



## TERMS OF REFERENCE (TOR)

### INTERNATIONAL INDIVIDUAL CONSULTANT

#### General Information

<b>Services/Work Description:</b>	<b>Production of a Youth friendly Version of the Africa DRR Programme of Action (PoA) on Disaster Risk Reduction (DRR)</b>
<b>Project/Program Title:</b>	Disaster Risk Reduction – Resilience Project <sup>1</sup>
<b>Duty Station:</b>	Home-based
<b>Type of the Contract:</b>	International Individual Contract
<b>Duration:</b>	40 working days within a period of three (3) months

#### Background

##### Situation analysis:

The Sendai Framework for Action (SFDRR) 2015-2030 is the policy guidance to reduce the risk of disasters at the global level. The SFDRR was adopted at the UN Third World Conference on Disaster Risk Reduction Sendai, Japan in March 2015. The SFDRR recognises that youth are agents of change and should be given the space and modalities to contribute to disaster risk reduction (DRR), based on legislation, national practice and educational curricula. Consequently, a child-friendly version of the SFDRR was developed in consultation with children by the Children in a Changing Climate coalition (Child Fund Alliance, Plan International, Save the Children, UNICEF, and World Vision). The document supports processes of child-friendly accountability by making the SFDRR accessible to children, especially those aged 10 to 14.

At the regional level, African Union member states demonstrate their commitment to the SFDRR through the Africa Programme of Action (PoA) for the implementation of the SFDRR in the Africa region. The PoA seeks to achieve the global outcome in Africa as outlined in the SFDRR: “The substantial reduction of disaster risk and losses in lives, livelihoods and health and in the economic, physical, social, cultural and environmental assets of persons, businesses, communities and countries by 2030. Africa has the fastest growing population with more than 60% under the age of 35 years. The Children’s Charter for Disaster Risk Reduction states that children have the right to participate in and access the in-formation they need to take action and hold their leaders accountable. In response to this, an Africa Youth Advisory Board (AYAB) on Disaster Risk Reduction was established in May 2019 by the Africa Union Commission (AUC) to institutionalise meaningful engagement with young people towards disaster risk reduction on the continent.

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<sup>1</sup>

AYAB strives to promote young people's participation and influence in the DRR process at the regional level. However, for youth to play an active role in DRR in Africa, a good understanding of Programme of Action is mandatory. In this regard, developing a youth-friendly version of the PoA would help youth and children better understand their rights and responsibilities in DRR at the regional level.

### Objectives:

The Youth friendly version of the POA will serve as a resource to educate and raise awareness of young people on the Africa regional DRR agenda. UNDP, in partnership with the Africa Youth Advisory Board (AYAB) on Disaster Risk Reduction (DRR), seeks the services of a DRR consultant to develop a Youth friendly version of the Programme of Action (PoA) for the implementation of the Sendai Framework for DRR in the Africa region. The youth friendly POA will serve two main objectives (i) Bring coherence between youth actions and policies in DRR at regional level, and (ii) serve as a tool to strengthen the knowledge of youth in DRR policy.

### Duties and responsibilities

The following tasks are required for the production of youth friendly version of the PoA:

- Conduct a desk review of the existing children and/or youth friendly versions of the SFDRR, regional and national DRR agendas
- Assess existing youth friendly versions of other regional and global development agendas and their relevance to the African context
- Hold virtual consultations with African youth, the African Union Commission, African Regional Economic Commissions and other relevant parties to confirm to ensure their needs are reflected in the Youth friendly PoA
- Based on the above assessments, draft a youth friendly version of the PoA (targeted at young people aged 16 to 30 years)
- With the support of AYAB, AUC, circulate the draft youth friendly version of the PoA for feedback and comments
- The consultant is responsible for delivering the final English version of the PoA in French as well.

### Expected outputs and deliverables:

Deliverable	Estimated duration
1. Inception report describing the approach and methodology as well as a realistic work plan	3 days
2. Draft Youth Friendly PoA	20 days
3. Final text of the Youth and Friendly PoA integrating inputs and comments from UNDP, AYAB, AU and other relevant stakeholders	3 days
4. Final English Youth Friendly PoA - Ready to be published, with illustration, infographics etc.	9 days
5. Final French Youth Friendly PoA - Ready to be published, with illustration, infographics etc.	5 days

### Schedule and method of payment:

The consultancy fee will be determined on a lump sum basis. The lump sum amount must be all-inclusive, and the contract price must be fixed regardless of changes in the cost components. Payment will be made upon completion of key deliverables as outlined above.

### Payment Terms:

Schedule of payments and amount	Outputs
10%	Inception report describing the approach and methodology as well as a realistic work plan
25%	Draft Youth Friendly PoA
30%	Final text of the Youth and Friendly PoA integrating inputs and comments from UNDP, AYAB, AU and other relevant stakeholders
35%	Final English and Final French Youth Friendly PoA - Ready to be published, with illustration, infographics etc.

