



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 16 November 2020

Country: Japan

Description of the assignment: Youth Engagement Consultant

Project name: Achieving 2030 Agenda for Sustainable Development in AP

Period of assignment/services (if applicable): 1 February 2021 for 12 months

Proposal should be submitted by email to undptokyo.hr@undp.org no later than 10:00 am, 30 November 2020 (Monday, Japan Time).

Any request for clarification must be sent by standard electronic communication to e-mail indicated above. UNDP Representation Office in Tokyo will respond by standard electronic mail and will send copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The UNDP believes that youth can make a real and positive difference by engaging with challenges head on through innovation, exploring dynamic approaches to mobilizing their peers and communities and creating adaptive solutions. An emphasis on promoting innovative solutions can help ensure that scarce resources are leveraged for maximum impact and engagement.

Co-created in 2017 by UNDP and the Citi Foundation, the Regional Youth Programme on Leadership, Innovation and Entrepreneurship (Youth Co:Lab) aims to empower and invest in youth so that they can accelerate the implementation of the Sustainable Development Goals (SDGs) through leadership, social innovation and entrepreneurship. In 2020, Youth Co: Lab expanded to 25 countries and territories, deepening mentorship capacity for youth entrepreneurs through the Springboard Programme (startup acceleration programme), and engaging ecosystem partners in the development of young people's 21st Century skills. Youth Co:Lab was launched in Japan in 2019 with a SDG business idea contest, "Social Innovation Challenge" (open call for youth led social entrepreneurship solutions to tackle SDGs), and a symposium "Japan Dialogue" held in November 2019.

In 2020, UNDP RO Tokyo and Citi Foundation co-hosted a series of National Dialogues and Social Innovation Challenge. The events were held online given the evolving situation of the COVID-19.

Through Youth Co:Lab, a regional programme supported through the UNDP Bangkok Regional Hub and co-led with Citi Foundation, UNDP Representation Office in Tokyo is seeking to empower and engage youth to internalize innovation, co-design and develop the next generation of services by prototyping new ideas and solutions that address national and global agenda.

It will support youth and other stakeholders to:

- Strengthen the ecosystem for enhanced coalition building and networking among young entrepreneurs, social innovators and youth-led networks and organisations with leaders and experts in the fields of business, development, finance, technology and innovation
- Build the capacity of young entrepreneurs, social innovators and youth-led networks and organisations through developmental exercises and mentoring, and recognise their skills and talent
- Provide funding and investment platform to scale successful innovations both nationally and regionally.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The Youth Engagement Consultant is expected to work towards the following duties:

Programme Coordination:

- Coordinate the programme management for Youth Co:Lab Japan National Dialogue, a multi-stakeholder programme to bring in prominent public and private sector actors together to support youth entrepreneurship and social innovation in Japan.
- Identify local partners and coordinate the programme management for a Social Innovation Challenge to support development of innovative projects by young entrepreneurs.
- Act as a contact point for speakers, participants and partners.
- Support to organize other related innovation and youth programmes as applicable.

Partnership Building and Resource Mobilization:

- Build partnerships and mobilize resources with Japanese private sector companies and foundations to support Youth Co:Lab activities at the national and regional levels, creating synergies with other private sector related initiatives at UNDP.
- Manage partnerships with implementing partners including Citi Foundation, CVC Foundation and other key stakeholders.
- Prepare outreach materials associated with innovation, youth and public-private partnerships (i.e. PowerPoint presentations, brochures, etc.) as needed.

- Provide regular project updates to the Youth Team at UNDP Bangkok Regional Hub.

Project Implementation:

- Youth Co:Lab Japan concept note and work plan for 2021-2022 drafted.
- Support the Youth Co:Lab Japan initiative on day-to-day operations and implementation, such as administrative and logistical support and organization of/representation in related meetings and events.
- Preparation of reports (technical and financial).
- As a member of the Public Affairs Unit, support any other external relations activities relevant to UNDP, including events, meetings, partnerships and communication activities.
- Perform other functions as may be assigned by the Office consistent with qualifications and experience.

The Consultant is expected to submit the below key deliverables:

- Youth Co:Lab Japan concept note and work plan for 2021-2022 drafted
- Identification of a local partner(s) and co-organization of a social innovation challenge in Japan
- Identification and partnership building with potential donors and partners to support UNDP's private sector initiatives for youth at the national and regional level
- Completion of National Dialogue and Social Innovation Challenge on youth entrepreneurship and innovation
- Final progress report and financial report on the Social Innovation Challenge, the National Dialogue, and related activities
- Build and maintain close relationship with entrepreneur communities and youth in Japan by networking through Youth Co:Lab National Springboard Programme, and other relevant events and social media.
- Support provided to design and implementation of other innovation and youth initiatives, especially the Movers Programme in accordance with institutional arrangement.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education

- Bachelor's degree in social sciences, development, international relations, media, business administration or related fields. Master's degree in the same field is a plus.

Experience

- At least 2 years of relevant work experience on youth development and/or social entrepreneurship/innovation desirable.

- Proven experience in collaborating with various partners, preferably with private sector, civil society and international organizations.
- Successful experience in international and/or large-scale event execution and management.
- Demonstrated capacity to write clear and well-constructed reports and process documents.
- Excellent communication, interpersonal and liaison skills with government, international and regional development partners, academic institutions, civil society organizations, private sector and other relevant institutions.
- Experience in the usage of computers, office software packages, and social media is required

Language

- Fluency in written and spoken English and Japanese is essential.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications.

- Personal CV indicating all experience from similar projects, as well as the contact details (email and telephone number) of the candidate.
- A cover letter in both English and Japanese (1 page each) indicating brief description of a) why the individual considers him/herself as the most suitable for the assignment; and b) how he/she will approach and complete the assignment.
- Financial proposal, as per template provided. – The financial proposal shall specify the all-inclusive daily fee including daily transportation costs and telecommunication fees (domestic phone calls and the internet connection. The Office will not provide a smartphone). The Individual Consultant's fees are based on the number of days worked.

5. FINANCIAL PROPOSAL

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should 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 case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. EVALUATION

Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract to 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weighting; 70%

* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

The consultant will be evaluated against a combination of technical and financial criteria as follows:

Criteria	Weight (%)	Max. Points
<i>Technical</i>	<i>70</i>	<i>70</i>
Relevant work experience in youth development and/or social entrepreneurship/innovation in the Japanese context	20	20
Proven experience in handling partnerships with various stakeholders such as private sector, civil society and international organizations	20	20
Successful experience in communications and event management	10	10
Demonstrated ability to develop a strategic plan and to report in a clear and concise manner	10	10
Fluency in written and spoken English and Japanese	10	10
<i>Financial -Lowest Price</i>	<i>30</i>	<i>30</i>
<i>Total</i>	<i>100</i>	<i>100</i>

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- OFFEROR'S LETTER (FINANCIAL PROPOSAL)