

## Terms of Reference for Individual Consultant (IC)

<b>Consultancy Title:</b>	International Consultant - Youth & Peacebuilding
<b>Services/ Work Description</b>	Contribute towards the UNDP's work on Youth & Peace and Security in the Asia Pacific Region
<b>Project/Programme Title</b>	Conflict Prevention and Peacebuilding
<b>Duty Station:</b>	Home-based with mission travel within Asia-Pacific Region as required (will be arranged by UNDP as per UNDP Travel policy)
<b>Duration</b>	01 June 2022 – 31 May 2023

### 1. BACKGROUND

UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP's policy work is carried out at HQ, Regional and Country Office levels, and forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains. Governance and Peacebuilding (GP) team in the Bangkok Regional Hub (BRH) working in the Asia Pacific Region is one of them.

The GP team in BRH works with relevant teams and specialists within BRH and in other regional hubs, HQ, country offices and the Oslo Governance Global Policy Center. It is responsible for contributing substantive policy and programme advisory services to multiple Asia-Pacific country offices and applying products and tools relevant to the thematic area. Working to ensure quality and coherent policy and programme advisory services, it advances the credibility and recognition of the organization's programmes in this thematic area.

In this context, the GP team seeks the services of a Youth and Peacebuilding Consultant to support its work in the areas of youth and peacebuilding, including in promoting Youth Peace and Security (YPS) agendas in the Asia Pacific region. To support in taking a new strategic direction in the areas of youth and peacebuilding, the consultant will also help in the preparation of the upcoming ASEAN dialogue on Youth, Peace and Security as well as the development of UNDP's regional service offer on YPS.

#### Youth, Peace and Security

The United Nations Security Council unanimously adopted the first resolution on youth, peace and security (YPS) in December 2015, recognizing the positive contribution of young women and men to peace. Resolution 2250 was followed in 2018 by Resolution 2419, and on 14 July 2020 the Security Council unanimously adopted Resolution 2535, underlining the vital role of youth in building peace and significantly expanding the agenda with new tasks.

The Security Council encourages Member States to support youth participation in and integrate them into decision-making processes, recognizing their unique role in strengthening national, local and community-based capacities in conflict and post-conflict situations to prepare for and respond to increasingly frequent, severe weather events and natural hazards, as well as public health challenges that affect young people's lives and their futures, including the COVID-19 pandemic.

Resolution 2535 gives a welcome boost to the YPS agenda and signals Member States' determination to drive practical action forward in an integrated and coordinated way across the United Nations system as a whole. Youth participation is key to advancing peacebuilding processes and objectives that take into account the needs of all segments of society.

### 2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

Under the supervision of the Regional Conflict Prevention and Peace Specialist, the consultant will be supporting the work led by GP team in collaboration with various regional teams, including but not limited to, Gender Team, Youth Team, and Disaster Risk Reduction Team, in advancing the YPS agenda in the country offices across Asia Pacific in their youth and peacebuilding work.

The consultant will review and map out the existing work on youth peace and security by UNDP and other actors within Asia and the Pacific region, including trends and data available from Country Offices to also contribute towards UNDP's engagement with the ASEAN youth conference on YPS agenda being held in 2022. This will include reviewing UNDP's current work on preventing violent extremism (PVE) from a youth angle as well as the ongoing work on Young Parliamentarians in coordination with the regional youth team.

This would be a part-time engagement of about 10 to 12 working days per month over the 12 months. And it would also involve coordination and collaboration with different GPN teams and country offices where the consultant is expected to engage and at times self-initiate meetings and consultations to be able to produce the expected outputs and deliverables.

### 3. EXPECTED OUTPUTS AND DELIVERABLES

- **Delivery # 1:** Review and map the existing work on youth peace and security by UNDP and other actors in the Asia and the Pacific, including trends and data available from Country Offices including from the current programming in different Country Offices of UNDP in the region.
- **Delivery # 2:** Review UNDP's current work on preventing violent extremism (PVE) from a youth angle as well as the ongoing work on Young Parliamentarians and ongoing Peacebuilding Fund (PBF) and Funding Windows funded initiative relevant to the YPS agenda.
- **Delivery # 3:** Conduct intra-agency mapping of existing activities to better understand the current landscape which will serve as a basis for developing a more concrete outline with options on ways forward.
- **Delivery # 4:** Provide technical input and ideas in the development of the short video on YPS offer for the UNDP social media and web space.
- **Delivery # 5:** Develop at least three web contents for UNDP AP page with the outline of the YPS offer.
- **Delivery # 6:** Support in the organization of the regional event with ASEAN on YPS from UNDP which include the development of relevant content and inter-agency coordination.
- **Delivery # 7:** Support the organization of six national/regional dialogues with the community of practice on YPS to build synergies and foster collaboration in these areas of work regionally.
- **Delivery # 8:** Support development and roll out of guidelines/service offer for the operationalization of YPS at the country level.

#### **Intellectual Property:**

All information and production of materials pertaining to the assignments as well as outputs produced under this contract shall remain the property of the UNDP who shall have exclusive rights over their use. The products shall not be disclosed to the public nor used in whatever format without written permission of UNDP in line with the national and International Copyright Laws applicable.

The Consultant will use his/her own equipment and software.

