



## REQUEST FOR PROPOSAL (RFP) (For Services)

To: All potential vendors	DATE: June 25, 2020
	REFERENCE: RFP/2020/012 - SDG

Dear Sir / Madam:

We kindly request you to submit your Proposal for **supporting the youth and innovation program**.

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

Proposals may be submitted on or before **11:00am, Monday, July 06, 2020** (GMT+08, Ulaanbaatar time) and via email to:

[bids.mn@undp.org](mailto:bids.mn@undp.org)

Your Proposal must be expressed in the English, 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 attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

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:

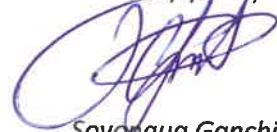
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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,



*Soyongua Ganchimeg*  
Assistant Resident Representative (O)  
6/25/2020

## Description of Requirements

Context of the Requirement	<p><b>Project:</b> “Supporting the implementation of the 2030 Agenda in Mongolia”</p> <p><b>Background:</b> Mongolia has a young population with nearly one third aged between 15 and 34 years. A significant challenge facing many of these young people is income generation. Nearly 20% or 106 thousand of young people (15-24 years old, 2018) were jobless<sup>1</sup>. Among 15-19 and 20-24 years old poverty rate is 31% and 25%, respectively. Another challenge is that the school-to-work transition for urban Mongolians is up to 2.9 years. Mongolian young people face numerous challenges in successfully transitioning to work. Rural youth, who comprise 36% of the overall youth population, are less educated and are concentrated in insecure, unskilled jobs in the informal economy offering low pay and little in the way of social security or benefits. Urban youth suffer high rates of unemployment, and unemployment spells are long in duration for many. Educated young persons experience particular difficulties in securing work<sup>2</sup>.</p> <p>Since 2018, UNDP has implemented <i>Activated2030, a youth enterprising project</i>, to materialize youth self-led social enterprises using design-thinking and enterprise learning. The combined approach offered an opportunity to address challenges facing young people and several SDGs simultaneously. At the regional, Activated2030 form part of the regional UNDP initiative, Youth Co:Lab, which connects over 25 countries across Asia-Pacific<sup>3</sup>. In 2019, UNDP Mongolia and the Science Industrial Development and Innovation Agency of the Governor’s Office, Capital City Ulaanbaatar (SIDIA) as well as the Governor’s Office, Orkhon aimag, collaborated on the design, testing and implementation of behavioral interventions to increase the enterprising tendencies, skills, behavioral change and activities of young people in Mongolia. UNDP Mongolia signed the Financial agreements with the Governor’s offices of UB, Orkhon and Zavkhan aimags to up-scale and launch Activated2030 in 2020 and beyond.</p> <p>During the same period, the (SIDIA), established and opened an Innovation Hub, branded #Hub. The objective of the #Hub is to “Develop new ideas and innovation-based start-up businesses and build an innovation eco-system in Ulaanbaatar identifying it as “a complex area for youth development”. Ulaanbaatar City and UNDP in Mongolia partnered to position #Hub as a Youth Enterprising Lab by opening a social innovation centre called the <i>Activation Centre</i>. The ‘<b>Activation Centre</b>’ is accessible to all youth to explore topics related to enterprising activities, including learning and applying Activated2030 approaches. Activated2030 combines innovation and experimentation with well-established tools and methods to exemplify a transformation in the way entrepreneurship is used in addressing development challenges.</p>
Implementing Partner of UNDP	Orkhon and Zavkhan Governor Office

<sup>1</sup> [http://1212.mn/BookLibraryDownload.ashx?url=2018\\_LFS\\_report.pdf&ln=Mn](http://1212.mn/BookLibraryDownload.ashx?url=2018_LFS_report.pdf&ln=Mn)

<sup>2</sup> [https://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/---ilo-beijing/documents/publication/wcms\\_220929.pdf](https://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/---ilo-beijing/documents/publication/wcms_220929.pdf)

