

TERMS OF REFERENCE
Individual Contractor

1. Assignment Information

Assignment Title	Technical Assistant (TA) to Support the Coordination and Implementation of Youth Volunteer Projects in Cambodia
Organization	UNV Cambodia, Poverty Reduction among youth in Cambodia – Development of youth volunteers’ skill sets for increased employability (IBSA Project)
Post Level	Technical Assistant (TA), Individual Contract
Cluster/Project	IBSA Project
Duty Station	Phnom Penh, Office-based
Duration	45 working days (December 2019 – March 2020)

2. Background and Project Description

In late 2016, the United Nations Volunteers (UNV), the IBSA, and the Ministry of Education, Youth and Sport (MoEYS) have partnered to pilot an innovative approach on youth skills development through volunteering. The following are the key points of the project’s objectives and strategies:

- The project seeks to contribute to the capacity building of the national partners in strengthening national volunteering structures, while enhancing the cooperation with various stakeholders, including the private sector. With these efforts, it expects to facilitate more effective volunteering programs for Cambodian youth.
- In working with the MoEYS and other stakeholders, the project aims to establish accreditation of those programs by putting in place an accreditation framework to ensure that the skills developed through such opportunities are recognized and transferrable to the job markets, in line with demand of employers and SDGs 1, 8 and 17, and
- To effectively promoting volunteerism in Cambodia, UNV in partnership with MoEYS is building a volunteering platform which acts as a database for volunteering opportunities and volunteering experience storage for Cambodian volunteers.
- It is expected that these efforts will help lead to the establishment of a National Youth Services.

As of now, many progresses have been made, including:

- The implementation of the three volunteer projects (P1, P2, P3) by UNV in collaboration with MoEYS and other relevant partners,
- The adaptation of the models and lessons learned from the three pilots to inform the development and implementation of the Government’s own youth volunteering project called Volunteering for My Community (VMC),
- The early work on the skill accreditation, on which more discussion and agreement at policy and implementation level can be built, and
- Most importantly, the trust, momentum and sense of optimism that has been built between UNV team, the MoEYS and other key stakeholders in continuing, expanding, and sustaining the current projects, with increasing ownership and confidence from national partners, especially the General Department of Youth (GDY) of the MoEYS.

3. Objective and Scope of Work

Based on the review of the progress and interviews with relevant stakeholders, it is suggested that in the immediate next step, three key outputs/areas should be focused on, including:

1. Creation of a National Guideline on the Implementation and Coordination of Volunteerism Programs in Cambodia.
2. The development of standard training modules and assessment tools on soft skills for youth volunteers.
3. The development of a Framework for Skill Recognition and Transfer of Youth Volunteering Works.

The main objective of producing these 3 outputs is to **‘to keep the momentum and ensure the continuation, improvement, expansion and sustainability of the ongoing works and progress.’** To work on these outputs, it is proposed that appropriate technical assistance (TA) be provided to support and work with both the national partners and the UNV team.

Output 1: The National Guideline on the Implementation and Coordination of Volunteerism Programs is created, finalized and approved: Based on the experience of the three pilots (P1: Volunteering for Community Services, P2: Volunteering for Social Entrepreneurship and P3: Volunteering during School Holidays) and the Volunteering for My Community (VMC) initiative, and in line with the spirit of ‘doing, learning and document’, a full draft Guideline has been produced, consulted and agreed upon. Based on a recent discussion,¹ it was also agreed that there will be only one Guideline to be used for various types of youth volunteering projects, starting with P1, P2, P3 and VMC. The next step is to finalize the current draft to reflect what has been recently agreed and have the document approved and endorsed by the Minister of MoEYS.

Output 2: Standard training modules and assessment tools on soft skills for youth volunteers developed and piloted. As stated earlier, through better definition and recognition of skills gained through volunteering, employers and the general public alike will see the values of youth volunteers. As also learned, soft-skills are most needed by young people, especially in preparing them for job markets, which is why they have been included as core training topics in all the four pilots. However, there has yet been a common understanding as to (i) the exact soft-skills that the young volunteers need, and (ii) how to address such skill gaps through the volunteer projects, starting from training to assessment. Standard training modules and assessment tools on soft skills are therefore needed for at least two reasons:

- To ensure a standard quality on the soft-skill training to contribute to the volunteers’ future employability, and
- To directly contribute to the skill recognition and transfer as discussed below.

¹ This was done on 02 September 2019 at UNV office

Within the proposed timeframe (see below), it is recommended that we aim only to have such training modules and assessment tools developed and piloted. The finalization and approval process might take longer time due to the nature of administrative process in the Government.

Output 3: A Framework for the Skill Recognition and Transfer of Youth Volunteering Works developed and piloted. There are many volunteering projects, but there is a lack of a standard process of National recognition of volunteer work. The Framework for the Skill recognition will allow volunteers to receive a recognition of their work. Output 3 will be piloted with the volunteers who have participated in P1, P2, P3 and the VMCs. It is recommended that we aim to have the Framework developed and piloted – the finalization and approval will take longer time.

4. Expected Specific Outputs and Deliverables

Key methodological considerations – Timeframe – The Terms of Reference run from December 2019 to March 2020. This reflects the expected timeframe of the IBSA project.

