



TERMS OF REFERENCE **FOR INDIVIDUAL CONTRACT**

POST TITLES:	International Consultant to develop Partnership Documents and Communications Strategy for Youth Empowerment in Climate Actions Platform
AGENCY/PROJECT NAME:	UNDP Bangkok Regional Hub (Climate Promise Unit and Youth Unit)
COUNTRY OF ASSIGNMENT:	Home based with no travel required

A. General Background

The Challenge of Climate change

The science is clear: countries have a short window of time to take the urgent action necessary to limit average global temperature rise to a safer 1.5 °C. Global warming is already causing long-lasting changes to our climate system and threatens lives and livelihoods around the world. We have a once-in-a generation opportunity - through the Paris Agreement on Climate Change and Sustainable Development Goals (SDGs) - to ensure a more sustainable, equitable and prosperous future for all.

UNDP's Climate Promise – (Website: <https://www.undp.org/climate-promise>)

The Climate Promise is UNDP's response to this challenge. Tackling the climate crisis requires that all countries make bold pledges under the Paris Agreement to reduce emissions of the greenhouse gases (GHG) that cause global warming. The Climate Promise is our commitment to ensure that any country wishing to increase the ambition of their national climate pledge is able to do so.

Our Promise support draws upon UNDP's extensive portfolio of expertise across priorities such as energy, forests, water, resilience, agriculture, health, youth, finance, governance, gender equality and green jobs. It also builds upon UNDP's established track record in supporting governments to discuss, design and deliver climate action under Paris Agreement.

UNDP has agreed Climate Promise workplans with 119 countries – making it the world's largest offer of support for the enhancement of countries' climate pledges.

The context of Youth Empowerment

The 2030 Agenda for Sustainable Development recognizes the important role of youth in achieving the Sustainable Development Goals (SDGs), and calls for action against the challenges faced by young people that limits their economic, social and political inclusion. Today, young people are more connected, more creative, more informed and more persuasive than any previous generation. Young people are responding to the challenges of today with innovative approaches, contributing fresh ideas, creating the world they want, and driving human development for themselves, their communities and their societies. But at the same time, due to COVID-19 pandemic and other socio-political challenges, many young people are at the risk of economic insecurity. In addition, many young people are left out of decision-making processes, which further contributes to their marginalization and exclusion.

Youth Co:Lab – (Website: <https://www.youthcolab.org/>)

Co-created in 2017 by the United Nations Development Programme (UNDP) and the Citi Foundation, Youth Co:Lab aims to establish a common agenda for Asia-Pacific countries to invest in and empower youth to accelerate implementation of the Sustainable Development Goals (SDGs) through leadership, social innovation and entrepreneurship. By developing 21st century skills, catalyzing and sustaining youth-led startups and social enterprises across the region, Youth Co:Lab is positioning young people front and center in order to solve the region's most pressing challenges. In addition to supporting youth entrepreneurship, Youth Co:Lab also works closely with multiple stakeholders across the region, including governments, civil society and the private sector, to strengthen the

entrepreneurship ecosystem and policy support to better enable young people to take the lead on new solutions that will help meet the SDGs.

Youth Empowerment in Climate Actions Platform (YECAP) – Website: <https://www.youthapac.org/yecap>

In the recent past, we are witnessing increased interest, engagement, and activism by young people towards the climate agenda. Through climate strikes etc. young people call for governments and other relevant stakeholders to take collective actions on climate change. With this context in mind, it is important to engage the voices of young people and identify actionable initiatives to lay the foundation for ambitious climate actions. Meanwhile, governments are also increasing their climate ambitions leading up to the COP26 and youth inclusion in this agenda has increased from 40% in 2015 to 75% in 2020.

To foster this interaction and empower action, UNDP Asia-Pacific in collaboration with UNICEF East Asia and Pacific, UNICEF South Asia, UNFCCC Regional Collaboration – Bangkok, British Council, YOUNGO, Movers Programme and 2030 Youth Force are co-convening a regional platform. This platform is established in order to achieve following objectives.