<sup>3</sup> <https://www.youthcolab.org/>

Brief Description of the Required Services <sup>4</sup>	<p>UNDP in Mongolia is seeking an experienced talented team to facilitate, support and operationalize the Activated2030 in Ulaanbaatar in cooperation with SIDIA and to pilot in Orkhon and Zavkhan aimags.</p> <p>The objective of this assignment is to provide expertise in building and expanding understanding, develop and enhance the current programs, innovative tools for youth development, capacity building to the central government agency, local governments in Ulaanbaatar, its selected districts, and Orkhon and Zavkhan aimags by refining and operationalizing the design and delivery of the 'Activation Centre'. This will include supporting and coaching staff of the Family, youth and child development agency, their local departments in the respective Governors offices, local government youth centers, SIDIA, and the Activation Centre.</p> <p>Given the COVID-19 situation and preventive measures, its encouraged to be innovative on developing contents and platforms, choosing facilities as needed under leaving no one behind concept of the SDGs.</p>
List and Description of Expected Outputs to be Delivered	<p><b>Scope of the assignment</b></p> <ol style="list-style-type: none"> <li>1. Conduct desk review and present an inception report along with detailed workplan with milestones</li> <li>2. Lead the planning and development of activities to expand the youth development and innovation ecosystem in Mongolia by facilitating design workshops, vocational and professional skills development and integrating local and international education and community development opportunities for youth groups, particularly, marginalised ones</li> <li>3. Lead the operations and up-scaling development of the Activation Centre to be operational and sustainable beyond 2020 for the central and local governments to promote inclusive and sustainable economic growth and provide productive employment opportunities and decent work for all citizens</li> <li>4. Introduce new and further refine the well-established and tested knowledge products and resources, including 'Youth Enterprising Development Program' and the Behavioral Insights Interventions</li> <li>5. Support in developing the joint 2021 plan and possible multiyear plan on the implementation</li> </ol> <p><b>Deliverables</b></p> <ol style="list-style-type: none"> <li>1. Inception report and the assessment report along with detailed workplan including the scope of work;</li> <li>2. Training of trainers' facilitation manual for workshops, Activation Centre resource;</li> <li>3. Report on trainings and workshop including feedback results;</li> <li>4. Redesigned interface of the Activation Centre;</li> <li>5. Training modules and operational manual for the Activation centre operation;</li> <li>6. Reports on trainings conducted for community managers at local levels and the Activation centre, including feedback results;</li> </ol>

<sup>4</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<p>7. Final activation centre blueprint and implementation tools including the 2021 joint plan and implementation plan;</p> <p>8. Refined Youth Enterprising Development Program and reports on conducted sessions, including feedback;</p> <p>9. Report on the behavioral insight interventions at all locations and reflections on their program and agenda;</p> <p>10. Finalized online and launched programs, platforms and contents at each location.</p> <p>More detailed information could be found in the Terms of Reference.</p>												
Person to Supervise the Work/Performance of the Service Provider	Project Manager												
Frequency of Reporting	<i>Regular basis</i>												
Progress Reporting Requirements	Required												
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location												
Expected duration of work	Up to 7 months												
Target start date	July 2020												
Latest completion date	February 2021												
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr> </thead> <tbody> <tr> <td>Orkhon aimag</td><td>TBD</td><td></td><td>TBD</td></tr> <tr> <td>Zavkhan aimag</td><td></td><td></td><td></td></tr> </tbody> </table>	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	Orkhon aimag	TBD		TBD	Zavkhan aimag			
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Zavkhan aimag													
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others [pls. specify]												
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required												
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required												
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency - MNT												

