

## TERMS OF REFERENCE

### NATIONAL INDIVIDUAL CONSULTANT

Assignment Title	National Consultant to map Youth-led organizations and ecosystem in Kenya
Project	Green Economy Youth Activation Programme, (GrEYAP)
Reference	<b>KEN/IC/055/2021</b>
Type of Contract	Individual Contract (IC)
Duration	Two months
Submission Deadline	<b>Monday, 08 November 2021 by 5.00P.M Kenyan Time (GMT+3.00)</b>
Duty Station	Nairobi, Kenya

## 1. Background

UNDP Kenya Country Office has established a multi-stakeholder all-inclusive UNDP Youth Sounding Board (YSB). The Youth sounding board is a critical vehicle that UNDP uses to engage directly with a small but highly representative and diverse panel of young women and men leaders, influential youth voices and representatives of institutions key to the implementation of youth development agenda in Kenya. Although YSB came about as a programmatic platform and championed by UNDP, the UN Youth sounding board is a product of consultations between UNDP and Ministry of ICT and Youth Affairs and modelled around similar initiatives by the United Nations System elsewhere. Globally, the United Nations youth agenda is guided by the World Programme of Action for Youth (WPAY), adopted by the General Assembly in 1995, which provides a policy framework and practical guidelines for national action and international support to improve the situation of young people around the world. The programme covers fifteen youth priority areas and contains proposals for action in each of these areas which include full and effective participation of young people (including girls and young women) in the life of society and in decision-making. Implementation of the Programme of Action requires the full enjoyment by young people of all human rights and fundamental freedoms, and also requires that Governments take effective action against violations of these rights and freedom and promote non-discrimination, tolerance, respect for diversity, religious and ethical values, cultural backgrounds and philosophical convictions of their young people, equality of opportunity, solidarity, security and participation of all young women and men including youths with disabilities.

Achieving these global goals requires coordination and nurturing. While there is need to ensure that these young leaders come from different sectors i.e. education, governance, health, environment, media, civil society, technology, as well as geographic representation, and that there is 50/50 gender representation; mature members to this board have been drawn from youth-focused institutions to support the guidance and thought-leadership necessary to spur progress.

In the last decade, there has been growth in the number of youth organizations in Kenya mainly attributed to the contemporary Youth challenges to access real opportunities to enable them participate in all spheres of life.

In addition, youth organizations have come to play an important role in the activism behind youth empowerment and youth agenda development (Kenya Youth Development Policy 2019 underscores the need to map out Youth serving organizations) Knowing that Kenya is a very youthful country with 75.1% of its population under the age of 35, and an estimated median age of 19 years, the potential for growth in the number, scope and impact of youth organizations remains increasingly.

Mapping of ecosystem will enable UNDP and other stakeholders catalyse support, collaborate with these organisations in enhancing a peer to peer review framework, coordinate Youth organizations both at national and county level, recognition of Youth work, establish a strong monitoring, evaluation and reporting mechanism and ensure a more structured way of engaging the Youth and Youth organizations in the priority areas, as outlined in the programme.

## 2. Objective of Assignment

The main objective of this consultancy is to map youth organizations/initiatives, acquire a deeper understanding of the youth led organizations (who they are, how they operate, what motivates them and how they collaborate with one another & with other key actors/beneficiaries, distribution of in the country) as well as youth leaders who have driven successful initiatives in the country.

The outcome of this study will help UNDP Kenya, through the Youth Sounding Board, the National Youth Council (NYC), the State Department of Youth Affairs, the UN, as well other players to catalyse support and collaborate with these organisations. The Consultant will work closely with the UNDP YSB Co-Chairs, the CEO-NYC and the Project Manager GrEYAP to support the realization of the consultancy objectives.

## 3. Key Deliverables of Consultancy

The main deliverables under this consultancy are specified below:

- i. An inception report, outlining preliminary findings of desk review of available data and analysis related to the topic including a draft work plan outlining timeline, detailed methodology, list of definitions to be used, suggested criteria for selection of Youth Led Organizations, list of key resources, and refinement of mapping questions.
- ii. First draft of the report and/mapping, with analysis and contact details for groups identified
- iii. Final graphic designed mapping report and PowerPoint presentation highlighting the key insights to key stakeholder, viz. UNDP, National Youth Council, State Department of Youth Affairs, UN Inter Agency Youth Working Group.

