

TERM OF REFERENCE (ToR)

GENERAL INFORMATION

Services/Work Description:	International Consultant to support the AUC's Department of Human Resources, Science and Technology in the implementation of the AUC Chairperson's One Million Initiative on capacity development for African Youth
Project/Program Title:	AUC's One Million Initiative for African Youth
Post Title:	International Consultant (IC)
	Group of Individuals and/or Firms are not eligible for this consultancy assignment (only at an individual level)
Consultant Level:	Level A (Junior Specialist)
Duty Station:	Addis Ababa, Ethiopia
Expected Places of Travel:	TBC
Duration:	220 working days distributed over 11 months
Expected Start Date:	Immediately after concluding contract agreement

I. BACKGROUND / PROJECT DESCRIPTION

The Chairperson of the African Union Commission (AUC) launched a major initiative in 2019 on youth in Africa. This initiative aims at curbing the unemployment in Africa by developing capacity of African youth. The Chairperson of the AUC Chairperson's Initiative targets one million young Africans to be trained by 2021.

The UN Office for South-South Cooperation (UNOSSC), through its Youth4South initiative, has committed to supporting the AUC Chairperson's Initiative. In September 2019, the AU Commissioner for Human Resources, Science and Technology and the Directorate of the UN Office for South-South Cooperation agreed on the support that UNOSSC would give to the Initiative.

Objective of the Assignment

The objective of the assignment is to facilitate and support the implementation of AUC Chairperson's One Million Initiative in Africa through a rigorous training programming for African youth.

Stakeholders:

- African Union Commission, Department of Human Resources, Science and Technology
- UN Office for South-South Cooperation

II. SCOPE OF THE WORK

The Consultant is expected to undertake this assignment under the supervision of the Regional Chief for Africa of UNOSSC, with guidance and direction of the AU Commissioner of Human Resources, Science and Technology's office. Specific tasks will include:

1. Support the Department with the management of the training on Entrepreneurship in the context of the 1 million Youth Initiative.

2. Support the Head of the Youth Division on all matters related with the Training on Youth Entrepreneurship ensuring synergy building, systematic information sharing and results reporting between Youth4South entrepreneurship pillar and AUC youth entrepreneurship initiative
3. Prepare the files of all applicants for the selection process
4. Review files of all selected candidates to ensure regularity and compliance with AU, UNOSSC and partners requirements.
5. Liaise with the trainers in Africa and other partner countries
6. Prepare monthly progress report on the assignments
7. Ensure the flow of information among all stakeholders
8. Facilitate dialogue among all stakeholders and good working relations among all stakeholders
9. Identify new and other partnerships for the expansion of the programme, including with the Private Sector, National partners and other International Organizations
10. Undertake other relevant tasks assigned by the Supervisor.

III. EXPECTED OUTPUTS AND DELIVERABLES

- a. Prepare and review files of all applicants for the selection of trainees to take part in the Course and to ensure compliance with AU, UNOSSC and Partner requirements
- b. Support training sessions, compile and distribute training material with the support of the trainers
- c. Project Information management and regular communication with all Partners to ensure regular flow of information
- d. Identification and recommendation of new and other partners for the expansion of the programme and presentation of the same in the monthly reports and a final New Partner List and Analysis document to be submitted alongside the Final Project report
- e. Prepare Final project report and share with all stakeholders highlighting the:
 - Status of the training
 - Key statistics- number of trainees, training sessions etc.
 - Key success points
 - Challenges and areas of improvement
 - Recommendation for future similar initiatives

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Prepare and review files of all applicants for the selection of trainees	40 Working days	AUC Department of HR, Science and Technology's Head of Youth Division UNOSSC Africa Regional Chief
2	Support training sessions <ol style="list-style-type: none"> a. compile and distribute training material b. Project Information management c. Identification and recommendation of new and other partners 	140 Working days	AUC Department of HR, Science and Technology's Head of Youth Division UNOSSC Africa Regional Chief
5	Prepare Final project report	40 working days	AUC Department of HR, Science and Technology's Head of Youth Division UNOSSC Africa Regional Chief

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The UNOSSC will be the contracting agency. The assignment will be carried out under the guidance of the AUC Department of Human Resources, Science and Technology in collaboration with the UN Office for South-South Cooperation.