Value Added Tax on Price Proposal <sup>5</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																							
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <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 <input type="checkbox"/> Permitted																							
Payment Terms <sup>6</sup>	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Deliverable 1</td> <td>15% of total payment</td> <td>July 30, 2020</td> <td rowspan="5">           Within thirty (30) days from the date of meeting the following conditions:            a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and            b) Receipt of invoice from the Service Provider.         </td> </tr> <tr> <td>Deliverable 2, 3, 4 (accepted progress report)</td> <td>15% of total payment</td> <td>August 30, 2020</td> </tr> <tr> <td>Deliverable 3, 4 and 8</td> <td>20% of total payment</td> <td>September 31, 2020</td> </tr> <tr> <td>Deliverable 6, 7, 8</td> <td>20% of total payment</td> <td>December 1, 2020</td> </tr> <tr> <td>Deliverable 9 and 10 (final products)</td> <td>30% of total payment</td> <td>January 25, 2021</td> </tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Deliverable 1	15% of total payment	July 30, 2020	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Deliverable 2, 3, 4 (accepted progress report)	15% of total payment	August 30, 2020	Deliverable 3, 4 and 8	20% of total payment	September 31, 2020	Deliverable 6, 7, 8	20% of total payment	December 1, 2020	Deliverable 9 and 10 (final products)	30% of total payment	January 25, 2021			
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Programme Analyst																							
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Professional Services																							
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). <b>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.</b>																							

<sup>5</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>6</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.

Criteria for the Assessment of Proposal	<b>Technical Proposal (70%)</b> <input checked="" type="checkbox"/> Expertise of the Firm – 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan – 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel – 50%  <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.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors
Annexes to this RFP <sup>7</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <sup>8</sup> <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input type="checkbox"/> Others <sup>9</sup>
Contact Person for Inquiries (Written inquiries only) <sup>10</sup>	<i>Procurement Associate</i> <i>Bids.mn@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.
Other Information [pls. specify]	n/a

<sup>7</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>8</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>9</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>10</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>11</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>12</sup>)*

[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 [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

### 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, contract 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

<sup>11</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>12</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



*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.

**D. 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	15% of total payment	
2	Deliverable 2, 3, 4(accepted progress report)	15% of total payment	
3	Deliverable 3, 4 and 8	20% of total payment	
4	Deliverable 6, 7, 8	20% of total payment	
5	Deliverable 9 and 10 (final products)	30% of total payment	
	Total	100%	

*\*This shall be the basis of the payment tranches*

**E. Cost Breakdown by Cost Component (MNT):**

<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>				
a. Team Leader				
b. Trainer				
c. Trainer				
d. Behavioral Insights Specialist				
e. M&E Expert				
<b>II. Out of Pocket Expenses</b>				
Others				
<b>III. Other Related Costs</b>				

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

## ***General Terms and Conditions for Services***

### **1.0 LEGAL STATUS:**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

### **2.0 SOURCE OF INSTRUCTIONS:**

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

### **3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

### **4.0 ASSIGNMENT:**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

### **5.0 SUB-CONTRACTING:**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

### **6.0 OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

### **7.0 INDEMNIFICATION:**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

### **8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:**

- 8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:
- 8.4.1** Name UNDP as additional insured;
  - 8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
  - 8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

**9.0 ENCUMBRANCES/LIENS:**

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

**10.0 TITLE TO EQUIPMENT:**

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

**11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.
- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the

performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

- 11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.
- 11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

## **12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

## **13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:**

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

- 13.1** The recipient ("Recipient") of such information shall:
  - 13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
  - 13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.
- 13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:
  - 13.2.1** any other party with the Discloser's prior written consent; and,
  - 13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:
    - 13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,
    - 13.2.2.2** any entity over which the Party exercises effective managerial control; or,
    - 13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.
- 13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the

Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

- 13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.
- 13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.
- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

#### **14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

#### **15.0 TERMINATION**

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

## **16.0 SETTLEMENT OF DISPUTES**

- 16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.
- 16.2 Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

## **17.0 PRIVILEGES AND IMMUNITIES:**

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

## **18.0 TAX EXEMPTION**

- 18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

- 18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

**19.0 CHILD LABOUR**

- 19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.
- 19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

**20.0 MINES:**

- 20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.
- 20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

**21.0 OBSERVANCE OF THE LAW:**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

**22.0 SEXUAL EXPLOITATION:**

- 22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.
- 22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years

with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

**23.0 AUTHORITY TO MODIFY:**

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.



## TERMS OF REFERENCE

**Consultancy to support the youth and innovation program**

<b>Project Title:</b>	Supporting the implementation of the 2030 Agenda in Mongolia
<b>Type of Contract:</b>	Institutional Contract
<b>Duration of contract:</b>	7 months including at least 2 missions to Orkhon and Zavkhan aimag respectively.

