



**REQUEST FOR PROPOSAL (RFP)**  
**Youth in Policy: Skill Development and Engagement of Youth in Employment Related Policy**  
**(Process 9749)**

Dear Sir / Madam:

We kindly request you to submit your **Proposal for Youth in Policy: Skill Development and Engagement of Youth in Employment Related Policy**

Please be guided by the form attached hereto as Annex 2 and 3, in preparing your Proposal.

Proposals, **comprising of a Technical and Financial Proposal, in separate sealed envelopes**, must be submitted on or before **no later than 24 October 2018 by 12:00 pm, Cambodia time** address below. **Late submission shall be rejected. Submission by email will not be accepted.**

**UNDP Cambodia, Registry Office (Building No. 5)**  
**No. 53, Pasteur Street, Boeung Keng Kang I**  
**PO Box 877, Phnom Penh, Cambodia**  
**Attn: Procurement Analyst, Procurement Unit**

Your Proposal must be expressed in the English Language, and valid for a minimum period of 120 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Sereyvattana Chan  
Procurement Analyst  
17 October 2018

## Description of Requirements

Context of the Requirement	<p>The United Nations Joint Programme on Youth Employment (UNJP) aims to provide policy related supports to the Royal Government of Cambodia (RGC) to address issues related to low productivity, poor employment, limited skills and access to decent employment opportunities faced by youth. It intends to focus on facilitating young people's entry to the labour force while reducing inequalities, particularly for the disadvantaged and vulnerable groups, and ensuring that young women and men are better able to meet labour demand in the country.</p> <p>This UN Joint Programme capitalizes on and benefits from the complementary mandates and expertise of ILO, UNDP, UNESCO, UNICEF, and UNV. Together, these UN agencies can effectively contribute to addressing these above-mentioned challenges of youth employment, thereby facilitating economic growth and human development in Cambodia.</p> <p>Over the past few years, UNDP's youth employment work has been centered around addressing youth's soft skills using multi-media such as Facebook, TV shows, YouTube videos, and roadshows. The focus has now been broadened to include research and collaboration with youth entrepreneur associations, National Employment Agency, and others.</p> <p>Given the fact that youth have not been adequately consulted and engaged in the design of youth employment initiatives and programmes, UNDP proposes to work with youth and youth-led organizations to build their leadership, advocacy skills and capacity in organizing and engaging in strategic policy dialogues and the formulation of employment related policies and programmes.</p>
Implementing Partner of UNDP	UNDP
Brief Description of the Required Services	As per Term of Reference
List and Description of Expected Outputs to be Delivered	<p>A service provider is expected to perform the following tasks:</p> <p>a) Recruit 50 youth from diverse backgrounds (entrepreneurs, leaders, students, young women, indigenous youth, youth from disadvantaged background, and youth in vulnerable employment etc.) through an open application process to ensure fair representation and genuine interests. Existing youth groups such as 2030 Youth Taskforce, UNYAP, CAN, AYRG, AIESEC will be encouraged to participate in this process.</p> <p>b) Conduct training needs assessment and develop a training programme for nationwide youth on national employment related policies and issues.</p>