- Awareness for Action - Raising awareness of young people for climate actions (at individual, organizational and policy level)
- From a Promise to Action – Support governments to engage young people in meaningful ways to implement NDCs (designing programmes, implementation, monitoring and reporting)
- Knowledge for Action – Enable thought leadership to reach wider and right audiences (curation, dissemination, impact measurement)
- Resources towards Action – Support young people and youth organizations with resources in order to scale up their climate actions (financing, mentoring, showcasing)

B. Objectives of the Assignment

The UNDP's RBAP Climate Promise Team and Youth Units require a consultant to develop Partnership Documents and Communications Strategy for Youth Empowerment in Climate Actions Platform. This consultancy will support UNDP Bangkok Regional Hub to curate a key programmatic offer on youth empowerment in climate actions in the lead up to the 26th UN Climate Change Conference of the Parties (COP26) in United Kingdom and beyond.

C. Scope of Work

With overall guidance and supervision of Climate Promise Regional Focal Point and Programme Specialist on Youth and Civil Society, the consultant is responsible for the following activities in completing the assignments:

- Conduct literature review on existing data available and complete context sections
- Conduct consultations with key convening partners, governments, young people, NGO/CSOs and country offices to finalize the theory of change and outputs
- Finalize the draft proposal to receive inputs from initial project donors
- Based on the inputs from potential donors, finalize the project proposal
- Develop applications for potential donors of YECAP
- Draft the Context and Theory of Change sections in the Project Document based on the finalized Proposal
- Finalize the Context and Theory of Change sections in the Project Document based on the inputs from project donors, convening partners and implementing partners
- Finalize the Communication Strategy of YECAP (2022-2024) including implementation of initial activities including drafting relevant press releases, Social media materials and content for website etc.

D. Duration of Assignment, Duty Station, and Expected Places of Travel

Duration: 1st November 2021 – 30th June 2022 (Up to 100 days)

Duty station: Home based with no travel required.

The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment; The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, specific software, etc.) and must have access to a reliable internet connection; Payments will be made upon submission of a certification of payment form and acceptance and confirmation by the Regional Focal Points of UNDP's RBAP Climate Promise team on days worked and outputs delivered.

E. Expected Outputs and Deliverables

Based on the aforementioned criterion of the tasks associated with this Terms of Reference, the consultant is responsible for:

No.	Output/Deliverable	Estimated Duration to Complete	Target Due Date	Review and Approvals Required
1	Update the current YECAP Proposal based on the inputs from convening partners	10 Days	15 November 2021	Regional Focal Point of RBAP UNDP's Climate Promise and Programme Specialist on Youth and Civil Society
2	Develop minimum 3 applications for potential donors to support YECAP (current donors – SIDA, ROTA, OPPO)	30 Days	31 January 2022	
3	Finalize the Context and Theory of Change sections in the Project Document based on the inputs from project donors, convening partners and implementing partners	30 Days	31 March 2022	
4	Update the Communication Strategy of YECAP (2022-2024) including the creation of relevant press releases, social media materials and content for website	30 Days	15 June 2022	
TOTAL		100 Days		

F. Provision of Monitoring and Progress Controls

The consultant will report to Regional Focal Point of RBAP UNDP's Climate Promise and UNDP BRH Programme Specialist on Youth and Civil Society. S/he will work closely with UNDP BRH Youth Team and Climate Promise's Country Coordinator and other staff involved in the UNDP Global Policy Network (GPN) team and UNDP Bangkok Regional Hub's (BRH) Planet Team and UNDP Country Offices and relevant counterparts as appropriate. The success of the project depends on the timely delivery of each component. The Consultant should ensure timely identification of potential risks and signal any delays in deliverables. The contract will be effective immediately upon signature by UNDP.

The UNDP BRH Climate Promise Unit and Youth Unit will have the following responsibilities: (i) Provide relevant documents; (ii) Discuss and agree on the methodologies of the assignment; and (iii) Monitor and evaluate the progress of the assignment. The contract and payments will be performance-based and regularly assessed by the Climate Promise and Youth Units, UNDP BRH.

The present ToR may be subject to modification, without changing the overall objective and the scope of work, on the basis of mutual consultations and acceptances from both parties. UNDP will hold the copyright of the assignment deliverables.

G. Qualifications of the Successful Individual Contractor

The consultant should possess the following expertise and qualifications:

Education:

- At least Master's degree in sustainable development, environmental management, social/political sciences, international relations, gender or development policy or other related expertise areas required.