**Background**

Mongolia has a young population with nearly one third aged between 15 and 34 years. A significant challenge facing many of these young people is income generation. Nearly 20% or 106 thousand of young people (15-24 years old, 2018) were jobless<sup>13</sup>. Among 15-19 and 20-24 years old poverty rate is 31% and 25%, respectively. Another challenge is that the school-to-work transition for urban Mongolians is up to 2.9 years. Mongolian young people face numerous challenges in successfully transitioning to work. Rural youth, who comprise 36% of the overall youth population, are less educated and are concentrated in insecure, unskilled jobs in the informal economy offering low pay and little in the way of social security or benefits. Urban youth suffer high rates of unemployment, and unemployment spells are long in duration for many. Educated young persons experience particular difficulties in securing work<sup>14</sup>.

There is a skill mismatch in labor market. Around 30% of young unemployment people respond their occupations, skills and experience don't meet the labor market demand. Moreover, employers also noted that new employees often lacked certain soft skills<sup>15</sup>. Also, young people with higher levels of education are more likely to find better quality employment, yet they also face a higher likelihood of unemployment (ILO, 2013). The Government has placed job creation at the centre of economic and labour policy and programmes by undertaking to link macroeconomic policymaking and labour market policies, to invest in initiatives to intensify industrial development and manufacturing, to enhance employment promotion programmes among young people, persons with disabilities, migrants and students, and to expand training and retraining among the unemployed. Nonetheless, more effort is required to support sustainable and productive youth employment through much larger and more intensive youth employment promotion programmes<sup>16</sup>.

New technologies are expected to change labor market landscape. New technologies including robotics, automation, cloud technology, internet of ideas and things, electronic information and sharing platforms; big data analytics, machine learning, artificial intelligence—as well as new materials, 3D printing, nano sensors, clean energy, high-capacity batteries, and others will replace some of existing workplace, while require new skills<sup>17</sup>. The low skilled young workers tend to face the

<sup>13</sup> [http://1212.mn/BookLibraryDownload.ashx?url=2018\\_LFS\\_report.pdf&ln=Mn](http://1212.mn/BookLibraryDownload.ashx?url=2018_LFS_report.pdf&ln=Mn)

<sup>14</sup> [https://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/---ilo-beijing/documents/publication/wcms\\_220929.pdf](https://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/---ilo-beijing/documents/publication/wcms_220929.pdf)

<sup>15</sup> [https://www.rand.org/content/dam/rand/pubs/research\\_reports/RR1000/RR1092/RAND\\_RR1092.pdf](https://www.rand.org/content/dam/rand/pubs/research_reports/RR1000/RR1092/RAND_RR1092.pdf)

<sup>16</sup> Mongolian Human Development Report, 2016

<sup>17</sup> [https://www.undp.org/content/seoul\\_policy\\_center/en/home/research-and-publications/technological-change-and-the-future-of-jobs.html](https://www.undp.org/content/seoul_policy_center/en/home/research-and-publications/technological-change-and-the-future-of-jobs.html)

highest risk of automation<sup>18</sup>. Another areas of development and concern is entrepreneurship and enterprising skills.

Since mid-2017, UNDP Mongolia has been undertaking activities to understand the entrepreneurial mindset of young Mongolians and the innovation ecosystem in Mongolia using enterprise pedagogy, design-thinking and behavioral insights. The insights of these approaches have highlighted the need to support the development of enterprising tendencies and skills in Mongolian youth. A baseline study in 2018 commissioned by UNDP to identify barriers faced by young people striving to pursue entrepreneurship in Mongolia revealed low to medium level of enterprising tendencies among them. Nearly one in three agreed that among their peers, new ideas were seldom implemented. The study highlighted the need to support the development of enterprising tendencies and skills in Mongolian youth to generate jobs youth income.