	<p>The training will include the following topics, and other themes based on the needs identified: leadership, communication, advocacy, critical thinking, analytical skills allowing youth to identify key issues related to youth employment, stakeholder engagement, and designing skills allowing youth to propose solutions to address these issues.</p> <p>c) Provide two three-day training sessions/retreats for approximately 25 youth each. Ideally, the conduct of the training should be participatory that allows youth to actively contribute and discuss issues:</p> <ul style="list-style-type: none"> <li>• one for youth in Phnom Penh with the involvement of youth leaders in 10-12 other provinces around Phnom Penh</li> <li>• another for youth in Siem Reap with the involvement of youth leaders in 10-12 other provinces around Siem Reap</li> </ul> <p>d) At the end of the training session in each location, divide the participants into 2 groups and assign previously identified key youth employment policy themes to each group. In total, there will be 4 groups working on different policy solutions, 2 in each location.</p> <p>e) Assist, mentor and coach the participating groups to develop an advocacy plan for their selected topics (eg. How to present their policy solution to key decision makers such as the Parliament, International organizations, and the private sector) for 4-5 weeks. Additionally, mentor and coach youth groups to organize a youth-led dialogue with representatives from the government, private sector, youth, and other key stakeholders in the following locations:</p> <ul style="list-style-type: none"> <li>• Phnom Penh (2 key areas)</li> <li>• Siem Reap (2 key areas)</li> </ul> <p>f) Create and recommend next steps for youth to continue engaging in policy and advocacy after the policy dialogue. Collect feedback from participants to inform future assignments.</p>
Person to Supervise the Work/Performance of the Service Provider	UNDP Youth Employment Project Manager
Frequency of Reporting	Weekly report
Progress Reporting Requirements	As and when required
Location of work	Phnom Penh with two times travel to Siem Reap to deliver a three-day training and an advocacy forum with a max of 10 working days.
Expected duration of work	60 days

Target start date	From 29 October 2018 to 07 February 2019
Travels Expected	2 times travel to Siem Reap
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input checked="" type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted

Payment Terms <sup>1</sup>	<b>No</b>	<b>Deliverables/Outputs</b>	<b>Target Due Dates</b>	<b>Payment amount</b>
	1	Output 1: An inception report which includes a detailed workplan correspondence to the scope of work.  Output 2: Invite, screen, and recruit 50 youth participants from diverse backgrounds.  Output 3: Completed training needs assessment for identified youth organization and youth leaders based in Phnom Penh and in selected provinces, which include fieldwork and reporting.	16 Nov 2018	20%
	2	Output 4: Draft training module for training to youth leaders/organizations.  Output 5: Conduct two three-day training sessions to youth leaders and youth organizations, one in Phnom Penh and another in Siem Reap.	14 Dec 2018	40%
	3	Output 6: A draft youth advocacy plan by youth leaders with mentorship and coaching by service providers that aims to engage decision makers in policy dialogues.	8 Jan 2019	20%
	4	Output 7: Two youth-led policy dialogues, one in Phnom Penh and another in Siem Reap.  Output 8: Complete assignment report (after incorporating feedback from UNDP).	7 Feb 2019	20%
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Cambodia's Head of Programme			
Preliminary Examination	UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the			

<sup>1</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<p>documents have been properly signed, whether or not the Proposer is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Proposals are generally in order, among other indicators that may be used at this stage.</p>
<p>Criteria for Contract Award</p>	<p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p>The total score for each proposal will be calculated independently by the following formula:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">(TP Rating) x Weight of TP (70%)  + (FP Rating) x Weight of FP (30%)</p> <hr style="width: 50%; margin: 0 auto;"/> <p style="text-align: center;"><b>Total Combined and Final Rating of the Proposal</b></p> </div> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.</p>
<p>Criteria for the Assessment of Proposal</p>	<p><b><u>Technical Proposal (70%)</u></b></p> <p>The Technical Proposal of the offerors will be evaluated based on the following criteria:</p> <p>The total number of points allocated for the technical proposal is 1000. The technical proposal of the offeror is evaluated based on following criteria:</p>

No.	Summary of Technical Proposal Evaluation Forms	Points Obtainable
1	Expertise of organization	200
2	Proposed Approach and methodology	200
3	Proposed Personnel	600
	Total	1000

No.	Technical Proposal Evaluation Form 1: Expertise of organization	Points Obtainable
1	Minimum 3 years of professional experience in areas of employment, youth development and leadership	40
2	Experience in working with government, private sector and youth in Asia, preferably in Cambodia	40
3	Experience in capacity building (e.g. develop training curriculum, provide training, coaching and mentoring)	60
4	Experience in conducting policy dialogue and advocacy	60
	Total:	200

No.	Proposed Approach and methodology	Points Obtainable
1	To what degree does the Offeror understand the task? Have the important aspects of the task been addressed in sufficient detail?	50
2	Is the scope of task well defined and does it correspond to the TOR?	75
3	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	75
	Total	200