- a. The consultant will report to the UNOSSC Regional Chief for Africa and the frequency of reporting will be on a monthly basis
- b. The consultant will work under guidance of and provide support to the Head of the Youth Division on all matters related with the Training on Youth Entrepreneurship
- c. The AUC Head of the Youth Division and the UNOSSC Chief for Africa will work closely to ensure that there is coherence in the tasks being carried out. This will involve one-on-one meetings as well as online (email, Skype) discussions.
- d. The AUC Head of the Youth Division and the UNOSSC Chief for Africa will jointly approve the deliverables as well as the conduct evaluation of the consultant's general performance.
- e. The Consultant will be based at the African Union, Addis Ababa, Ethiopia and will be provided with appropriate working equipment to undertake the assignment.

V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

- UNOSSC Africa will facilitate the Consultant's travel to and from Addis Ababa as well as any programme-related travel. The AUC Department of Human Resources, Science and Technology will offer logistical support whenever programme-related travel is undertaken
- The AUC Department of Human Resources, Science and Technology will ensure the consultant has access to the AU and offer required administrative support as well as access to the Initiative's relevant stakeholders in the duration of the consultancy.

VI. DURATION OF THE WORK¹

This consultancy assignment will be based at the AU in the Department of Human Resources, Science and Technology in Addis Ababa, Ethiopia and will ideally begin in July 1st, 2020 and is expected to finish the assignment on 31st May 2021

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Education:

Master's degree in Education, Communication or any social science related courses required.

b. Experience:

- A. Minimum 2 years of experience in project support or related field required.
- B. Understanding of South-South and Triangular cooperation issues required;
- C. Familiarity with liaising with different stakeholders, including AUC private sector and/or academia preferred;
- D. Experience in report writing preferred;
- E. Knowledge of the Programme on Youth and Women Entrepreneurship or similar programmes is an asset

¹ The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.

c. Language:

- A.** Fluent in both written and spoken English and French required
- B.** Any other AU working language will be an asset

d. Functional Competencies:

- Communication
- Planning and coordination
- Teamwork

e. Core Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria for Technical		Weight	Max. Point
Technical Competence (based on CV and Proposal)		70%	100
Report Writing Experience			15
Familiarity with liaising with different stakeholders, including AUC private sector and/or academia			20
Knowledge of the Programme on Youth and Women Entrepreneurship or similar programmes			20
Fluency in any other AU language apart from French and English			15
Financial (Lower Offer/Offer*100)		30%	30
Total Score	Technical Score * 70% + Financial Score * 30%		

IX. PAYMENT MILESTONES AND AUTHORITY

Schedule of Payments:

- Payment will be made on **monthly basis** upon submission of a certificate of payment request, and a detailed progress report at a schedule agreed based on deliverables, indicating outputs achieved and days worked to be verified and cleared for payment by the supervisor.

- Any official mission travel expenses will be duly paid for directly by UNDP and **should not be included in the price proposal.**

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed **Table of Contents**. Therefore, prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

Proposed Table of Contents	Page
TECHNICAL PROPOSAL COVER PAGES	
Cover Page	
Cover Letter	
SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM	
1.1. Letter of Motivation;	
1.2. Experience in Similar Consultancy and/or Projects	
1.3. List of Personal Referees	
SECTION II. ANNEXES	
Annex a. Duly Signed Offeror's Letter to UNDP confirming Interest and availability (use the template hereto).	
Annex b. Duly Signed CV	
Annex C: Sample programme/Project / initiative report previously prepared demonstrating the quality of your work	

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.