### 4. INSTITUTIONAL ARRANGEMENTS/REPORTING LINES

The Consultant will report directly to the Regional Conflict Prevention and Peace Specialist, and work closely with relevant GPN focal points, in particular with the Youth Team and Gender Team, while delivering on the expected outputs.

Duty Station: Home based with travel within Asia-Pacific Region as required.

#### **Travel mission to be arranged by UNDP as per UNDP Travel policy**

- In general, UNDP could not accept travel costs exceeding those of an economy class ticket. Should the consultant wish to travel on a higher class he/she should do so using their own resources.
- The BSAFE course must be completed before the commencement of travel including any training on COVID-19 safety;

- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when traveling to certain countries, as designated by the UN Medical Director;
- Consultants are also required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>

Duration for the assignment: 01 June 2022 – 31 May 2023 (maximum 132 days)

## 5. PAYMENT MODALITY

The method of payment is **output-based lump-sum scheme**.

Lumpsum payments will be made to the individual contractor upon verification by the manager on satisfactory completion of deliverables agreed upon each output as per workplan developed by the consultant.

Deliverables/Expected Outputs	Percentage	Target Due Date	Review and Approvals Required
Deliverable#1: Review and map the existing work on youth peace and security by UNDP and other actors in the Asia and the Pacific, including trends and data available from Country Offices including from the current programming in different Country Offices of UNDP in the region.	12.5%	15 July 2022	Regional Conflict Prevention and Peace Specialist
Deliverable#2: Review UNDP's current work on preventing violent extremism (PVE) from a youth angle as well as the ongoing work on Young Parliamentarians and ongoing Peacebuilding Fund (PBF) and Funding Windows funded initiative relevant to the YPS agenda.	12.5%	31 August 2022	Regional Conflict Prevention and Peace Specialist
Deliverable#3: Conduct intra-agency mapping of existing activities to better understand the current landscape which will serve as a basis for developing a more concrete outline with options on ways forward.	12.5%	15 October 2022	Regional Conflict Prevention and Peace Specialist
Deliverable#4: Provide technical input and ideas in the development of the short video on YPS offer for the UNDP social media and web space.	12.5%	30 November 2022	Regional Conflict Prevention and Peace Specialist
Deliverable#5: Develop at least three web contents for UNDP AP page with the outline of the YPS offer.	12.5%	15 January 2023	Regional Conflict Prevention and Peace Specialist
Deliverable#6: Support in the organization of the regional event with ASEAN on YPS from UNDP which include the development of relevant content and inter-agency coordination.	12.5%	28 February 2023	Regional Conflict Prevention and Peace Specialist
Deliverable#7: Support the organization of six national/regional dialogues with the community of practice on YPS to build synergies and foster collaboration in these areas of work regionally.	12.5%	15 April 2023	Regional Conflict Prevention and Peace Specialist
Deliverable#8: Support development and roll out of guidelines/service offer for the operationalization of YPS at the country level.	12.5%	31 May 2023	Regional Conflict Prevention and Peace Specialist
<b>Total</b>	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 consultant, prior to travel.

and will be reimbursed. In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the consultant wish to travel on a higher class, they should do so using their own resources.

## 6. EXPERIENCE AND QUALIFICATIONS REQUIREMENT

### I. Academic Qualifications:

Atleast Bachelor's Degree, or equivalent in International Relations, Conflict Analysis/Management, Political Science, Development Studies, Social Sciences or other relevant discipline.

### II. Years of experience:

- Minimum 3 years of policy advocacy, community engagement, networking and capacity building experience working in youth and peacebuilding issue
- Minimum 3 years broad knowledge in area of conflict prevention and peacebuilding
- Minimum 2 years of working knowledge of Youth, Peace and Security at the global-level and/or in a range of different developing country contexts

### III. Language:

Fluency in spoken and written English.

### IV. Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Advocates and promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to conceptualize issues and analyze data;
- Ability to work under pressure and meet deadlines;
- Advocates effectively;
- Communicates sensitively and effectively;
- Excellent drafting and report writing skills;
- Ability to coordinate and work amicably with different teams.

## 7. EVALUATION METHOD AND CRITERIA

### **Evaluation Method and Criteria**

Individual consultants will be evaluated based on the following methodology:

### **Cumulative analysis**

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (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 Evaluation (70%)

- Criteria 1: Atleast Bachelor's Degree, or equivalent in International Relations, Conflict Analysis/Management, Political Science, Development Studies, Social Sciences or other relevant discipline – **max 20 points**
- Criteria 2: Minimum 3 years of policy advocacy, community engagement, networking and capacity building experience working in youth and peacebuilding issues – **max 30 points**
- Criteria 3: Assessment of the Proposal (A proposal outlining the candidate's approach to implementing the components of this assignment as per the scope of work, including any suggestions on proposed consultation methodology and knowledge / training products development) – **30 max points**

- Criteria 4: Minimum 2 years of working knowledge of Youth, Peace and Security at the global-level and/or in a range of different developing country contexts– **max 20 points**

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

#### **Financial Evaluation (30%)**

Financial proposals from all technically qualified candidates will be scored out 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.

**Contract award:** Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

### **8) 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 with contact details.
3. **A proposal** outlining the candidate's approach to implementing the components of this assignment as per the scope of work, including any suggestions on proposed consultation methodology and knowledge / training products development.



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**\*\*Failure to submit the above-mentioned documents may 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.