No.	Proposed personnel	Points Obtainable
1	<b>One team leader:</b> <ul style="list-style-type: none"> <li>Advanced university degree (at least Masters) in a discipline relevant to youth employment, youth development, communication, policy studies, strategic studies, management and leadership, international relations, or development studies,</li> </ul>	300



		<p>and media <b>(50 points)</b></p> <ul style="list-style-type: none"> <li>• Minimum 7 years professional experience in the development of training manual and deliver training to young people in the areas of policy advocacy <b>(100 points)</b></li> <li>• Experience in working with government, private sector and youth in Asia, preferably in Cambodia <b>(50 points)</b></li> <li>• Experience in mobilizing youth participation and conduct advocacy campaign <b>(100 points)</b></li> </ul>	
	2	<p><b>Two National trainers:</b></p> <ul style="list-style-type: none"> <li>• University degree in a discipline relevant to youth employment, youth development, communication, policy studies, strategic studies, management and leadership, international relations, development studies or media <b>(30 points)</b></li> <li>• Minimum of 5 years professional experience in coordinating/facilitation training, mentoring and coaching for youth <b>(50 points)</b></li> <li>• Experience in conducting advocacy campaign <b>(30 points)</b></li> <li>• Experience working with multilateral organizations, the UN system, government, private sector and youth in Asia, preferably in Cambodia <b>(30 points)</b></li> </ul>	300 (150 each trainer)
		Total	600
<p>The minimum score required to pass the evaluation of technical proposal is 70% of the total obtainable score of 1,000 points.</p> <p><b>Financial Proposal (30%)</b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>			
Post Qualification Review	<p>UNDP reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the Proposer. Such post-qualification shall be fully documented and, among those that may be listed in the Terms of Reference, may include, but need not be limited to, all or any combination of the following:</p>		

	<p>a) Verification of accuracy, correctness and authenticity of information provided by the Proposer on the legal, technical and financial documents submitted;</p> <p>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</p> <p>c) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;</p> <p>d) Physical inspection of the Proposer's offices, branches or other places where business transpires, with or without notice to the Proposer; and</p> <p>Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One Service Provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilized for Long-Term Agreement <sup>2</sup> and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i> )
Contract General Terms and Conditions <sup>3</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>4</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> Detailed TOR <input checked="" type="checkbox"/> Others <sup>5</sup> (General Terms and Conditions)

<sup>2</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

<sup>3</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>4</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>5</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<p>Contact Person for Inquiries (Written inquiries only)<sup>6</sup></p>	<p><i>Sereyvattaana Chan</i>  <i>Procurement Analyst</i>  <i>Sereyvattana.chan@undp.org; and cc: procuremet.kh@undp.org</i>  Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Other Information: Required Documents for Submission</p>	<p><input checked="" type="checkbox"/> <b>Technical Proposal:</b> Form for Submitting Service Provider's Technical Proposal is duly completed and signed as per <b>Annex-2</b>  <i>(the form would allow bidders to confirm its conformity with the requirements defined in the Request for Proposal and all its attachments, as well as the provision of UNDP General Contract Terms and Conditions required under this process) and complete the information and supporting document for Qualification of Service Provider, Proposed Methodology for Completion of Service, and Qualification of Key Personnel.</i></p> <p><input checked="" type="checkbox"/> <b>Financial Proposal:</b> Form for Submitting Service Provider's Financial Proposal is duly completed and signed</p> <p><b>Technical and Financial Proposals are submitted in separate sealed envelopes.</b></p> <p>No. of copies of Proposal that must be submitted:  Original : 1  Copies : 1  1 CD ROM or USB drive containing of technical proposal should be submitted along with the technical proposal envelop</p>

<sup>6</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>7</sup>**

***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>8</sup>)***

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[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated **10/17/2018** , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions.

[Name of the Organization submitting Proposal].....  
[Signature Authorized Person and Stamp] .....  
[Name of Authorized Person].....  
[Title of Authorized Person].....  
[Date].....