Since 2018, UNDP has implemented *Activated2030, a youth enterprising project*, to materialize youth self-led social enterprises using design-thinking and enterprise learning. The combined approach offered an opportunity to address challenges facing young people and several SDGs simultaneously. At the regional, Activated2030 form part of the regional UNDP initiative, Youth Co:Lab, which connects over 25 countries across Asia-Pacific<sup>19</sup>. In 2019, UNDP Mongolia and the Science Industrial Development and Innovation Agency of the Governor's Office, Capital City Ulaanbaatar (SIDIA) as well as the Governor's Office, Orkhon aimag, collaborated on the design, testing and implementation of behavioral interventions to increase the enterprising tendencies, skills, behavioral change and activities of young people in Mongolia. UNDP Mongolia signed the Financial agreements with the Governor's offices of UB, Orkhon and Zavkhan aimags to up-scale and launch Activated2030 in 2020 and beyond.

During the same period, the (SIDIA), established and opened an Innovation Hub, branded #Hub. The objective of the #Hub is to "Develop new ideas and innovation-based start-up businesses and build an innovation eco-system in Ulaanbaatar identifying it as "a complex area for youth development". Ulaanbaatar City and UNDP in Mongolia partnered to position #Hub as a Youth Enterprising Lab by opening a social innovation centre called the *Activation Centre*. The '**Activation Centre**' is accessible to all youth to explore topics related to enterprising activities, including learning and applying Activated2030 approaches. Activated2030 combines innovation and experimentation with well-established tools and methods to exemplify a transformation in the way entrepreneurship is used in addressing development challenges.

UNDP in Mongolia is seeking an experienced talented team to facilitate, support and operationalize the Activated2030 in Ulaanbaatar in cooperation with SIDIA and to pilot in Orkhon and Zavkhan aimags.

## Objectives

The objective of this assignment is to provide expertise in building and expanding understanding, develop and enhance the current programs, innovative tools for youth development, capacity building to the central government agency, local governments in Ulaanbaatar, its selected districts, and Orkhon

<sup>18</sup> [https://www.ilo.org/wcmsp5/groups/public/---dgreports/---dcomm/---publ/documents/publication/wcms\\_737648.pdf](https://www.ilo.org/wcmsp5/groups/public/---dgreports/---dcomm/---publ/documents/publication/wcms_737648.pdf)

<sup>19</sup> <https://www.youthcolab.org/>

and Zavkhan aimags by refining and operationalizing the design and delivery of the 'Activation Centre'. This will include supporting and coaching staff of the Family, youth and child development agency, their local departments in the respective Governors offices, local government youth centers, SIDIA, and the Activation Centre.

Given the COVID-19 situation and preventive measures, its encouraged to be innovative on developing contents and platforms, choosing facilities as needed under leaving no one behind concept of the SDGs.

### Scope of the assignment

6. Conduct desk review and present an inception report along with detailed workplan with milestones:
  - 6.1. Review the Activated2030 approaches, activities of the Activation centre (Innovation Hub including the districts Hub) lab, training services, including social entrepreneurship programme, Enterprising Development Program and training of trainers' facilitation workshop, and other tools, platforms and networks.
  - 6.2. Review together with UNDP's Regional Hub similar initiatives and identify the best practice across the region.
7. Lead the planning and development of activities to expand the youth development and innovation ecosystem in Mongolia by facilitating design workshops, vocational and professional skills development and integrating local and international education and community development opportunities for youth groups, particularly, marginalised ones:
  - 7.1. Produce training of trainers' facilitation manual for workshops, Activation Centre resource;
  - 7.2. Develop and conduct 'trainers' facilitation' workshop on **Youth and social innovation training** to train government, civil society organisations and the private sector to implement Activated2030 approaches in their own organisation.
  - 7.3. Organise several testing sessions of the 'UNDP Mongolia Doing and Thinking in systems' toolkit with the Family, youth and child development agency, local governments, CSO, and NGOs.
  - 7.4. Record and monitor feedback results and localize trainings to strengthen the operations of the organization;
  - 7.5. Provide support in logistics, and workshop implementation for all training services.
  - 7.6. Provide back-up facilitation for youth support UNDP programs, if the need arises.
8. Lead the operations and up-scaling development of the Activation Centre to be operational and sustainable beyond 2020 for the central and local governments to promote inclusive and sustainable economic growth and provide productive employment opportunities and decent work for all citizens:
  - 8.1. Up-scale in collaboration with SIDIA and #HUB Management (including district Hubs) the design and delivery of design workshops and resources to enable young Mongolian's to change behavioral mindset meaningfully to generate income and increase civic participation.
  - 8.2. Redesign the interface of the Activation Centre to standardize information architecture of events, programmes, social media content and youth related development opportunities in the Mongolian ecosystem.