### Location and duration:

This is a home-based consultancy and the total duration of this consultancy will be **40 working days**, spread over a period of three months. However, the initial submission of the deliverables should be at or before 10th of September 2021 to allow for addressing any additional comments by stakeholders.

The final submission of the deliverables should be no later than 30th September 2021.

In light of COVID-19, the assignment is expected to be done virtually. Where applicable, UNDP/AYAB/AU will provide support to the process - including facilitation of meetings and interviews.

### Institutional arrangement and supervision:

The consultant will have work under the direct supervision of the UNDP DRR Specialist based in the UNDP Resilience Hub in Nairobi. The consultant will also work closely and seek guidance from a representative of AYAB DRR and the AUC for guidance.

### Qualifications and experience

#### Education and experience:

- Education: Advanced university degree (master's degree or equivalent) on communications; youth development; disaster risk management or other related fields;
- Experience: A minimum of 3 years of progressive experience in the field of research, DRR, communications and sustainable development;

Qualified young people with at least 3 years of experiences in youth engagement, disaster risk reduction and an in-depth understanding of disaster risk reduction issues in the African context are strongly encouraged to apply.

#### Professional Competencies:

- **Professionalism:** Ability to conduct data analysis using various methods with an eye for detail. Ability to plan own work and manage conflicting priorities. Shows persistence when faced with difficult problems

or challenges; remains calm in stressful situations.

- **Communication:** Speaks and writes clearly and effectively and demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with UN colleagues and partners to achieve deliverables for assessment; ability to work with a multicultural and diverse team.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed work deliverables for the assignment; identifies priority activities and uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards.

#### Functional Competencies:

- Demonstrated experience in research
- Communicates effectively both verbally as well in writing to a varied and broad audience in a simple and concise manner;
- Demonstrated experience in technical issues related to DRR and youth engagement
- Excellent inter-personal and communication skills;
- Language: Fluency in written and spoken English and knowledge in French is an asset
- Other skills: Fully proficient in Word, Excel, PowerPoint.

#### Selection criteria

Upon the advertisement of the Procurement Notice, qualified Consultants are expected to submit both the Technical and Financial Proposals and current curriculum vitae (CV). Accordingly, the consultants will be evaluated based on Cumulative Analysis as per the following conditions:

Having received the highest score out of a predetermined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals is:

Technical Criteria weight is 70%

Financial Criteria weight is 30%

Criteria	Weight (%)	Max. Point
<b>Technical evaluation. Weight: 70%</b>		
Advanced university degree (master's degree or equivalent) on communications; youth development; disaster risk management or other related fields	20%	20
Minimum of 3 years of progressive experience in the field of research, DRR, communications and sustainable development	15%	15
Demonstrated experience in research	10%	10
Demonstrated experience in technical issues related to DRR and youth engagement	15%	15
Fluency in written and spoken English and knowledge in French is an asset	10%	10
<b>Total for technical evaluation</b>	<b>70%</b>	<b>70</b>
Financial evaluation	30%	30
<b>Total</b>	<b>100%</b>	<b>100</b>

## Submission of Financial Proposal

Applicants are instructed to submit their all-inclusive fee proposal in USD using the financial proposal template provided (Offerors letter to UNDP). **The financial proposal should be all-inclusive and include a breakdown. The term ‘all-inclusive’ implies that all costs (professional fees, travel related expenses accommodation if applicable, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.**

### Financial evaluation (maximum 30 points):

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$ , where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

$\mu$  = price of the lowest priced proposal

z = price of the proposal being evaluated

**Applications should be received through the UNDP e Tendering Portal on or before Thursday, 17 June 2021 by 5.00 P.M (GMT+3.00)**

Firms are not eligible for this consultancy assignment. Open to International Individual Consultants only. Incomplete applications will be disqualified automatically.

**All applications should be submitted through the UNDP eTendering portal.**

- If already registered, please go to <https://etendering.partneragencies.org> and sign in using your username and password, and search for the **event**:

Business Unit: **UNDP1**

Event ID:

- If you do not remember your password, please use the “Forgotten password” link. Do not create a new profile.

- If you have never registered in the system before, please complete a one-time registration process first by visiting <https://etendering.partneragencies.org> and using the below generic credentials:

Username: **event.guest**

Password: **why2change**

Detailed user guide on how to register in the system and submit the proposal can be found at:

<https://www.undp.org/procurement/business/resources-for-bidders>

**Email submission of applications will not be accepted.**

Queries about the position can be directed to [undp.kenya.procurement@undp.org](mailto:undp.kenya.procurement@undp.org)