

TERMS OF REFERENCE

Reference	PN/FJ/091/20
Location	Home-based or Suva, Fiji
Application deadline	28 September 2020
Type of Contract	Individual Contractor
Post Level	International consultant
Consultancy Title	Consultant – Integrity in Pacific Youth Sports
Languages required:	English
Duration of Initial Contract:	34 days (between October to December 2020)

BACKGROUND

The UN Pacific Regional Anti-Corruption (UN-PRAC) Project is a joint UN Office on Drugs and Crime (UNODC) and UN Development Programme (UNDP) initiative, funded by the Australian Government and the New Zealand Government, aimed to support Pacific Island Countries (PICs) to strengthen their national integrity systems. The Project is firmly anchored in the United Nations Convention against Corruption (UNCAC) as the only international legally binding framework on how to prevent and fight corruption, and the 2030 Agenda for Sustainable Development, notably Sustainable Development Goal (SDG) 16 which calls for stronger action on anti-corruption, transparency and accountability.

In the Pacific, UN-PRAC has supported a “whole-of-society” approach to encourage the collective action by Governments, the private sector and civil society against corruption. Since the inception of the project, it has also invested in the capacity development of youth anticorruption advocates which has led to the establishment of the Pacific Youth Forum Against Corruption (PYFAC) a regional network of young people advocating for the vision of a “Corruption Free Pacific”. Given the importance of sport in Pacific communities, UN-PRAC has engaged with the UNODC Programme on Safeguarding Sport from Corruption and Crime¹, collaborating in a July 2020 Integrity in Sport: Tackling the Manipulation of Sports Competitions - Virtual Workshop Pacific. As well, the Pacific Islands Sports Ministers Meeting held in Apia, Samoa in July 2019 endorsed the need to develop and implement integrity programs for youth through sports.

In response to the current global pandemic, UN-PRAC aims to build on its investment in youth to reinforce the narrative of young people as “game changers” and “influencers” to lead the new normal, using youth sport as an entry point. The Project thus seeks to target sport-engaged youth who may not have been engaged in integrity programmes through traditional education. UN-PRAC is looking to engage a consultant to facilitate development of a toolkit, module and workshops that will engage Pacific youth in integrity through sport.

The consultant will work with UN-PRAC and the relevant stakeholders (including the UNODC Programme on Safeguarding Sport from Corruption and Crime and the Youth Crime Prevention through Sports Preventing youth crime through sports-based programmes and life-skills training through UNODC’s Doha Programme on Education For Justice (E4J)), along with reference to the work of the International Partnership Against Corruption in Sport (IPACS) Taskforce 3, with the aim of identifying corruption risks and advocacy improvements for youth engaging in sport in the Pacific.

¹ <https://www.unodc.org/unodc/en/safeguardingsport/index.html>

The consultant will also support the process of increasing the capacities of sports organizations to align with international and/or local good governance practices in line with SDG 16 aspirations. While building on international good practices, the toolkits and training must resonate and have relevance for Pacific youth sports.

DUTIES AND RESPONSIBILITIES

Scope of Work

Under the guidance of the UNDP Anti-Corruption Adviser and UNODC Regional Anti-Corruption Adviser for the Pacific, the consultant will support the Integrity in Pacific Youth Sport activities/workshops of UN-PRAC remotely (and potentially in-country if Pacific-based), provide trainings and liaise with the main counterparts including PYFAC, UNODC Programme on Safeguarding Sport from Corruption and Crime, UNODC Doha Programme – E4J and relevant government agencies.