- 8.3. Manage all aspects of the design and development of the 'Activation Centre' ensuring it meets the needs and expectations of young Mongolians and 'nudges' young people to engage with enterprising activities.
- 8.4. Develop training modules and operational manuals for operation of the Activation centre.
- 8.5. Train #HUB Community Managers and SIDIA to operate the Activation centre and the local hubs.
- 8.6. Develop an Activation Centre Blueprint. The Blueprint should consist of:
  - 8.6.1.1. Executive Summary
  - 8.6.1.2. Background and case-study analysis
  - 8.6.1.3. Pillars to successfully manage a youth social innovation centre.
- 8.7. Design an Activation centre service blueprint and implementation tools. This should include.
  - 8.7.1. Establishing a vision using the Activation Centre Service Pillars
  - 8.7.2. How to create milestones and long-term goals
  - 8.7.3. How to create a human-centred focus approach with beneficiaries
  - 8.7.4. Management, finance, and human resource
  - 8.7.5. Developing communications and media strategies
  - 8.7.6. How to scan the horizon to scale innovation
  - 8.7.7. How to form partnerships and crowdsource funding partnerships
  - 8.7.8. How to pitch and launch your services to streamline into policy.
  - 8.7.9. International Case-Study Analysis (connecting the youth innovation spaces co-led by UNDP in the region (for instance, in Timor-Leste, Fiji, Solomon Islands)
  - 8.7.10. Appendix of tools;
- 8.8. Prepare 'The Activation Centre Blueprint' for district and aimag dissemination.
9. Introduce new and further refine the well-established and tested knowledge products and resources, including 'Youth Enterprising Development Program' and the Behavioral Insights Interventions:
  - 9.1. Coordinate dialogue with Bangkok Regional Hub to tailor toolkits and knowledge products for the Activation Centre and seek partnership opportunities through the knowledge products and Activated2030 services.
  - 9.2. Refine and implement the 'Youth Enterprising Development Program' and 'Social enterprising Program':
    - 9.2.1. Deliver 'Youth Enterprising Development Program' and 'Social enterprising Program', including the Youth Co:Lab Mongolia by designing and developing session resources to ensure all activities facilitate 'human centred design'.
    - 9.2.2. Coordinate dialogue with Bangkok Regional Hub to support youth participants to launch and sustain their social enterprises, through Youth Co:Lab Springboard Programme;

9.2.3. Monitor and record results of youth participants to launch social intervention design.

9.2.4. Lead creative direction of youth advocacy and production of communications collaterals to promote programs in aimags and Ulaanbaatar districts.

9.3. Implement the Behavioral Insights Interventions:

9.3.1. Lead the implementation of Behavioral *Informed* Intervention/s.

9.3.2. Coordinate between agreed universities to implement study and monitor data results provided by the behavioral insights specialist template.

9.3.3. Produce the behavioral study and intervention report consisting of:

9.3.3.1. Background and context

9.3.3.2. Activity overview

9.3.3.3. Design and implementation process

9.3.3.4. Methodology

9.3.3.5. Results

9.3.3.6. Discussion

9.3.3.7. Lessons learned and recommendations

9.3.3.8. Conclusion

9.3.4. Produce infographic of behavioral study intervention.

9.4. Operationalize and redesign the traditional Youth Empowerment Huddle (gathering of all the Activated2030 partners/stakeholders/youth representatives) with more innovative and accessible dialogue platforms and demonstrate at local aimags that empowers youth in the region to participate in policy decision making including the budget decision processes at local level and discuss further opportunities leaving no youth behind;

10. Support in developing the joint 2021 plan and possible multiyear plan on the implementation;

## **Reporting**

The Contractor will report to Project coordinator and the Programme analyst of UNDP. The consultant shall work closely with the Family, youth and child agency, its local departments in Ulaanbaatar, and UB Governor's Office, Orkhon and Zavkhan aimags and SIDIA. The Project coordinator is the focal point for Bangkok Regional Hub.

