



## **TERMS OF REFERENCE FOR INDIVIDUAL CONTRACT**

<b>POST TITLES:</b>	<b>International Consultant to support Monitoring and Evaluation and Learning activities related to the Youth Co:Lab initiative (Junior Consultant)</b>
<b>AGENCY/PROJECT NAME:</b>	UNDP Bangkok Regional Hub (BRH) – Youth Unit
<b>COUNTRY OF ASSIGNMENT:</b>	Home based with no travel required

### **A. General Background**

#### **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](#)**

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 21<sup>st</sup> 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 Co:Lab Research and Impact Measurement**

Youth Co:Lab's research component seeks to generate knowledge regarding means to strengthen the ecosystem for youth social entrepreneurship, innovation and leadership in Asia-Pacific, and to disseminate knowledge in order to influence ecosystem change.

Research is closely connected to Youth Co:Lab's impact measurement and management function, which generates monitoring data to support programme transparency, accountability and reporting; and generates evidence and lessons learnt to support adaptive programme management, learning, and knowledge sharing.

### **B. Objectives of the Assignment**

The Monitoring and Evaluation (M&E) Consultant will provide support in management and coordination of the impact measurement framework, corporate and donor reporting, project evaluation, and learning agenda of the Youth Co:Lab initiative, working in close collaboration with the UNDP BRH Regional Youth Team and UNDP country offices. In addition, the Consultant will support the design, delivery and dissemination of Youth Co:Lab knowledge products and the use of research to support programme objectives.

### **C. Scope of Work**

With overall guidance and supervision of Programme Specialist on Youth and Civil Society and the Regional Youth Project Manager, the M&E Consultant is responsible for the following activities in completing the assignments:

- Preparation of interim and final reports for submission to project donor and preparation of internal corporate reporting to UNDP in accordance with project requirements.
- Supporting coordination of the final evaluation of the Youth Co:Lab project, working closely with the Evaluation Consultant.
- Coordinating delivery and publication of an external report disseminating the results and lessons learnt derived from the project evaluation of the Youth Co:Lab project.
- Providing data and evidence to support the development of project documents for the next phase of the Youth Co:Lab project.
- Refining the scope, design and methodology of individual research and thought leadership products in order to deliver on Youth Co:Lab's research and thought leadership objectives.
- Supporting the development of Youth Co:Lab research products, including through reviewing intermediary outputs and providing regular feedback to research partners, consultants, and volunteers.
- Coordinating UNDP and Citi Foundation review and approval processes for knowledge products.
- Supporting UNDP country offices under the Youth Co:Lab initiative in leveraging research to influence policy and strengthen the ecosystem for youth social innovation and entrepreneurship.

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

**Duration:** 1<sup>st</sup> January 2022 – 31<sup>st</sup> December 2022 (Up to 165 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 BRH Youth Unit Managers based 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	Support to project audit and submission of Interim Report to Citi Foundation	28 days	7 March 2022	Programme Specialist on Youth and Civil Society and Regional Youth Project Manager
2	Submission of Final Evaluation Report and Evaluation Brief of the Youth Co:Lab project	28 days	30 April 2022	
3	Publication of external impact report disseminating results and lessons from final evaluation of Youth Co:Lab project	28 days	30 June 2022	
4	Youth Co:Lab flagship publication on Climate Action launched at Youth Co:Lab Regional Summit 2022	27 days	31 August 2022	
5	Submission of Final Report to Citi Foundation	27 days	7 October 2022	
6	Submission of corporate UNDP annual reporting	27 days	15 December 2022	

No.	Output/Deliverable	Estimated Duration to Complete	Target Due Date	Review and Approvals Required
<b>TOTAL</b>		165 Days		

## **F. Provision of Monitoring and Progress Controls**

The M&E Consultant will report to UNDP BRH Programme Specialist on Youth and Civil Society and Regional Youth Project Manager. S/he will work closely with UNDP BRH Youth Team and other staff involved in the UNDP Global Policy Network (GPN) 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 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 Youth Unit, 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:

- Minimum Masters degree in sustainable development, business administration, social/human sciences, political sciences, international relations, gender or development policy or other related expertise areas required.

### Experience and required skills:

- At least 2 years' experience in the field of youth empowerment.
- At least 1 year of experience in monitoring and evaluation, results-based management, or research
- At least 1 year of experience working with the UN system.

### 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)	Review and Approvals Required
1	Support to project audit and submission of Interim Report to Citi Foundation	28 days	7 March 2022	17%	Programme Specialist on Youth and Civil Society and Regional Youth Project Manager
2	Submission of Final Evaluation Report and Evaluation Brief of the Youth Co:Lab project	28 days	30 April 2022	17%	
3	Publication of external impact report disseminating results and lessons from final evaluation of Youth Co:Lab project	28 days	30 June 2022	17%	
4	Youth Co:Lab flagship publication on Climate Action launched at Youth Co:Lab Regional Summit 2022	27 days	31 August 2022	17%	
5	Submission of Final Report to Citi Foundation	27 days	7 October 2022	16%	
6	Submission of corporate UNDP annual reporting	27 days	15 December 2022	16%	
<b>TOTAL</b>		165 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)

#### Proposed Methodology, Approach and Implementation Plan (30 points)

- Criteria 1: Brief description (maximum 250 words) on why the individual considers him/herself as the most suitable for the assignment; (10 points)
- Criteria 2: Short proposal (maximum 750 words) outlining the approach that the individual would bring to this assignment. (20 points)

### Qualification of IC (40 points)

- Criteria 1: Masters' degree in sustainable development, business administration, social/human sciences, political sciences, international relations, gender or development policy or other related expertise areas required; (10 points)
- Criteria 2: At least 2 years' experience in the field of youth empowerment (10 points)
- Criteria 3: At least 1 year of experience in monitoring and evaluation, results-based management, or research; (10 points)
- Criteria 4: At least 1 year of experience working with the UN system; (5 points)
- Criteria 5: Excellent command of English (5 points)

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

**Personal interview may be required.**

### **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;
- $\mu$  = price of the lowest priced proposal;
- z = price of the proposal being evaluated.

### **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 (1) Brief description (maximum 250 words) on why the individual considers him/herself as the most suitable for the assignment; 2) A short proposal (maximum 750 words) on the approach that the individual would bring to this assignment.

**\*\*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.

K. Consultant Presence Required on Duty Station/UNDP Premises

☒ None ☐ Partial ☐ Intermittent ☐ Full-time

L. Payment Terms

Please indicate any special payment terms for the contract

☒ Lumpsum ☐ Daily

**This TOR is approved by:**

Signature



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Beniam Gebrezghi  
Programme Specialist, Civil Society and Youth  
UNDP Bangkok Regional Hub

Date of Signing 25 October 2021