



TERMS OF REFERENCE **FOR INDIVIDUAL CONTRACT**

POST TITLES:	Inclusion and Diversity Strategy, Partnerships for Regional Youth Project (International Consultant)
AGENCY/PROJECT NAME:	Bangkok Regional Hub
COUNTRY OF ASSIGNMENT:	Home Based
DURATION OF ASSIGNMENT:	1 Jan. 2023 – 31 Dec. 2023 (12 months)

A. Project Title

Youth Co:Lab, Regional Youth Project on Leadership, Innovation and Entrepreneurship

B. Project Description

More than half of the world's young people alive today live on this continent. At the moment, roughly 68 of every 100 people in Asia are of working age. It is a region facing the challenges of extreme poverty and climate change but brimming with economic dynamism and a young workforce to deliver on unfulfilled potential. Furthermore, nearly a billion people in Asia are below the age of 15, which means by 2050 the region will have more working-age people, and fewer older and younger dependents than at any point in its history. This 'youth bulge' offers the region a unique opportunity for economic progress to lift millions more out of poverty, and ultimately close the gap with the developed world.

Young people in the region are 5-7 times more likely to be unemployed than their older counterparts at the same level of education. Women's access to education and participation in the labor force remain stubbornly low across populous swathes of the region. The next wave of development gains as envisioned by the UN's Sustainable Development Goals must address the needs of those left behind. These are big issues and our solutions must be equally bold. UNDP's Asia-Pacific Human Development Report for 2016 examines these demographic trends and sets out clear policy directions that governments can harmonize with their national development plans and strategies.

UNDP and its partners believe that youth can make a real and positive difference and create their own opportunities by engaging with these challenges head on through social entrepreneurship and innovation, exploring dynamic approaches to mobilizing their peers and communities and creating adaptive solutions to addressing youth economic marginalization.

Youth Co:Lab

Against this backdrop, the UNDP Bangkok Regional Hub and its partners developed a regional project on Youth Economic Empowerment and Social Innovation Co-created in 2017 by UNDP and Citi Foundation, Youth Co:Lab aims to establish a common agenda for countries in the Asia-Pacific region to empower and

invest in youth, so that they can accelerate the implementation of the Sustainable Development Goals (SDGs) through leadership, social innovation and entrepreneurship.

By developing young people's 21st century skills, and by 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 to strengthen the entrepreneurship ecosystem and to promote policies that will support and enable young people to take the lead in finding and developing new solutions for social and environmental problems in their communities.

Leave No One Behind

According to UNDP's 2016 Human Development Report: "Women and girls, rural dwellers, indigenous peoples, ethnic minorities, people with disabilities, migrants, refugees, and the LGBTI community are among the key groups systematically excluded by barriers that are not only economic, but political, social and cultural as well."

UNDP and its partners believe that youth have the potential to be leaders, to create inclusive societies and the ability to reach the most vulnerable and marginalized. Youth can make a positive difference by taking on the challenges laid out in the 2030 Agenda through social innovation, mobilizing their peers and communities, and creating adaptive and innovative solutions.

C. Scope of Work

The expert is expected to assist in the following activities in completing the assignments:

Leave No One Behind Strategy Documents and Partnership Management

- Develop and keep on updating Leave No One Behind strategic documents for the regional youth team;
- Support development partnership documents for each task unit on their Leave No One Behind Offer;
- Coordinate and manage documentations of partners engagement, including preparation documents for the meeting with donors and write up grant or funding application;
- Coordinate and support ongoing mapping of donors and civil society organizations and scout for opportunities for meetings with partners;
- Support and coordinate knowledge sharing with topic experts, partners and UNDP teams in the regional office and country offices;
- Support UNDP BRH in developing partnerships and the organization of meetings with the Youth Empowerment Alliance of Incubators with the objective to facilitate knowledge sharing, technology exchange, and access to finance.

Implement Account Management Support for Youth-Led LNOB Solutions:

- Be a dedicated account manager to understand the challenges faced by underserved groups and provide support according to the coordinator's work plan based on specific key demands;
- Provide mentorship on improving the financial sustainability, LNOB mainstreaming, and impact management of the young social entrepreneurs;
- Work with marginalized communities to identify resources and consult with Youth Empowerment Alliance and other key partners across the region;
- Help draft and review applications to mobilize resources from relevant grants and incubation programmes in Asia-Pacific;
- Help implement a dedicated Leave No One Behind Springboard Programme constructed by the springboard coordinator;
- Creating tools and learning modules on the learning process, documenting the journey and best practices of supporting youth-led LNOB solutions.

Develop Communications Materials on LNOB Solutions Support:

- Produce blogs, videos, and to showcase our support and the impact of the LNOB solutions;
- Consolidate lessons learnt from supporting LNOB solutions, work with UNDP BRH communications team in advocating and mainstreaming the knowledge, and help prepare campaigns for key related international dates.

