least 7 years of relevant work experience of which at least one in a developing country, preferably with a track record of working in countries across the Asia-Pacific region;
- Good command of English required;
- Proven experience in developing partnerships with various international development organizations, preferably also with youth organization and private sector, in reaching out and engaging with traditionally marginalized groups (e.g. youth, minorities);
- Excellent writing skills required;
- Successful track record of event organization;
- Experience of managing social media tools, and communications;
- Understanding of youth work and innovation methodologies would be a plus;
- Expertise and knowledge of the Asia and the Pacific region.

## I. Scope of Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Daily Fee**. Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately. Payments shall be done on a monthly basis based on actual days worked, upon verification of completion of deliverables and approval by the IC’s supervisor of a Time Sheet indicating the days worked in the period.

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 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:

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

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 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 (70 points)

- Relevant education (10 points)
- Possess at least 7 years of relevant work experience with proven experience in **developing partnerships** with various international development organizations, youth organization, private sector, and in reaching out and engaging with traditionally marginalized groups (e.g. youth, minorities) (20 points);
- Successful track record of **event organization** (20 points);
- Understanding of **youth work and innovation methodologies** (10 points).
- Expertise and knowledge of the **Asia and the 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

## M. Approval

**This TOR is approved by:**



Signature

**Mr. Phil Matsheza**  
**Regional Team Leader, Governance and Peacebuilding**

Date of Signing

26 February 2018