

Terms Of Reference (TOR)

Functional Title	Individual International Consultant – Lead Design and Facilitator of Youth induction workshops
Project	Accelerating Diversification and Private Sector Led Growth
Duty station	Home-based with travel to Workshops venue (4 times)
Type	Request for Proposals (RfP)
Application Deadline	28 th November
Expected starting date	01 December 2022
Expected Duration	40 working days

1. BACKGROUND

In Eswatini, 37.4% of the population is aged between 15-34 years, with a 50.7% and 49.3% ratio of females and males respectively. Evidently, the youth population is fast growing and offers a great opportunity for economic growth. If properly harnessed, young people could be a great resource for economic growth. Therefore, the high proportion of youth in a country where only few jobs are generated, might be a considerable demographic risk rather than an engine for economic growth.

Some studies have pointed to the education system and a mismatch between the skills required by industry and what the country is producing, whilst other studies have alluded the weak investment environment as one of the contributors to low economic growth.

The Small and Medium Enterprise (SME) Development Policy was developed with the aim to encourage youth entrepreneurship by providing training, stimulating lending, and providing support to individuals wishing to establish businesses. According to the UN Youth Entrepreneurship Report (2013), youth in Eswatini are drawn to entrepreneurship out of necessity to escape unemployment and build livelihoods, and opportunity to realize their vision and contribute to their country and community. As a result, many of the businesses are not sustainable. Although entrepreneurship has been identified as the key in helping the youth out of poverty, there has been little focus and investment on youth that desire to pursue other career options, hence a need to provide support towards empowerment of Eswatini youth through skills development and linking graduates with local job opportunities.

According to the Eswatini national Skills Audit Report, labor market trends have only changed marginally in the last 14 years and are characterized by low labor diversity and dynamism. The service sector constitutes more than 60% of overall employment while agriculture is just above 10% and industry is under 20%. The advent of the covid 19 pandemic led to the decline a decline in industry employment rate due to forced company closure. The labor market in Eswatini is predominantly driven by the service sector and informal employment.

2. SCOPE OF WORK

In response to this complex development challenge, the UNDP in collaboration with the Government of Eswatini and other key stakeholder are seeking to establish a Youth Fellowship Programme to promote youth employability, access to decent jobs, inculcate entrepreneurship amongst the youth and promote the culture of self-help. This noble endeavor is implemented through a four-thronged approach: 1) placing unemployed graduate youth in private companies, public sector and non-government organization for a 12-month internship programme to give them a punchers chance to garner the necessary experience for a possible permanent employment placement. 2) Vocational skills training for youth with little to no formal training post their high school education will be provided with tradable artisanry skills. An accelerated vocational training programme will equip them with rudimentary to intermediate artisanry skills. 3) Establishment of a sustainable energy academy that will provide solar energy technical skills for the youth. 4) Establishment of a Tech Hub to harness digital tech skills such as software and app development. Consequently, UNDP Eswatini is seeking the services of an individual consultant with adequate skills to design and facilitate the programmes induction processes for these four initiatives during the onboarding phase. The induction phase is expected to last for a period of one week and shall constitute a programme that will;

- Inspire and encourage the youth to have positive life outlook despite many socioeconomic challenges that young people face
- Prepare new inductees to settle into their new position quickly and become productive and efficient members of staff within a short period of time
- Enable new inductees to understand the corporate culture and the overall framework under which they are engaged
- Prepare the selected youth for the work life, teach them basic office or work environment etiquettes such as how to dress, communicate, keeping time, collaborating with team members etc
- Instil a sense of patriotism and civic responsibility despite the many socioeconomic challenges the country faces
- Encourage civic participation of youth in nation building engagements
- Equip young people with skills on how to cope stress, peer pressure, crisis at individual and community level,
- Instil a sense of self-worth that is not defined by economic or social circumstances as part of building a resilient mindset for the youth
- Teach inductees with the principles of positive deviance

The individual consultant will be required to lead the design and facilitation of onboarding or induction workshops for youth who will be enrolled in the Youth Empowerment Programme. The consultant will be expected to work with other organizations to design an integrated induction programme for youth that will be fun, but tackle issues related to civic engagement and responsibility, human rights, professional work, ethics, sexual harassment in workplaces and self-help culture. He/she must ensure that the induction curriculum is designed in accordance with the needs of each group as per the different components of the Youth Fellowship Programmes. The induction programme must be interactive, fun while being thought provoking and life transforming.