Research, reports and publication drafting and proofreading

- Support to finalize the flagship Youth Co:Lab knowledge product on Youth Entrepreneurship and Leaving No One Behind
- Proof reading support for regional knowledge products (toolkits, Impact reports)

D. Expected Outputs and Deliverables

The Storytelling and Showcasing Expert for Inclusion and Diversity of Youth Project is expected to work towards the following work plan and timelines to achieve the stated outputs:

Deliverables/Outputs	Deadline	Schedule of Payment	Expected duration to complete
1. Finalized documents on the Leave No One Behind offers with the Springboard Programme, Movers Programme, YECAP and Youth Empowerment Alliance	28 February 2023	20%	40 days
2. Provide dedicated account management support to a minimum of 10 youth-led LNOB solutions, actively mentoring the cohort and address requests from the founders. Supporting key events such as Entrepreneurship Dialogue (Nov. 2022) and Regional LGBTI Innovation Challenge (2022) and national people with disabilities programme.	30 April 2023	20%	40 days
3. Finalize minimum 6 videos and 2 blogs for the IDAHOBIT Campaigns and the International Day of the World's Indigenous Peoples	30 June 2023	20%	40 days
4. Finalize regional flagship knowledge product on youth entrepreneurship and leaving no behind and updated partnership documents related to LNOB offers based on the potential donor interests	30 September 2023	20%	40 days
5. Support in drafting and reviewing LNOB Springboard programme report, finish videos, blogs, for the international days of people with disabilities and International Day of Refugees.	10 December 2023	20%	40 days
GRAND TOTAL		100%	200 Days

E. Institutional Arrangement

The consultant will report to the Programme Specialist, Civil Society and Youth at UNDP BRH and work in close collaboration with the UNDP Country offices and other key parties. 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 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 UNDP BRH Youth Unit.

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. Duration of the Work

In accordance with the requirements above, the expert is expected to commit to a maximum of **200 working days** for a period of 1 January 2023 to 31 December 2023.

G. Duty Station

The consultancy is home based with no travel required.

H. Qualifications of the Successful Individual Contractor

The expert should possess the following expertise and qualifications:

Education:

- Bachelor's degree or higher in a relevant field in business, finance, marketing, technology and innovation, international development, other relevant political or social sciences area, or closely related field.

Experience and required skills:

- At least three years of relevant experience in the fields of Partnerships, Communications, developing new products and programmes, preferably in startup environments and/or in development agencies supporting startups
- At least three years of experience in communications (preferably related to developing blogs and other showcasing materials to support startups)
- Familiar with relevant startup ecosystems in Asia-Pacific, and on the challenges faced by the founders scaling their impact is an advantage
- Prior experience in providing support to youth through mentoring, coaching, showcasing impact, and facilitating access to resources is an advantage

Language:

- Good command of English, written and oral

Corporate Competencies:

- Demonstrates commitment to the UN's mission, vision and values
- Demonstrates sound judgment, diplomacy, and sensitivity to confidential matters

Functional Competencies:

- Demonstrated ability to meet deadlines and work under pressure
- Innovative forward thinking, good coordination and organizational skills, teamwork
- Participate effectively in team-based, information sharing environment, collaborating, and cooperating with others

I. Scope of Price Proposal and Schedule of Payments

Expert 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, living allowance 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:

- First installment (20%): upon satisfactory completion of the 1st deliverable
- Second installment (20%): upon satisfactory completion of the 2nd deliverable
- Third installment (20%): upon satisfactory completion of the 3rd deliverable
- Fourth installment (20%): upon satisfactory completion of the 4th deliverable
- Fifth installment (20%): upon satisfactory completion of the 5th deliverable

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

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.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates. Repatriation travel cost from home to duty station in Bangkok and return shall not be covered by UNDP.

J. Recommended Presentation of Offer

Interested candidates must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Duly accomplished Letter of Confirmation of Interest and Availability and Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (in USD currency) using the template provided by UNDP
- **Personal CV or P11**, 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) on why the individual considers him/herself as the most suitable for the assignment**, especially highlighting past experiences related to supporting youth-led startups for marginalized communities (maximum 500 words) ; **(2) Sample slide deck** (5-10 slides) based on the content you see on the website <https://www.youthcolab.org/> to present the LNOB Springboard programme methodologies; **(3) Short proposal** (maximum 750 words) on how to develop Leave No One Behind strategies and manage partnership for inclusion and diversity

****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.**

K. Criteria for Selection of the Best Offer

Evaluation Method and Criteria

Individual consultant 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 Criteria for Evaluation (70 points)

Proposed methodology, approach and implementation plan (30 points)	
Criteria 1:	Brief description (maximum 500 words) on why the individual considers him/herself as the most suitable for the assignment, especially highlighting past experiences related to supporting youth-led startups for marginalized communities (10 points)
Criteria 2:	Sample slide deck (5-10 slides) based on the content you see on the website https://www.youthcolab.org/ to present the LNOB Springboard programme methodologies (10 points)
Criteria 3:	Short proposal (maximum 750 words) on how to develop Leave No One Behind strategies and manage partnership for inclusion and diversity (10 points)
Qualification of IC (40 points)	
Criteria 4:	Bachelor's degree or higher in a relevant field in business, finance, marketing, technology and innovation, international development, other relevant political or social sciences area, or closely related field (10 points)
Criteria 5:	At least three years of relevant experience in the fields of Partnerships, developing new products and programmes, preferably in startup environments and/or in development agencies supporting startups (10 points)
Criteria 6:	At least three years of experience in communications (preferably related to developing blogs and other showcasing materials to support startups) (20 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;

- μ = price of the lowest priced proposal;
- z = price of the proposal being evaluated.

L. Payment Terms

Please indicate any special payment terms for the contract
Lumpsum