

## TERMS OF REFERENCE

<b>Reference</b>	PN/FJ/104/20
<b>Location</b>	Home-based (Solomon Is)
<b>Application deadline</b>	24 October 2020
<b>Type of Contract</b>	Individual Contractor
<b>Post Level</b>	National Consultant
<b>Consultancy Title</b>	Consultant - National Youth Parliament Review
<b>Languages required:</b>	English
<b>Duration of Initial Contract:</b>	22 days (between November to December 2020)

## BACKGROUND

The Solomon Islands National Development Strategy (NDS) 2016-2035 recognizes a visionary pathway to improving the social and economic livelihoods of all Solomon Islanders. It sets out a framework for development policies, priorities and programmes, providing a single reference point and common direction over the next twenty years that all stakeholders can follow. Several NDS objectives cover youth such as Objective 2 which focuses on poverty alleviation and the equitable provision of basic services. Another priority relates to the promotion of inclusive and effective partnerships with all relevant stakeholders.

In line with the Government's priorities identified in the NDS and as part of its efforts to strengthen the participation of young people in national development process, the National Parliament together with the Ministry of Women, Youth, Children and Family Affairs organized the first National Youth Parliament Program in September 2009. The model was 'School Based' so 50 senior students from the 50 constituencies in Solomon Islands were brought into Honiara to participate. Senior high schools in the constituencies conduct debate competition, some speech competitions and the best student get selected to participate in the Youth Parliament program. Some constituencies do not have senior high schools thus sent in students from Community High Schools (CHS).

It was evident from the outcome of the first NYP that both students and teachers appreciate the program as it helps senior secondary students understand in detail the working of Parliament which was covered in their social science syllabus. The success of this first NYP paved the way for succeeding forums which is held every 2 years (2012, 2014 and 2016) which followed the same school-based model as first NYP. In 2018, the National Youth Parliament Committee decided to host the first "Community Based" model which was very successful with youths from different fields and works of life participating. The working committee is made up of selected staff from the Youth Division, Ministry of Women Youth, Children and Family Affairs and staff from the Education Unit, National Parliament of Solomon Islands.

The next NYP was scheduled for September 2020, however with the Covid-19 pandemic, the program has been postponed to 20201. To date the program has been running for ten years.

## DUTIES AND RESPONSIBILITIES

### Scope of Work

The National Parliament will engage a technical expert to:

- i) review past Solomon Islands National Youth Parliament programs;
- ii) develop an appropriate model for the forthcoming program which is informed by the findings of the review; and
- iii) provide hands on technical support to the Clerk on the implementation of the forthcoming national youth parliament program.

### Expected Outputs and Deliverables

1. Undertake a desk review of past National Youth Parliament programs (2009 -2019) - drawing on past national youth parliament reports, TORs, media articles and related documents. **2 days**
2. Develop a workplan for the assignment- **1 day**
3. Consult key stakeholders involved in the past youth parliament programs including youth parliamentarians, relevant government officials, former Members of Parliament, national parliament staff, relevant development partners other key stakeholders. – **10 days**
4. Draft the review report, which should clearly outline the objectives, format, achievements, and challenges for past youth parliament programs. The report should also include recommendations for the next program; - **6 days**
5. Develop the 2021 National Youth Parliament program model, which should be informed by the review report. This model will then be adapted to suit the situation and needs of youth at the Provincial level. – **2 day**
6. Develop a model that can be used by Provincial Assemblies (Provincial Youth Assembly) -**1 day**

The Consultant will play a vital role in ensuring a new national youth parliament model is developed for the 2021 Solomon Islands National Youth Parliament.

### Institutional Arrangement

- Based in Solomon Islands, the Consultant will work under the direct supervision of the Clerk to the Solomon Islands National Parliament; and
- At the end of the assignment, the Consultant will submit *a brief assignment report* and the *final national youth parliament review report* to the Clerk and to the UNDP Parliamentary Development Specialist.

### Duration of the Work

The assignment will be from November to December 2020 (22 days).

### Duty Station

- The IC will be home-based (Solomon Islands)

## COMPETENCIES

- Proven skills and ability to conceptualize and write concisely and clearly.
- Demonstrated ability to work effectively with a broad range of stakeholders from diverse backgrounds, religious and political persuasions, and experience.
- 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;

## REQUIRED SKILLS AND EXPERIENCE

### Educational Qualifications:

Master's degree or equivalent in Governance, Political Science, Social Sciences, or related field.

### Experience

- Minimum number of years of work experience on the preferred field of practice; and if relevant specific international, regional, or local knowledge is needed (if relevant).
- At least 5 years of experience in project management, the review of development projects and working with development partners.
- Proven skills and experience in the design and delivery of training programs ideally for youths, preferably on youth Parliament;
- Proven experience on engagement in youth programs and activities at national or regional levels.

### Language requirements

- Fluency of English language is required.
- Knowledge of national language would be an asset.

### 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:

- Submission of the desk review report and workplan for this assignment 20%
- Submission of: i) a draft review report which should clearly outline the objectives, format, achievements, and challenges for past youth parliament programs. The draft report should also include recommendations for the next program; ii) as **annexes**, the consultant should attach the *2021 National Youth Parliament program model*, which should be informed by the

review report, and a model that can be used by Provincial Assemblies (Provincial Youth Assembly) 50%

- Submission of final review report (factoring in amendments recommended by the Clerk and UNDP) and the final brief assignment report 30%

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 Evaluation Criteria	(70%)
Master's degree or equivalent in Governance, Political Science, Social Sciences, or related field	10%
At least 5 years of experience in project management, the review of development projects and working with development partners;	25%
Proven skills and experience in the design and delivery of training programs ideally for youths, preferably on youth Parliament; also proven experience on engagement in youth programs and activities at national or regional levels.	20%
Proven skills and ability to conceptualize and write concisely and clearly;	10%
Demonstrated ability to work effectively with a broad range of stakeholders from diverse backgrounds, religious and political persuasions, and experience.	5%
<b>Financial evaluation (30%)</b>	<b>30%</b>

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) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete 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 - National Youth Parliament Review**) with reference (**PN/FJ/104/20**) and submitted via **UN Job shop** by **24 October 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](mailto:procurement.fj@undp.org).

***Women applicants are encouraged to apply***