TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>Job ID/Title:</th>
<th>Mainstreaming of Youth and People Living With Disability (PLWD) into UNDP Program Interventions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty Station</td>
<td>Both Home/Country Based</td>
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<tr>
<td>Category:</td>
<td>Inclusive Growth and Development</td>
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<tr>
<td>Additional Category:</td>
<td>Capacity Development</td>
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<tr>
<td>Brand:</td>
<td>UNDP</td>
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<tr>
<td>Type of Contract:</td>
<td>Individual Contract (IC)</td>
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<tr>
<td>Category (eligible applicants):</td>
<td>External</td>
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<tr>
<td>Application Deadline: (Please allow at least one week)</td>
<td>5/14/2020</td>
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<td>Languages Required:</td>
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<tr>
<td>Arabic</td>
<td>English</td>
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<tr>
<td>Starting Date:</td>
<td>5/18/2020</td>
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<tr>
<td>Duration of Contract (# of Months):</td>
<td>3 months</td>
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<tr>
<td>Expected Duration of Assignment:</td>
<td>From: 5/18/2020 To: 8/31/2020</td>
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<tr>
<td>Office facilities:</td>
<td>Please choose what is applicable: N/A</td>
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Background

The United Nations Development Programme (UNDP) is the UN’s global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in nearly 170 countries and territories, working with governments and people on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners that can bring about results.

UNDP as the development agency of the United Nations and is actively engaged in safeguarding the Sustainable Development Goals (SDGs) in the wake of Covid-19 and seeks to support the work of the Government of South Africa to respond to the pandemic scourging the country.

UNDP has three (3) main program intervention area – Inclusive, just and sustainable economic growth; Effective, efficient and transformative governance; and Climate resilience and sustainably managed natural resources – geared to ensure wholistic support to the government of South Africa towards job creation, poverty reduction and inequalities. These interventions are very closely aligned to the country’s national development plan (vision 2030), and the country’s Covid-19 response plan.
At the back of the Covid-19 pandemic, UNDP has mainstreamed the short and medium-term Covid-19 responses and long-term socio-economic and governance recovery interventions that will help sustain existing development gains and fully recover from the impact of Covid-19. The UNDP Covid-19 program intervention addresses 4 main areas:

• Strengthen national and sub-national capacity to coordinate national response to COVID 19
• Strengthen the capacity of National, Provincial and Municipal levels of government to design a post Covid-19 recovery planning framework and an early implementation of recovery actions
• Support Micro and Small business in selected townships strengthened to recover from the impact of Covid-19
• Strengthen the National Health System to respond to Covid-19 challenges.

With youth population of 20.4 million aged 15-34 years and approximately 8.2 million (40.3%) are not in employment, education or training, it is prudent to ensure that UNDP programs and interventions provide policy and programmatic support to youth and people living with disability in order to be able to overcome the three development challenges of poverty, unemployment and inequality in the country. These three development challenges are more likely to be exacerbated by the ravaging Covid-19 pandemic.

**Objective of the assignment:**
The overall objective of the assignment is to engage a youth that is living with disability to support the mainstreaming of youth and people living with disabilities into the following documents and program interventions:

• The COVID19 response plan;
• Social and Governance Dimensions of COVID19;
• Youth Entrepreneurship Programme; and
• The UNDP Programme Document.

The candidate is also to support the preparation of the Covid-19 response plan.

**Scope of the Consultancy**
The assignment is to analyze the program interventions areas of UNDP with particular reference to response to Covid-19 activities, youth programming and UNDP’s program document, and mainstream youth and PLWD in these program interventions and documents for a special greater impact to young women. The assignment shall include but not limited to:

1. Provide technical assistance or support to ensuring the relevance of UNDP documents reflect issues of and strategies for youth and PLWD agenda for development.
2. Analyze four named documents above and identify gaps not addressing youth and PLWD issues
3. Proffer and provide suggested inputs to enhance the documents to reflect youth and PWLD issues
5. Establish and maintain contacts with government officials, other UN agencies, non-governmental organizations in order to enhance the documents relevance to youth and PLWD issues and concerns

**Methodology**
Given the nature and scope of this assignment, the consultant shall undertake extensive review of the documents and additional literature to ensure coherence to UNDP’s corporate programming standards. It shall also include the relevance of UNDP’s interventions in the short-to-long-term agenda to the country’s development trajectory.
The assignment shall include the illustration of consultation with different persons and bodies to bring to bear their appreciation of youth and PLWD agenda into programming and critical interventions.

