



TERMS OF REFERENCE

INTERNATIONAL INDIVIDUAL CONSULTANT (JUNIOR CONSULTANT)

Services/Work Description:	Conduct a study of youth interventions in Disaster Risk Reduction on the African continent (Including COVID-19)
Project/Program Title:	Disaster Risk Reduction – Resilience Project
Duty Station:	Home-based
Type of the Contract:	Individual Contract(s)
Duration:	50 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. At the regional level, African Union member states demonstrated their commitment to the SFDRR by developing the Africa Programme of Action (PoA). The main goal of PoA is the implementation of the SFDRR in Africa, a continent and a population regularly affected by major disasters caused in part by natural hazards or pandemics such as the Covid-19 that is currently affecting the whole world.

Africa is a young continent with more than 60% of its population under the age of 35 years, which is the 'age limit' to be called 'youth' by the African Union Commission (AUC). The Children's Charter for Disaster Risk Reduction states that children have the right to participate in and access the information necessary to take action and hold their leaders accountable. In addition, the PoA called for the establishment of Africa Youth Advisory Board (AYAB) on Disaster Risk Reduction. Consequently, in May 2019, the Africa Union Commission (AUC) upon consensus decision by AU member states, established AYAB DRR to institutionalise meaningful engagement with young people towards disaster risk reduction on the continent. Through capacity development and sensitization activities, AYAB strives to promote young people's participation and influence in the DRR process at the regional level

Through its dynamism and its spirit of innovation, the African youth actively participates in preparing, responding and recovering from disasters/disaster risks. The current Covid-19 crisis, which the World Health Organisation (WHO) describes as a 'Biological disaster', is not an exception. However, no study has been made on the spread, scope, strength and weaknesses of young people interventions in DRR, including COVID19 on the African continent.

The results of a study of youth interventions in Disaster Risk Reduction on the African continent (Extra/Special section on COVID-19) could serve as a basis for the identification of successful and innovative approach, as well as, for the strengthening, replication and scale-up of youth contribution to DRR in Africa.

Objectives:

UNDP in partnership with AYAB DRR seeks the services of two (2) DRR consultants (Senior and Junior) to conduct a study of youth interventions and their impact on DRR on the African continent, including the Covid-19 interventions. The consultants will be recruited independently with the senior consultant being the team leader for the assignment.

Based on the results of the study, the researcher will develop a policy brief to guide stakeholders on how to meaningfully engage the youth in preparing, responding and recovering from disasters. In addition, the researchers are expected to develop a 5-year road map to guide AYAB meaningfully engage young people in DRR for the Africa region. The report, policy brief and roadmap will serve as resources for multiple levels of stakeholders to meaningfully engage young people in DRR on the African continent.

Duties and responsibilities

The following tasks are required for conducting the study, producing a policy brief and a roadmap:

- Review (Academic/grey literature/online sources) and evaluation of youth interventions at multiple scales in DRR and Covid-19 on the African continent
- Assess and extend AYAB existing database youth led/youth groups at multiple scales in DRR, including Covid-19 on the African Continent
- Assess and upgrade existing map of youth focused stakeholders in DRR including Covid-19 on the African Continent
- Organize interviews with relevant stakeholders to understand better the challenges and realistic opportunities for more relevant youth interventions in DRR, including Covid-19 on the African continent.
- Develop a 5-year roadmap to complement and extend AYAB DRR roadmap. In addition, the roadmap derived must be aligned with global and regional agendas (PoA, SFDRR, Agenda 2063, and the SDGs)
- All information collected should be clear and well drafted to avoid ambiguity

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 research report on youth intervention for DRR and the Covid-19 crisis response	25 days
3. Final report integrating inputs and comments from UNDP, AYAB, AU and other relevant stakeholders	5 days
4. Policy brief based on the research report	10 days
5. Roadmap	7 days

The final deliverables together with the annexes shall be written in **English and be presented in electronic form in MS Word format. In addition, final deliverables must be translated into French.**

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.

Schedule of payments and amount	Output
10%	1. Inception report describing the approach and methodology as well as a realistic work plan
25%	2. Draft research report on youth intervention for DRR and the Covid-19 crisis response
35%	3. Final report integrating inputs and comments from UNDP, AYAB, AU and other relevant stakeholders
30%	4. Policy brief based on the research report, and a roadmap

Location and duration:

This is a home-based consultancy and the total duration of this consultancy will be **50 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 is 30th September 2021. In light of COVID-19, the assignment is expected to be done virtually. Where applicable, AYAB/UNDP/AU will provide support to the process - including facilitation of meetings and interviews.

Institutional arrangement and supervision:

The consultants will 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.

Qualification and experience

Education and experience:

- An advanced university degree(s) in relevant disciplines, such as youth engagement, disaster risk reduction or a sustainable development or any related field.
- Minimum 3 years active involvement and hands on knowledge in the area of youth engagement, disaster risk reduction or a sustainable development related field.

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 preferably within the Africa context
- Demonstrated experience in technical issues related to youth engagement
- Relevant qualification in youth engagement, disaster risk reduction, Environmental Management, sustainable development related field and/ or related experience.
- Minimum 3 years' active involvement and hands on knowledge in the area of youth engagement, disaster risk reduction or a sustainable development related field.
- Experience in conducting research is mandatory
- Understanding of linkage between meaningful youth engagement and sustainable development is mandatory
- Experience in developing roadmaps preferred
- Excellent verbal and written skills in English; French is an asset
- Excellent inter-personal and communication skills
- Demonstrates integrity and commitment to UN principles and values and ethical standards
- Ability to work well as part of a multicultural team and displays gender, religion, race, nationality and age sensitivity and adaptability.
- Ability to work in teams.
- Analytical and strategic thinking/results orientation

Selection criteria

Upon the advertisement of the Procurement Notice, qualified candidates are expected to submit both the Technical and Financial Proposals. 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 are:
- Technical Criteria weight is 70%
- Financial Criteria weight is 30%

Junior consultant:

Criteria	Weight (%)	Max. Point
Technical evaluation. Weight: 70%		
Advanced university degree(s) in relevant disciplines, such as youth engagement, disaster risk reduction or a sustainable development or any related field	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 preferably within the Africa context	10%	10
Relevant qualification in youth engagement, disaster risk reduction, Environmental Management, sustainable development related field and/ or related experience	15%	15
Fluency in written and spoken English and knowledge in French is an asset	10%	10
Total for technical evaluation	70%	70
Financial evaluation	30%	30
Total	100%	100

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

μ = 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