Experience and required skills:

- At least five (5) years of experience in youth empowerment and/or climate change issues;
- At least two (2) years of Experience in developing communication strategy and content is required;
- At least two (2) years of Experience working with UN system, and especially UNDP, and Demonstrable professional experiences in supporting climate action and/or NDC processes in countries within Asia-Pacific region is an asset;
- Demonstrated experience on understanding of sustainable development, social dimension of environmental management issues, climate mitigation and adaptation, climate risks and impacts issues through relevant experience

- of minimum two (2) years
- Minimum two (2) years of Demonstrated experience with working with youth engagement as part of stakeholder engagement is an asset.

Language:

- Excellent command of English, written and oral.

Competencies:

- Demonstrates commitment to the UN’s mission, vision and values;
- Demonstrates sound judgment, diplomacy and sensitivity to confidential matters;
- Demonstrated ability to meet deadlines and work under pressure;
- Innovative forward thinking, good coordination and organizational skills, teamwork; and
- Participate effectively in team-based, information sharing environment, collaborating and cooperating with others.

H. Review Time Required

The review and approval of payments will be made by the assigned supervisor(s) within 14 days.

I. Payment Terms

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, and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

No.	Output/Deliverable	Estimated Duration to Complete	Target Due Date	Payment (% of total contract amount)
1	Update the current YECAP Proposal based on the inputs from convening partners	10 Days	15 November 2021	10 %
2	Develop minimum 3 applications for potential donors to support YECAP (current donors – SIDA, ROTA, OPPO)	30 Days	31 January 2022	30 %
3	Finalize the Context and Theory of Change sections in the Project Document based on the inputs from project donors, convening partners and implementing partners	30 Days	31 March 2022	30 %
4	Update the Communication Strategy of YECAP (2022-2024) including the creation of relevant press releases, social media materials and content for website	30 Days	15 June 2022	30 %
TOTAL		100 Days		100%

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.

J. Criteria For Selection Of The Best Offer

Evaluation Method and Criteria

Cumulative Analysis: The candidates will be evaluated through Cumulative Analysis method. When using the weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and

- Having received the highest score out of set of weighted combine technical evaluation of desk review and interview (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 Criteria for Evaluation (70 points)

Criteria 1: At least Master's degree in sustainable development, environmental management, social/political sciences, international relations, gender or development policy or other related expertise areas required. **(20 points)**

Criteria 2: At least five (5) years of experience in youth empowerment and/or climate change issues **(20 points)**

Criteria 3: At least two (2) years of Experience in developing communication strategy and content **(15 points)**

Criteria 4: At least two (2) years of Experience working with UN system, and especially UNDP, and Demonstrable professional experiences in supporting climate action and/or NDC processes in countries within Asia-Pacific region **(5 points)**

Criteria 5: Demonstrated experience on understanding of sustainable development, social dimension of environmental management issues, climate mitigation and adaptation, climate risks and impacts issues through relevant experiences of minimum two (2) years **(5 points)**

Criteria 6: Minimum two (2) years of Demonstrated experience with working with youth engagement as part of stakeholder engagement **(5 points)**

****Only candidates obtaining a minimum of 70% or above in the Technical evaluation would be considered for the Financial Evaluation.**

Financial Evaluation (30%)

Financial proposals from all technically qualified candidates will be scored out of 30 marks based on the formula provided below. The maximum marks (30) will be assigned to the lowest financial proposal.

All other proposals will receive points according to the following formula:

- $p = y (\mu/z)$.

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.

K. Application Procedure / Recommended presentation of offer

Instructions to Applicants: Click on the "Apply now" button. Input your information in the appropriate Sections: personal information, language proficiency, education, resume and motivation. Upon completion of the first page, please hit "submit application" tab at the end of the page then the uploading option for the required document will be available.

Please group all your document into one (1) single PDF document as the application system only allows to upload maximum one document.

Interested candidates must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document:

1. **Letter of Confirmation of Interest and Availability with Financial Proposal** (in USD) using the template provided as **Annex III**

[**Financial proposal:** Consultant shall quote an all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided for the entire assignment. The term "all-inclusive" implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the proposed fee submitted in the proposal]

If an Offeror is employed by an organization/ company/ institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

2. **P11 / Personal CV**, 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.
3. **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a sample of written work of youth and climate change nexus and/or youth and NDCs;

****Failure to submit the above-mentioned documents or Incomplete proposals shall result in disqualification**

****Please group all your document into one (1) single PDF document as the application system only allows to upload maximum one document.**

The short-listed candidates may be contacted, and the successful candidate will be notified.