**Duties and Responsibilities:**

**Key Deliverables**

1. Technical review of the documents above and mainstreaming of youth and PLWD agenda into them.
3. Participation at review meetings.
4. Participation in the stakeholder’s validation workshop.

**Reporting Arrangements**

The consultants will report to the Deputy Resident Representative to provide input and oversight to the assignment. The UNDP technical team to be designated will provide technical support the consultant and will provide copious review of the various reports from the consultants.

**Deliverables and Timeline**

- Inception Report: 5 days after the contract signing
- Draft Report mainstreaming Youth and PLWD issues: 2 months after signing the contract
- Final Report: 3 months after signing the contract.

**Travel:**

There is no anticipated travel for this assignment. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UNDP HHD Team and the Individual Consultant, prior to travel and will be covered and paid by UNDP.

The fare will always be “most direct, most economical” and any difference in price with the preferred route will be paid for by the expert.

UNDP will not cover any costs associated with moving to the duty station. If applicant is requesting for such coverage the cost to be calculated and included in the financial proposal.

**Evaluation:** Applicants will be screened against qualifications and competencies specified below through a desk review or an interview process. Applicants will be evaluated based on: Individual consultants will be evaluated based on of technical criteria using the of scoring at least 70% as a pass mark. Only candidates obtaining a minimum of 70 points would be considered.

**Criteria for evaluation of candidates:**

- Relevant academic background and work experience
- Quality of previous assignments on youth and PLWD
- Experience in writing/editing reports for large organizations, especially within the UN system:

- Understanding of the UN and UNDP’s mandate and demonstrated familiarity with its Programme areas of work and the human development approach:

**Technical Evaluation Criteria:** 70%

<table>
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<tr>
<th>Technical Criteria</th>
<th>Max. (100 points)</th>
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Competencies | 50
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Education | 20
Experience | 30

Financial Evaluation Criteria: 30%

Payment Method: Lump Sum

Competencies

Organizational Competencies:
- Demonstrated commitment to UN’s mission, vision and values including working in a culturally diverse environment.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. The candidate selected will be required to take UN’s mandatory training on Gender, and on the Prevention of Harassment, Sexual Harassment and Abuse of Authority, within two months of their assuming their functions in this position.
- Demonstrates ability to function in a team environment and shares knowledge and experience.

Functional Competencies
- Relevant experience in youth issues in South Africa.
- Excellent oral and writing skills with strong background in youth assignments.
- Capacity to interact with senior officials of government, donors, CSOs, etc.
- Strong ability to take initiative to move complex processes forward to achieve articulated results, work at varying levels and on different initiatives simultaneously (personal organization and ability for multi-tasking). The consultant must also possess ability to work under pressure and to accommodate change.
- Demonstrable networking capability, interpersonal skills and strong ability to promote teamwork.

A. Qualifications

Education:
- At least a University degree in development studies, public policy, sociology, and other relevant social sciences.

Experience:
- Minimum of seven years in youth and PLWD policy and programming
- Experience in development policy analysis and programming in South Africa or relevant regional experience.
- Strong background in analyzing development issues.
- Strong working knowledge of the UN.
- Language and IT Skills:
- Excellent written and oral English communications skills.
- Fully literate Microsoft applications such as words, PowerPoint, Excel.

B. GUIDELINES FOR APPLICATION
Filled P11 form including past experience in similar projects and contact details of references (blank form can be found in one of the documents attached in the procurement notice site. Please upload this P11 instead of your CV.

Incomplete applications will not be considered. Please make sure you have provided all requested materials

Qualified women and members of minorities are encouraged to apply.

Due to large number of applications we receive, we are able to inform only the shortlisted candidates about the outcome or status of the selection process.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

C. Additional Questions: (Three more questions are allowed other than the two mandatory questions below)
   1. Explain why you think you are the most suitable candidate for this work? (Mandatory)
   2. Please provide your consultancy daily fee in USD (Mandatory)

D. Online screeners: (Name/Email Address)