Outputs, Methodology/Key activities and timeframe

Specific outputs	Tasks by Kimchoeun Pak	Timeframe (Dec 2019 – March 2020)
Output 1: Creation of a National Guideline on the Implementation and Coordination of Volunteerism Programs in Cambodia.	<ul style="list-style-type: none"> • Creation of a National Guideline that includes P1, P2, P3 and VMC. 	5 days
	<ul style="list-style-type: none"> • Consultation with stakeholders to finalize the guideline. 	3 days
	<ul style="list-style-type: none"> • Finalization of the National Guideline. 	2 days
Output 2: Standard training modules and assessment tools on soft skills for youth volunteers developed and piloted	<ul style="list-style-type: none"> • Develop a concept note and methodology on how standard soft-skill training materials can be developed for YV program 	3 days
	<ul style="list-style-type: none"> • Consult with the TWG and finalize the concept note and methodology 	4 days
	<ul style="list-style-type: none"> • Conduct interviews with key informants 	3 days
	<ul style="list-style-type: none"> • Developing the draft soft-skill curriculum & training materials 	10 days
	<ul style="list-style-type: none"> • Conduct consultation on the soft-skill curriculum and training materials 	2 days
	<ul style="list-style-type: none"> • Finalization 	3 days
Output 3: Framework for the Skill Recognition and Transfer of Youth Volunteering Works developed	<ul style="list-style-type: none"> • Develop a concept note and workplan on how the Framework for the Skill Recognition and Transfer of Youth Volunteering Works will be developed 	5 days
	<ul style="list-style-type: none"> • Conduct consultations on the soft-skill and the skill-recognition framework and next steps 	2 days
	<ul style="list-style-type: none"> • Finalization of the document 	3 days
Total # of days		45 days

5. Institutional Arrangement

Role of the consultant

- The consultant is responsible to provide his/her technical expertise to produce the expected outputs; The consultant shall arrange transportation for his/her mobility in Phnom Penh. For field visit, the travel cost and living allowance in the field will be covered by UNV.
- The consultant shall report on and submit the above deliverables under this assignment to the assigned person, acting as the focal point of UNV Cambodia.
- The consultant needs to maintain daily communication with the UNV project focal person as and when problems emerge during the consultancy period, especially if they affect the scope of the job.

Role of UNV focal person/team

- The UNV Cambodia will link the consultant to related Ministries for this assignment;

- The UNV Cambodia will provide overall quality assurance for this consultancy;
- The UNV Cambodia will review deliverables for payment release;
- UNV focal person will act as the focal person to interact with the consultant to facilitate the assignment, to facilitate the field mission, to facilitate the review of each outputs and ensure the timely generation of the comments from stakeholders on each output.

Review and Approvals

UNV Cambodia will review each output and shall provide quality assurance on all outputs produced by the consultant. The assignment will be executed under overall direct supervision of the UNV Project Manager.

6. Duration of the Work and Duty Station

The consultant will work for 45 working days over the period of December 2019 to March 2020. This assignment is in Phnom Penh Based with some travels to provinces (if any).

7. Minimum Qualifications of the Individual Contractor

Education:	<ul style="list-style-type: none"> • University Degree on International Relations, Management, Economic, Political Science and other relevance majors on Cambodia context is highly desirable.
Experience:	<ul style="list-style-type: none"> • A minimum of 5 years of demonstrated experiences working in producing project guideline, working with government counterpart, developing concept note, and monitoring and evaluation. • Working experiences in Cambodia and understand work related to the context of Cambodian Youth. • Experience in working with reputable organization (internationally and nationally), government agencies, NGO’s or United Nations or private sector in carrying out the similar assignment would be an added value.
Other Competencies	<ul style="list-style-type: none"> • Time management (in managing deliverables); • Team management; • Professionalism, courtesy, patience; • Outstanding inter-cultural communication, networking and coordination skills.
Language Requirement:	<ul style="list-style-type: none"> • Excellent written and oral English. • Excellent written and oral Khmer.

8. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor.

Technical Evaluation Criteria	Obtainable Score
Demonstrated relevant academic qualification focusing on developing promotion package in Cambodia context.	20
Substantial relevant experiences in Cambodia and understand work related to the context of Cambodian Youth, 5 years of experiences working in producing project guideline, working with government counterpart, developing concept note, and monitoring and evaluation	50
Demonstrated experiences in working with reputable organizations / academic institutions (internationally and nationally), government agencies, NGO’s or United Nations, especially United Nations Volunteers, and/or private sector in carrying out the similar assignment.	30
Total Obtainable Score	100

Only candidates obtaining a minimum of 70 points (70% of the total technical points) would be considered for the Financial Evaluation.

9. Payment Milestone

The consultant will be paid on a lump sum basis (all-inclusive of expense relate to the above assignment including travels outside and inside the duty station and any tax obligation) under the following installments.

No	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon satisfactory completion of Output 1	15 December 2019	40%
2	Upon satisfactory completion of Output 2	15 February 2020	40%
3	Upon satisfactory completion of Output 3	15 March 2020	20 %