GENERAL INFORMATION

Title: Consultant for Writing Youth Power 2 (YP2) Proposal
Project Name: Assistance for Enhanced Innovation for the Achievement of the SDGs in Indonesia (ACHIEVE)
Reports to: Technical Advisor for SDGs
Duty Station: Home-based
Expected Places of Travel (if applicable): -
Duration of Assignment: 18 working days within 2 months

REQUIRED DOCUMENT FROM HIRING UNIT

✓	TERMS OF REFERENCE
	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT , please select :
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	(4) Senior Specialist
4	(5) Expert/ Advisor
	CATEGORY OF INTERNATIONAL CONSULTANT , please select :
	(6) Junior Specialist
	(7) Specialist
	(8) Senior Specialist
✓	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

✓	P11or CV with three referees
✓	Copy of education certificate
✓	Completed financial proposal
✓	Completed technical proposal

Need for presence of IC consultant in office:
✔ partial (the consultant will focus on the proposal writing, therefore it is not necessary to be presence in the office, unless there are meetings at UNDP Indonesia office and offices of other potential partners or resource persons in Jakarta (subject to Covid-19 situation updates).
☐ intermittent (explain)
☐ full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:
Office space: ☐ Yes   ✔ No
Equipment (laptop etc):   ☐ Yes   ✔ No
Secretarial Services   ☐ Yes   ✔ No
If yes has been checked, indicate here who will be responsible for providing the support services: -

I. BACKGROUND

UNDP is increasingly supporting youth policy and programming at the country, regional and global levels. Thus, UNDP Indonesia seizes the potential opportunity of YP2 funds for Indonesian youth development in order to contribute to the SDGs implementation.

The YP2 APS is an unfunded assistance mechanism available for USAID's Missions, Bureaus, and Independent Offices (M/B/IOs) to use for youth programming that engages youth-led and youth serving organizations and systems, to generate cross-sectoral Positive Youth Development (PYD) outcomes. The YP2 APS seeks to provide flexibility for USAID to collaborate with youth, their communities, and relevant institutions, sectors and systems.

In relation to that, the desired outcomes of the YP2 program are in line with UNDP principles of youth development. Thus, an expert is needed to work on YouthPower 2 (YP2)concept notes, to be submitted to USAID, a potential 5 years cross-sectoral youth development program. In general, the main goals of YP2 are to strengthen local, national and global youth systems to achieve sustainable, positive youth outcomes across multiple sectors and multiple contexts, as well as to increase youth engagement in humanitarian and development efforts.To be specific, YP2 is designed to provide a vehicle to engage with, among others, youth led and youth-serving organizations and systems broadly and creatively, to support cross-sectoral positive youth development outcomes.

USAID prioritizes working with partners that gather robust data as part of their program design and implementation in order to inform ongoing monitoring, evaluation, and learning. YouthPower has developed a toolkit that provides guidance on how to apply a PYD approach to monitoring and evaluation, as well as illustrative PYD indicators and tools. Preference will be given to partnership Concept Notes that attempt to propose metrics and data gathering to measure 'co-sectoral impact'.

Desired YP2 program outcomes may include but are not limited to: i) Strengthened host-country system and programs to achieve sustainable, cross-sectoral positive outcomes for and with youth in health, education, agriculture, environment, economic growth, peace and security, democracy, human rights and governance; ii)Gender equitable and inclusive youth development programs and systems that engage and serve all youth ; iii)Locally owned and locally led youth development programs and systems that achieve sustainable outcomes through partnerships and leveraging of resources; iv)The Positive Youth Development(YPD) evidence base is further advanced.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work:

1. Review, revise and finalize a draft of evidence-based research report to advance understanding of Indonesia context against YP2 that comprisedof;a) situational analysis; b) creation of problem trees; c) formulation of initial theory of change for the proposed program, and; d) Identification of potential location(s) for program implementation. The draft was built based on the following aspects:
    i. A desktop review of relevant information, data, report and or analyses pertaining to potential proposed plan – from UNDP global and regional youth programs, national and local government reports, private sectors and NGOs initiatives on youth related work, as well as other development partners, UN agencies and other stakeholders.
    ii. Consolidation through a cross sector consensus-building process that involved representatives from related agencies in sub-national level-youth organizations, government, NGOs, private sectors, academia, UN related agencies etc.,- that consisted of conceptual issues, data sources and indicators.
    iii. Analysis of discussion and or dialogues with various units within UNDP that currently working on youth development-related projects, gender unit and people with disabilities focal points.
2. Design a comprehensive youth program and maintain the consistency with YP2 strategy, concerns and programmatic priorities.The program design are translated by the evidence-based research results that will cover (outline will be provided):

i.   Determination of the sectors for program thematic focus to contribute to the cross-sectoral impact in PYD-sectors programming could involve but not limited to: health (mental health), education (Vocational education), agriculture (youth farmers, start-ups.), environment(youth for climate?), economic growth (employability of youth and PwD), democracy (civic engagement), human rights and governance-(prevention of violence extremism). Inclusivity with People with Disability and gender equality will be important consideration.