Expected Outputs and Deliverables

Deliverable	Steps	Number of consultancy days
1. Workplan for implementation of the consultancy for the Integrity in Pacific Youth Sport; desk review of source materials	1) Conduct desk review of source materials available; 2) Consultations with UN-PRAC and the UNODC Programme on Safeguarding Sport from Corruption and Crime, and if necessary, the International Partnership Against Corruption in Sport (IPACS) Taskforce 3; Youth Crime Prevention through Sports (E4J) Programme; 2) Based on consultations, revise desk review.	2
2. Develop a Pacific toolkit publication (of up to 25 pages) on integrity in sport with a strong youth focus	1) Draft Pacific toolkit; 2) Submit draft to UN-PRAC 3) Revise Pacific toolkit based on inputs received.	12
3. Conceptualization, preparation and development of two modules – adapted for Pacific context implementation – one face-to-face workshop (possibly in Fiji or another PIC); agenda, logistical plans; preparations/preparation of abridged materials	1) Prepare two draft modules, agenda, logistical plans, materials in consultation with UN-PRAC, Pacific youth sports associations and the UNODC Programme on Safeguarding Sport from Corruption and Crime; 3) Revise draft modules, etc based on inputs received.	8

adjusted to Fiji, Samoa or another PIC based on the toolkit; A second module targeting regional participants remotely via a webinar.		
4. Two Integrity in Pacific Youth Sport trainings/ webinars implemented.	1) Finalize preparations, substantive and logistical arrangements; confirm list of participants; confirm venue. 2) Conduct training and facilitate two workshops/webinars, together with UN-PRAC	7
5. Support to similar activities in the Pacific region (transfer of knowledge)	1) Provide support to a national consultant in Samoa – transfer of knowledge and lessons learnt from the in-country/ Pacific webinar and south-south exchanges with the idea to replicate the activities	4
6. Final Report	1) Draft the final report 2) Revise report based on inputs received from UN-PRAC.	1

Institutional Arrangement

- The Consultant will report to UNDP’s Anti-Corruption Adviser, Pacific and UNODC’s Regional Anti-Corruption Adviser (Pacific).
- The consultant will be expected to liaise/discuss with relevant institutions and stakeholders in organization of the workshops.

Duration of the Work

- The envisaged time frame of the consultancy is estimated not to exceed 34 consultancy days in the overall period from October 2020 to December 2020.

Duty Station

- The consultant will be home-based or Suva Fiji.

COMPETENCIES

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Comprehensiveness knowledge of youth development and entrepreneurship in the Pacific
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, project management and organizational skills;

- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- University degree or equivalent qualification in international development, international relations, political science, social sciences, public administration or related fields.

Experience

- At least three (3) years of relevant experience work on sport, youth and/or governance issues in the Pacific;
- Specific experience on youth sports sector and anti-corruption issues will be an asset (academic work; technical assistance, advisory services, analytical work, knowledge products);
- Demonstrated experience in working with youth in the Pacific region;
- Experience in working on similar assignments/products within the UN system will be an asset.

Language requirements

- Fluency of English language is required.

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be a fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables and as per below percentages:

- Deliverable 1 Workplan for execution of activities: 10% of total contract amount
- Deliverable 2 & 3: Execution of Toolkits and Modules 40% of total contract amount
- Deliverable 4 & 5: Delivery of 2 trainings; Knowledge transfer/mentoring to Samoa 40%
- Deliverable 3 Final Report inclusive of recommendations: 10% of total contract amount

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

- University degree or equivalent qualification in international development, international relations, political science, social sciences, public administration or related fields. (10 points)
- At least three (3) years of relevant experience work on youth and/or governance issues in the Pacific including Fiji; (20 points)
- Specific experience on integrity in sport and anti-corruption issues will be an asset (academic work; technical assistance, advisory services, analytical work, knowledge products); (20 points)
- Demonstrated experience in working with youth in the Pacific region (15 points)
- Experience in working on similar assignments/products within the UN system will be an asset. (5 points)

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Technical proposal**, including a brief description of why the individual considers him/herself as the most suitable for the assignment;
- **Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in United States Dollars (USD).

Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.

Annexes

- Annex I - Individual IC General Terms and Conditions
- Annex II – Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template

Proposal Submission

- All applications must be clearly marked with the title of the consultancy (**Consultant – Integrity in Pacific Youth Sports**) with reference (**PN/FJ/091/20**) and submitted via **UN Job shop** by **28th September 2020**.
- **Note: UNDP Jobs only supports single document upload hence ensure that the proposal consolidated and submitted as one single document.**
- For further information concerning this Terms of Reference, please contact UNDP Pacific Office via email: procurement.fj@undp.org.

Women applicants are encouraged to apply