3. DUTIES AND RESPONSIBILITIES OF THE CONSULTANT

The individual consultant will be expected to deliver the following:

- Develop an orientation reference manual
- Develop the programmes code of conduct with termination clauses that must be signed by inductees and the programmes representative
- Lead, design and facilitate a tailored induction workshop for fellows before deployment, and for trainees (energy academy, tech hub, vocational skills) in coordination with other partners, stakeholders and institutions supporting the programme
- Design an off-boarding workshop agenda including an award ceremony
- Develop standard Operating Procedures (SOP's) for the induction/onboarding and offboarding
- Develop an onboarding programme for host companies
- Produce a workshop report with outcomes and recommendations of each inducted cohort
- Develop a monitoring and evaluation tool to track the progress of inductees and post the programme.

4. DURATION OF THE WORK

The individual consultant will be contracted and supervised by UNDP. This assignment is for duration of a maximum of 40 working days spanning a three-month period with an option of renewal based on the needs of the contracting authority starting on 01 November 2022 and ending on or before 31 January 2023.

Duty Station: Mbabane, Eswatini

Travel: The consultant will be requested to travel to the place of the workshop.

5. PROVISION OF MONITORING AND PROGRESS CONTROLS

Under direct supervision of the UNDP Deputy Resident Representative, and the technical guidance of the Eswatini Youth Empowerment Programme Technical Committee, and Inclusive Growth Team Leader, the consultant will work closely with relevant stakeholders, in collaboration with and immediate support from UNDP project teams.

Deliverable	No of Days	Payment	Deadline
Tailored and finalised Induction Workshop Programme for vocational and youth fellowship components of programme	10 days	30%	8 December
Design of an orientation reference manual with a code of conduct for inductees			15 December
Monitoring and evaluation tools to track the progress of inductees	5 days	5%	22 December

Workshop Report with outcomes and recommendations for vocational, energy academy, youth fellowship component	20 days	60%	2 January 2023
Tailored and finalised Off boarding workshop programme	5 days	5%	25 January 2023
Total number of working days	* 40 working days		

6. QUALIFICATIONS AND SKILLS

Academic

Qualifications/Education:

- At least a degree in human resource management, psychology, industrial psychology or any other relevant field with specialization on human behaviour

7. EXPERIENCE

- ✦ At least 5 years proven practical experience in the design and roll out of team building sessions organisations, private or public
- ✦ Demonstrated experiences and skills in facilitating stakeholder/working group consultations and training for large groups with people from various backgrounds.
- ✦ Proven experience in counselling, coaching, motivating, design of games and excursions for purposes of instilling positive values
- ✦ Demonstrated knowledge and experience in conducting need assessments and developing workshop modules, training materials etc.
- ✦ Proven experience in documentation, reporting and evaluating workshop programs.
- ✦ Experience in facilitating public and private sector stakeholder dialogue activities (workshops, round-table discussions, etc.)
- ✦ Proven experience in managing a project funded by an international donor
- ✦ Ability to conduct research and produce analysis
- ✦ Excellent writing and communication skills

8. Language

- ✦ Fluency in English both written and spoken.

9. RECOMMENDED PRESENTATION OF PROPOSAL.

Interested consultant should submit their applications on the specified templates and include the following:

- ✦ Brief description on why he/she is the most suitable for the assignment, and a methodology on how they will approach and complete the assignment.
- ✦ Individual CV indicating all experience from similar projects, as well as the contact details (email and telephone number).

✦ Financial proposal

10. PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

The selected individual consultant is expected to work from their own space and the place where the induction will take place. The financial proposal should exclude DSA payments to the duty station and the workshop as this will be paid based on prior approved travel days to the country/ duty station. The individual consultant's presence at the UNDP offices will be guided by the national Regulations and UN rules during the time of the assignment.

11. CRITERIA FOR SELECTION OF THE BEST OFFER

A successful individual consultant will be selected based on the Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%, broken down as:

Technical Proposal (70%)

1. Expertise of the consultant 40%
2. Proposed methodology 30%

Financial Proposal (30%), to be computed as a ratio of the lowest price among the proposals received by UNDP