TERMS OF REFERENCE
FOR INDIVIDUAL CONTRACT

POST TITLES: International Consultant to support the Youth Co:Lab Summit and youth programming (Junior Consultant)

AGENCY/PROJECT NAME: UNDP Bangkok Regional Hub (BRH) – Youth Unit

COUNTRY OF ASSIGNMENT: Home based with no travel required (Preferred to be in Singapore)

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 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.

B. Objectives of the Assignment

A key component of the Youth Co:Lab programme is the Youth Co:Lab Summit 2022, which will be convened in Singapore during July 2022 (TBC). The UNDP Bangkok Regional Hub and partners therefore seek a passionate coordinator to support the Youth Co:Lab Summit and subsequent programming in Singapore, who finds shared value and purpose in our objective to empower young people across the region.

C. Scope of Work

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

Event Coordination and Partnerships

- Coordinate the inputs of UNDP and key partners into the agenda, and advise on the identification of motivational and thematic speakers, the sequencing of speakers, the event format and structure for a hybrid event (i.e. online and physical components);
• Support to evaluate venue, accommodation and logistical options for approx. 600 in-person participants that is agreeable to both UNDP and key partners, and advise on the layout of the venue, including promotional material (banners, posters) to be developed;
• Support to evaluate the online event platform, interactive features and virtual event components that is agreeable to both UNDP and key partners;
• Coordinate the production of the event documents (e.g. logistics note, draft participants list, event invitations, relevant background materials) and coordinate inputs of UNDP and key partners;
• Develop agenda for Evening events during Youth Co:Lab Summit 2022;
• Coordinate with key partners on the recruitment, training and management of volunteers for the summit;
• Collaborate with the event management team in Singapore on matters pertaining to the delivery of the Summit
• Support UNDP to mobilize partnerships and resources including relevant government counterparts, private sector and civil society to support the Youth Co:Lab Summit 2022.

**Communications and Youth Engagement**

• Support the Communications team in the design and implementation of a communication strategy for the Summit;
• Support the Communications team and key partners to implement communication campaigns targeting the Summit;
• Support the Communications team to engage and manage local and international media for the Summit, in coordination with key partners;
• Support the finalization of the Youth Co:Lab Summit 2022 Report including inputs from key partners of the event.

**Youth Programming**

• As a follow up to the summit support the programme development for Youth Co:Lab Singapore in collaboration with Youth Action Challenge with the National Youth Council and other partners
• Support to draft concept notes, partnership proposals and relevant documents to support engaging new partners to Youth Co:Lab programme
• Support Youth Co:Lab Singapore team on the implementation of Youth Action challenge with event management, coordination partnerships and providing support to youth teams
• Support UNDP BRH in developing new programmatic offers related to climate action, digital skills etc. in Singapore

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

**Duration:** 1st March – 31st December 2022 (Up to 200 days)

**Duty station:** Home based with no travel required. (Preferred if the consultant is based in Singapore)

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:
**Provision of Monitoring and Progress Controls**

The 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, UNDP Malaysia, Singapore and Brunei Darussalam 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.

### F. Qualifications of the Successful Individual Contractor

The consultant should possess the following expertise and qualifications:

**Education:**
- Minimum Bachelor’s degree in sustainable development, business administration, social/political sciences, international relations, gender or development policy or other related expertise areas required.

**Experience and required skills:**
- At least 3 years of experience in youth empowerment and/or skills development issues;
- At least 3 years of experience working in events management and/or project management of regional and/or international events;

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<table>
<thead>
<tr>
<th>No.</th>
<th>Output/Deliverable</th>
<th>Estimate Duration to Complete</th>
<th>Target Due Date</th>
<th>Review and Approvals Required</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Finalize draft event agenda (including speaker confirmations), volunteer recruitment, invitations, logistics notes, identification of event platform and virtual event components</td>
<td>40 Days</td>
<td>1 May 2022</td>
<td>Programme Specialist on Youth and Civil Society and Regional Youth Project Manager</td>
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<tr>
<td>2</td>
<td>Support event organizing team in Singapore to finalize logistics for the components of the summit (venue confirmations, live broadcasting and filming requirements, logistics for participants and speakers, evening activities, volunteer preparation etc.)</td>
<td>40 Days</td>
<td>1 July 2022</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Finalize Youth Co:Lab Summit 2022 Report including inputs from key partners of the event</td>
<td>40 Days</td>
<td>20 August 2022</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Finalize the draft Singapore Youth Programme for 2022-26 aligning with the Regional Youth Programme Phase 2 and outcomes of Youth Co:Lab Summit 2022</td>
<td>40 Days</td>
<td>25 October 2022</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Finalize the programme and event plan for Youth Action Challenge 2022 including promotions, open mic events, startup support, grant coordination etc.</td>
<td>40 Days</td>
<td>15 December 2022</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>200 Days</strong></td>
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● At least 2 years of experience in stakeholder engagement, thought leadership and developing partnerships is required;
● At least 3 year working experience in Asia and the Pacific region (preferably in Singapore)

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.

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

H. 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:

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<th>Payment (% of total contract amount)</th>
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<td><strong>TOTAL</strong></td>
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<td></td>
<td>100%</td>
<td></td>
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</table>
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 500 words) based on the content you see on the website [https://www.youthcolab.org/](https://www.youthcolab.org/) on the main aims and strategy of the Youth Co:Lab Summit 2022 (10 points);
- Criteria 3: Short proposal (maximum 500 words) on how to engage youth and partners including government, private sector and civil society for the Youth Co:Lab Summit 2022 and follow up national youth programming in Singapore (10 points).

Qualification of IC (40 points)

- Criteria 1: Minimum Bachelor’s degree in sustainable development, business administration, social/political sciences, international relations, gender or development policy or other related expertise areas required (5 points);
- Criteria 2: At least 3 years of experience in youth empowerment and/or skills development issues (10 points);
- Criteria 3: At least 3 years of experience working in events management and/or project management of regional and/or international events (10 points);
- Criteria 4: At least 2 years of experience in stakeholder engagement, thought leadership and developing partnerships is required (10 points);
- Criteria 5: At least 3 year working experience in Asia and the Pacific region (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:

- \( p = y \left( \frac{\mu}{z} \right) \).

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.

   - **Brief description** of (1) why the individual considers him/herself as the most suitable for the assignment (maximum 250 words); (2) Short proposal (maximum 500 words) based on the content you see on the website https://www.youthcolab.org/ on the main aims and strategy of the Youth Co:Lab Summit 2022; (3) Short proposal (maximum 500 words) on how to engage youth and partners including government, private sector and civil society for the Youth Co:Lab Summit 2022.

   **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.

I. Consultant Presence Required on Duty Station/UNDP Premises

☒ None ☐ Partial ☐ Intermittent ☐ Full-time

J. Payment Terms

Please indicate any special payment terms for the contract

☒ Lumpsum ☐ Daily

This TOR is approved by:

[Signature]

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

Date of Signing 20 Jan 2022