## 4. Reporting

The Individual Consultant will report to the UNDP Kenya YSB - under the leadership and supervision of the UNDP YSB Co-Chairs, the CEO National Youth Council, and the project Manager GrEYAP.

## 5. Individual Consultant – Key duties, roles and responsibilities:

The individual consultant will be charged with the following key duties and responsibilities:

Specifically, the IC will undertake the following tasks:

- I. To Map youth-led organizations in Kenya; (who they are, where they are, how they operate, type of registration, what motivates them and how they collaborate with one another & with other key actors/beneficiaries)
- II. To analyze Trends of youth-led organizations engagement in development;
- III. To document the typology, geographic and sectoral origins and overview of the presence of youth-led grassroots initiatives (both formal and informal) through the country and their main sector of intervention, budget size, issue and campaign areas, geographic representation, organizational structure and youth development supports provided to young people;
- IV. Have an overview of activities and management and governance structures in the youth-led organizations
- V. To examine what is youth organizing and how does it work; who leads youth organizing efforts; how is youth organizing delivering youth development outcomes/impact
- VI. To examine the leadership, the power dynamic, the management culture and partnership in the youth-led organizations/ initiatives;
- VII. To identify gaps and barriers in these youth-led platforms;
- VIII. To examine the motives behind young people joining youth-led groups/organizations/initiatives;
- IX. To examine the affirmative dynamics (e.g Youth,pwd/marginalization/) in structureless youth-led groups;
- X. Accountable and reporting structures for the Youth-led organizations

## 6. Competencies and Evaluation Criteria

Key competencies for the Individual consultant are detailed below:

1.The IC must meet the following minimum requirements

- i. Bachelor's degree in a relevant field from a reputable institution (sociology, political science, law, economics) Master's degree in a relevant field from a reputable institution will have an added advantage (20 marks)
- ii. Proven knowledge in Youth activism and Knowledge of the landscape of youth organisations and initiatives across different parts of Kenya – (25 Marks)
- iii. Demonstrated appreciation of the diversity of the youth demographic across different factors like gender, disability, geographical location, ethnicities etc (25 Marks)
- iv. 5 years' experience in undertaking similar/ related assignments – provide evidence i.e. publication (15 marks)
- v. Must have relevant references of recently related accomplished tasks (letters of recommendation for previous work undertaken) (10 Marks)

- vi. Demonstrated communications skills and experience in producing good quality reports in English – (5 marks)

## 7. Payment Terms

Schedule of payments and amount	Outputs
20%	<ul style="list-style-type: none"> <li>An inception report, outlining preliminary findings of desk review of available data and analysis related to the topic. The inception report should include a draft work plan outlining timeline, detailed methodology, list of definitions to be used, suggested criteria for selection of Youth Led Organizations, list of key resources, and refinement of mapping questions.</li> </ul>
40%	<ul style="list-style-type: none"> <li>First draft of the report and/mapping, with analysis and contact details for groups identified</li> </ul>
40%	<ul style="list-style-type: none"> <li>Graphic designed Final report/mapping and PowerPoint presentation highlighting the key insights.</li> </ul>

## 8. Submission of Financial Proposal

Applicants are instructed to submit their all-inclusive fee proposal in Kenya Shillings 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, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.

## 9. Financial Evaluation

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

## 10. Application Proces

Interested and qualified candidates should submit their applications which should include the following:

- Detailed Curriculum Vitae



2. Proposal for implementing the assignment - template provided
3. Offerors letter to UNDP- template provided

**Note:** Email attachments must not exceed 5MB. Please split files if they exceed this size.

**Note:** The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.

**Applications should be sent to [consultants.ken@undp.org](mailto:consultants.ken@undp.org) to reach us not later than 5.00 P.M on Monday, 08 November 2021 (Kenyan time - GMT+ 3.00)**

Please quote: **“KEN/IC/055/2021– YSB Youth Ecosystem in Kenya Mapping”** on the subject line.

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