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<sup>7</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>8</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**A. Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

**B. Proposed Methodology for the Completion of Services**

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

**C. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide:*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

**FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL<sup>9</sup>****(This Form must be submitted using the Service Provider's Official Letterhead<sup>10</sup>)**[insert: Location].  
[insert: Date]

To: [insert: Name and Address of UNDP focal point]

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

**Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3	....		
	<b>Total</b>	100%	

\*This shall be the basis of the payment tranches

**Cost Breakdown by Cost Component [This is only an Example]:**

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				

<sup>9</sup> This serves as a template to the Service Provider in submitting the Financial Proposal.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

*[Name and Signature of the Service Provider's Authorized Person]*

*[Designation]*

*[Date]*

## TERMS OF REFERENCE/ REQUEST FOR PROPOSAL Professional Service

### Project Information

<b>Assignment Title:</b>	<b>Youth in Policy: Skill Development and Engagement of Youth in Employment Related Policy</b>
<b>UNDP Practice Area:</b>	<b>UNJP on Youth Employment</b>
<b>Cluster/Project:</b>	<b>Programme Unit</b>
<b>Assignment Location:</b>	<b>Phnom Penh and Siem Reap, Cambodia</b>
<b>Assignment Duration:</b>	<b>29 Oct 2018- 7 Feb 2019</b>

### Background and Project Description

The United Nations Joint Programme on Youth Employment (UNJP) aims to provide policy related supports to the Royal Government of Cambodia (RGC) to address issues related to low productivity<sup>11</sup>, poor employment<sup>12</sup>, limited skills and access to decent employment opportunities faced by youth<sup>13</sup>. It intends to focus on facilitating young people's entry to the labour force while reducing inequalities, particularly for the disadvantaged and vulnerable groups, and ensuring that young women and men are better able to meet labour demand in the country.

This UN Joint Programme capitalizes on and benefits from the complementary mandates and expertise of ILO, UNDP, UNESCO, UNICEF, and UNV. Together, these UN agencies can effectively contribute to addressing these above-mentioned challenges of youth employment, thereby facilitating economic growth and human development in Cambodia.

Over the past few years, UNDP's youth employment work has been centered around addressing youth's soft skills using multi-media such as Facebook, TV shows, YouTube videos, and roadshows. The focus has now been broadened to include research and collaboration with youth entrepreneur associations, National Employment Agency, and others.

Given the fact that youth have not been adequately consulted and engaged in the design of youth employment initiatives and programmes, UNDP proposes to work with youth and youth-led organizations to build their leadership, advocacy skills and capacity in organizing and engaging in strategic policy dialogues and the formulation of employment related policies and programmes.

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<sup>11</sup> ILO (2015) defines productivity as output (GDP, measured in PPP) per unit of labour input (measured as total number of persons engaged or total hours worked).

<sup>12</sup> In this context, poor employment is defined as the lack of decent work, which involves opportunities for work that is productive and delivers a fair income, security in the workplace and social protection for families, better prospects for personal development and social integration, freedom for people to express their concerns, organize and participate in the decisions that affect their lives and equality of opportunity and treatment for all women and men. (ILO 2018)

<sup>13</sup> In Cambodia, the youth cohort is defined as those between the ages of 15-30.



### **Objective of the Assignment**

The UN Joint Programme aims to work with three target groups: government, youth, and the private sector. The proposed assignment will facilitate the capacity development of youth-led organizations and youth leaders in engaging in strategic policy dialogues, especially the formulation and implementation of youth employment related policies and strategies. This assistance will be provided through training sessions, development of policy advocacy plan, mentoring and coaching services, and the organization of a policy dialogue. The assignment will be led by an external service provider and overseen by UNDP.

### **Scope of Work**

The overseeing committee will consult with a youth focal group to identify 4 key areas of employment related issues that they wish to address. The assignment will be defined within the scope of these 4 identified themes. UNDP will also explore options for government engagement during the assignment.