ii.   Development of outcomes and a theory of change that capture the program goals-assumed causal and solution pathways to those outcomes for evidence about a program's impact-.

iii.   Incorporation of new and innovative approach that tackles the sources of instability, not just the symptoms.

iv.   Integration of engaging youth as partners and leaders, and integrate a holistic and cross-sectoral design approach.

v.   Construction of the program activities and identification of potential partners.

vi.   Result framework of the program.

3.   Construct concept notes.
Concept notes will be based on the template given by USAIDand should comprised of but not limited to:

i.   Concept Notes including ;
- Approach to partnership and collaboration to foster youth engagement and capacity building
- Technical expertise including PYD approach and alignment with USAID programming priorities
- Contribution to sustainable outcomes and impact

ii.   A co-sector program impact Monitoring, Evaluation and Learning (MEL).

iii.   Budget.

4.   Coordinate with and assist Technical Advisor SDG cum National Project Manager to provide services for program and project proposal development.

Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
Review, revise and finalize a draft of evidence-based research report, consisting of; 1) situation analysis, 2) problem tree and 3) theory of change and solution pathway.	**5 working days**	**19 February 2021**	Technical Advisor for SDGs
A comprehensive youth program design, elaborate the research results into a comprehensive youth program design, Results Framework, with clear partners and suggestion of location for implementation.	**8 working days**	**5 March 2021**	Technical Advisor for SDGs
A 9-pages maximum concept notes, adhered to USAID – YP2 program, should comprised of but not limited to; i) Concept Notes; ii) MEL; and iii) Budget.	**5 working days**	**12 March 2021**	Technical Advisor for SDGs

*The deliverables must be submitted in English.

III.	**WORKING ARRANGEMENTS**

Institutional Arrangement

   a)   The assignment will be conducted under the overall supervision of the Technical Advisor for SDGs.
   b)   The IC will report to the Technical Advisor for SDGs Advisor biweekly on the progress of the assignment.
   c)   Deliverables are to be submitted as stated in completion deadlines.

Duration of the Work

   a)   The total assignment for this post is up to a maximum of 18 working days over a period of maximum 2 months.
   b)   Target date for starting is February 2021.
   c)   Submitted deliverable (s) will be reviewed for approval within two weeks, followed by revision and/or correction as necessary before recommendation for payment
   d)   In the instance where deliverable is not possible to be produced, due to external factor, IC shoulddiscussalternativedeliverable(s)withTechnical Advisor for SDGs

Duty Station

   a)   The IC will be home-based.

Travel Plan
N/A

IV.	**REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

Academic Qualifications:

•   Master's degree in social sciences, humanities, anthropology, public policy, communication, and/or development studies.

Years of experience:

•   Minimum 8 years working experience in related to community empowerment and development, capacity building, and training and development;
•   Relevant experience on the area of Youth program development and/ or implementation;
•   Relevant experience on the proposal writing for training and capacity building;
•   Experience in providing support to the identification and analysis of capacity development needs;

III. Competencies and special skills requirement:

•   High appreciation of integrated programming, including its impact measurement;
•   Demonstrated abilities to and track record to develop high quality written report in Bahasa Indonesia and English;
•   High level of understanding of development issues, especially complex, comprehensive – co-sectoral programming;
•   Strong record in conducting research, generating synthesis and making meaningful inferences;
•   Excellent reports and concept notes writing;
•   Excellent communication, and interpersonal skills;
•   Ability to work under pressure and handle multitasking situations;
•   High degree of compliance to work plan and deadlines.
•   Fluency in English with excellent written communication skills and strong experience writing project proposal.

V.   EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

<u>Cumulative analysis</u>

When using this weighted scoring method, the award of the contract should 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 weight; 70%
>
> * Financial Criteria weight; 30%

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
Technical	70 %	100
• Criteria A: qualification requirements as per TOR:		**70**
1. Master's degree in social sciences, humanities, anthropology, public policy, communication, and/or development studies.		*10*
2. Minimum 8 years working experience in related to community empowerment and development, capacity building, and training and development;		*20*
3. Relevant experience on the area of Youth program development and/ or implementation;		*10*
4. Relevant experience on the proposal writing for training and capacity building;		*20*
5. Experience in providing support to the identification and analysis of capacity development needs.		*10*
• Criteria B: Brief Description of Approach to Assignment		**30**
1. Explaining why you are the most suitable for the work;		*10*
2. Provide a brief methodology on how you will approach and conduct the work.		*20*