## **Deliverables**

11. Inception report and the assessment report along with detailed workplan including the scope of work;
12. Training of trainers' facilitation manual for workshops, Activation Centre resource;
13. Report on trainings and workshop including feedback results;
14. Redesigned interface of the Activation Centre;
15. Training modules and operational manual for the Activation centre operation;
16. Reports on trainings conducted for community managers at local levels and the Activation centre, including feedback results;

17. Final activation centre blueprint and implementation tools including the 2021 joint plan and implementation plan;
18. Refined Youth Enterprising Development Program and reports on conducted sessions, including feedback;
19. Report on the behavioral insight interventions at all locations and reflections on their program and agenda;
20. Finalized online and launched programs, platforms and contents at each location.

All reports shall be submitted in Mongolian. Progress reports, summary briefs of deliverables and final report should be submitted in both Mongolian and English.

All the contents developed under the project should be handed over to UNDP CO and considered the UNDP's copyright.

#### **Duration of work:**

7 months including at least 2 trips to Orkhon aimag and Zavkhan aimag respectively.

#### **Payment schedule**

All payments shall be made upon submission and acceptance by UNDP Country Office.

	<b>Deliverables</b>	<b>Target Due Dates</b>	<b>Payment instalments</b>
1.	Deliverable 1	July 30, 2020	15% of total payment
2.	Deliverable 2, 3, 4(accepted progress report)	August 30, 2020	15% of total payment
3.	Deliverable 3, 4 and 8	September 31, 2020	20% of total payment
4.	Deliverable 6, 7, 8	December 1, 2020	20% of total payment
5.	Deliverable 9 and 10 (final products)	January 25, 2021	30% of total payment

#### **Requirements to the Contractor**

The assignment shall be carried out by a legal entity (consultancy company, academic institution, NGO etc). Requirements for the **legal entity**:

- Must have professional experience in design, delivery and co-ordination of activities aimed at increasing enterprising capabilities of young adults).
- Adequate experience in projects comparable with the present assignment in terms of scope and complexity.
- The entity has necessary personnel at its disposal at all times to carry out the assignment in timely manner.
- Experts must prove their knowledge/experience on design, delivery and co-ordination of activities aimed at increasing enterprising capabilities of young adults.

The team shall consist of at least 5 people with following competencies: Team leader with at least 5 year experience in the design, delivery and co-ordination of activities aimed at increasing enterprising capabilities of young adults (this includes entrepreneurship, employability, leadership) and project

management(1), trainers with at least 3 years of experience in the design, delivery and co-ordination of activities aimed at increasing the enterprising capabilities of young people (2), behavioral insight specialist with at least 3 years of experience in behavioral insight projects, including baseline assessments for behavioral insights, design of nudges, as well as implementation and analysis of randomized control-trials for prototype interventions; ( including degree in a behavioral science, behavioral economics, psychology, cognitive science, psychobiology, neural networks, social cognition, social psychology, sociology, anthropology or a related field-1), and monitoring and evaluation expert with at least 5 years of experience in monitoring and evaluation programs, experience in public policy is an asset (1).

- Highly organized personnel in setting priorities, producing quality outputs, meeting deadlines and managing time efficiently.
- Ability to maintain overview in complex work situations, self-initiated.
- Write professional reports and conduct studies.
- Work toward finding creative solutions by analyzing and applying systemic approach.

#### **Criteria for Selection of the Best Offer**

Combined Scoring method will be used, where the technical proposal will be weighted a max. of 70% and combined with the price offer which will be weighted a max of 30%. Below is the breakdown of technical proposal scores.

- Educational background – 20%
- Work experience – 50%
- Proposed methodology – 30%

Financial proposal shall include daily fee as well as other costs to be incurred where relevant.

Don't include travel related costs. Travel expenses will be costed and disbursed separately due to uncertain COVID-19 restrictions.