A service provider is expected to perform the following tasks:

- a) Recruit 50 youth from diverse backgrounds (entrepreneurs, leaders, students, young women, indigenous youth, youth from disadvantaged background, and youth in vulnerable employment etc.) through an open application process to ensure fair representation and genuine interests. Existing youth groups such as 2030 Youth Taskforce, UNYAP, CAN, AYRG, AIESEC will be encouraged to participate in this process.
- b) Conduct training needs assessment and develop a training programme for nationwide youth on national employment related policies and issues. The training will include the following topics, and other themes based on the needs identified: leadership, communication, advocacy, critical thinking, analytical skills allowing youth to identify key issues related to youth employment, stakeholder engagement, and designing skills allowing youth to propose solutions to address these issues.
- c) Provide two three-day training sessions/retreats for approximately 25 youth each. Ideally, the conduct of the training should be participatory that allows youth to actively contribute and discuss issues:
  - o one for youth in Phnom Penh with the involvement of youth leaders in 10-12 other provinces around Phnom Penh
  - o another for youth in Siem Reap with the involvement of youth leaders in 10-12 other provinces around Siem Reap
- d) At the end of the training session in each location, divide the participants into 2 groups and assign previously identified key youth employment policy themes to each group. In total, there will be 4 groups working on different policy

solutions, 2 in each location.

- e) Assist, mentor and coach the participating groups to develop an advocacy plan for their selected topics (eg. How to present their policy solution to key decision makers such as the Parliament, International organizations, and the private sector) for 4-5 weeks. Additionally, mentor and coach youth groups to organize a youth-led dialogue with representatives from the government, private sector, youth, and other key stakeholders in the following locations:
  - o Phnom Penh (2 key areas)
  - o Siem Reap (2 key areas)
- f) Create and recommend next steps for youth to continue engaging in policy and advocacy after the policy dialogue. Collect feedback from participants to inform future assignments.

**Duration of the Work**

The assignment is expected to be performed within approximately 60 days over the period of about 4 months from 29 Oct 2018 to 8 Feb 2019).

**Expected Outputs and Deliverables**

The key output of this assignment is enhanced skills and innovativeness of youth leaders and networks in organizing, engaging and formulating a dialogue in relation to youth employment policy.

The final output of this assignment will be a service completion report which includes:

- a) Rapid capacity needs assessments report that includes methodology, finding, analysis, and recommendations (Max. 10 pages)
- b) A training module developed based on the assessment, discussion and agreement with UNDP
- c) Two three-day trainings to youth leaders and youth organizations
- d) A youth advocacy plan on youth employment
- e) Two you-led policy dialogues, one in Phnom Penh and another in Siem Reap

Expected milestones and timelines that the service provider should adhere to are:

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	An inception report which includes a detailed workplan correspondence to the scope of work.	2 days	30 Oct 2018	UNDP Project Manager and ACD

2	Invite, screen, and recruit 50 youth participants from diverse backgrounds.	5 days	12 Nov 2018
3	Completed training needs assessment for identified youth organization and youth leaders based in Phnom Penh and in selected provinces, which include fieldwork and reporting.	5 days	16 Nov 2018
4	Draft training module for training to youth leaders/organizations.	10 days	30 Nov 2018
5	Conduct two three-day training sessions to youth leaders and youth organizations, one in Phnom Penh and another in Siem Reap.	10 days-	14 Dec 2018
6	A draft youth advocacy plan by youth leaders with mentorship and coaching by service providers that aims to engage decision makers in policy dialogues.	15 days-	8 Jan 2019
7	Two youth-led policy dialogues, one in Phnom Penh and another in Siem Reap.	10 days	23 Jan 2019
8	Complete assignment report (after incorporating feedback from UNDP).	3 days	07 Feb 2019
<b>Total</b>		<b>60 days</b>	

### **Institutional Arrangement**

The service provider will work under the direct supervision of UNDP Youth Employment Project Manager. They will maintain regular communication and report on/submit the above deliverables to the project manager for feedback. Feedback will be provided within two weeks of each deliverable being submitted. Each deliverable is subjected for approval of UNDP ACD-Programme for the release of payment.

### **Duty Station**

The duty station for the assignment is Phnom Penh with two times travel to Siem Reap to deliver a three-day training and an advocacy forum with a max of 10 working days. The service provider will arrange their own local transportation in Phnom Penh and Siem Reap. They will also perform duties from their home through email, telephone or Skype correspondence when necessary.

### **Minimum Qualifications of the Professional Service Provider**

The service provider must be able to propose personnel with the required skill sets and experiences for this consultancy. Both the qualifications of the service provider and its personnel will be assessed.

	<b>Service Provider</b>	<b>One Team Leader</b>	<b>Two National trainers</b>
<b>Education:</b>		Advanced university degree (at least Masters) in a discipline relevant to youth employment, youth development, communication, policy studies, strategic studies, management and leadership, international relations, or development studies, and media.	University degree in a discipline relevant to youth employment, youth development, communication, policy studies, strategic studies, management and leadership, international relations or development studies, and media.
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Minimum 3 years of professional experience in areas of employment, youth development and leadership</li> <li>• Experience in capacity building (e.g. develop training curriculum, provide training, coaching and mentoring)</li> <li>• Experience in conducting policy dialogue and advocacy,</li> <li>• Experience working with multilateral organizations and the UN system preferred.</li> <li>• Experience in working with</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 7 years professional experience in the development of training manual and deliver training to young people in the areas of policy advocacy</li> <li>• Experience in mobilizing youth participation and conduct advocacy campaign.</li> <li>• Experience working with multilateral organizations and the UN system preferred.</li> <li>• Experience in working with government, the private sector and youth in Asia, preferably</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of 5 years professional experience in coordinating/facilitation training, mentoring and coaching for youth.</li> <li>• Experience working with multilateral organizations and the UN system preferred.</li> <li>• Experience in working with government, the private sector and youth in Asia, preferably in Cambodia</li> <li>• Experience in conducting advocacy campaign.</li> </ul>

	government, the private sector and youth in Asia, preferably in Cambodia	in Cambodia	
<b>Competencies:</b>	<ul style="list-style-type: none"> <li>• Persuasive, convincing or influencing abilities</li> <li>• Works with a positive, constructive attitude</li> <li>• Demonstrates excellent oral and written communication skills</li> <li>• Results orientation</li> <li>• High standards of integrity, gender sensitivity, age sensitivity, discretion and confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Up to date with new development, concepts and theories in youth employment issues, policy related to youth in Asia</li> <li>• Persuasive, convincing or influencing abilities</li> <li>• Works with a positive, constructive attitude</li> <li>• Demonstrates excellent oral and written communication skills</li> <li>• Results orientation</li> <li>• High standards of integrity, gender sensitivity, age sensitivity, discretion and confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of youth employment issues and policies related to youth in Asia</li> <li>• Excellent presentation skills</li> <li>• Works with a positive, constructive attitude</li> <li>• Demonstrates good oral and written communication skills</li> <li>• Result-orientated</li> <li>• High standards of integrity, gender sensitivity, age sensitivity, discretion and confidentiality</li> </ul>
<b>Language Requirements:</b>		<ul style="list-style-type: none"> <li>• Fluency in English is required.</li> </ul>	<ul style="list-style-type: none"> <li>• Fluency in English and Khmer is required.</li> </ul>

### **Scope of Bid Price and Schedule of Payments**

The service provider will be paid on a lump sum basis under the following instalments. Every payment is subject to receipt of a certification for payment, and performance evaluation for the last payment, duly completed by the Head of Programme Unit, UNDP Cambodia.

<b>No.</b>	<b>Deliverables/Outputs</b>	<b>Payment Schedule</b>	<b>Payment Amount</b>
<b>1</b>	Upon satisfactory delivered of output #1, #2 and #3	16 Nov 2018	20%
<b>2</b>	Upon satisfactory delivered of output #4 and #5	14 Dec 2018	40%
<b>3</b>	Upon satisfactory delivered of output #6	8 Jan 2019	20%
<b>4</b>	Upon satisfactory delivered of output #7 and #8	7 Feb 2019	20%