



Terms of Reference for the Design of the "50K Initiative for WACA" (Youth Empowerment for Gender-Sensitive Employment Initiative)

GENERAL INFORMATION

Services/Work Description:	Engage consultant for the design and rolling out of the 50K WACA initiative for Senegal
Project/Program Title:	50K Initiative for WACA (Regional Programme)
Expected Places of Travel:	Minimum internal travels Expected
Duration:	90 working days over 4 months
Expected Start Date:	Immediately after Signing the Contract
Duty Station:	Senegal

I. BACKGROUND / PROJECT DESCRIPTION

As part of its vision to harness the inherent strength and value of the youth bulge, UNDP's Regional Centre for West and Central Africa (WACA) is implementing an innovative programme with the region's private sector. The programme builds on UNDP's Africa Bureau corporate strategy ("The Africa Promise"), the recently unveiled Timbuktu initiative, and aligns with UNDP's transformative offering for the Sahel. Convinced that stronger partnerships with the private sector are needed to transform the WACA region, the Regional Centre aims to launch an ambitious flagship youth empowerment programme for employment and the future of work, the 50K Nation Builders Initiative (*hereinafter referred to as the "50K Initiative"*). The 50K Initiative will target 50,000 recent graduates (from universities, polytechnics and vocational schools), carefully selected from a wide range of backgrounds and profiles to be mentored and trained during the period to prepare for and help develop the most critical sectors of their respective national economies. The 50K initiative will be rolled out with strong partnerships with the private sector through mutually beneficial companies, including de-risking certain aspects of the investment/start-up programs that will be associated with the initiative.

II. OBJECTIVE

The overall objective of the 50K Initiative is to engage UNDP's investments in the empowerment of gender-sensitive youth in WACA as a strong contribution to just and responsible economic transitions. To do this effectively, the UNDP Regional Centre is seeking to hire a strong consultant to help design the 50K Initiative.

As the consultant will be based in Dakar, and initially, to probe the results and include the lessons learned in the process, the mission will start in Senegal and the expected deliverables will be for the Senegalese market and environment. Based on the results achieved for Senegal, and with the combined contributions of Regional Centre staff and Senegal country office staff, the consultant will extend the scope of the review to the region.

III. SCOPE OF THE WORK

- Mapping of private sector partners and stakeholders, first donors in Senegal and then in the WACA region with a proven interest to target for the 50K Initiative.
- Mapping of umbrella organizations of employers' organizations in Senegal and the WACA region and identifying their appetite to support a gender-sensitive youth empowerment program to prepare a solid rationale for the core curriculum.
- Analysis and proposal of critical sectors to engage in the 50K Initiative.
- 50K program design, including the development of gender-sensitive criteria for the identification and selection of recipient candidates.
- Completion of a full-fledged project document for Senegal and the region with all necessary contractual documentation to engage partners.
- Provide viable and sustainable options for government incentives for the private sector embarking on the initiative.
- Prepare the business case for a business roundtable for UNDP and private sector partners to make the initiative a reality, including the consolidation of the resulting partnership agreements.
- Participate and facilitate the roundtable

IV. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated time to be completed in days	Indicative target due dates	Review and Approvals Required (Designation of the person who will review the results and confirm acceptance)
01	Methodological guidance notes	20	TBD	Ishmael Dodoo under the overall oversight of Luc Gnonlonfoun
02	Provisional report of the mission with an interim prodoc as an annex	10	TBD	Ishmael Dodoo under the overall oversight of Luc Gnonlonfoun
03	Final report with a finalized PRODOC and the round table report	60	TBD	Ishmael Dodoo under the overall oversight of Luc Gnonlonfoun
	Total number of working days	90		

V. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The consultant will initially be based in the Senegal Country Office and closely work with the Governance team and the programme colleagues in charge of youth. He/She will commute between the Country Office and the Regional Hub. As the mission progresses, and the scope of the study encompasses the region, the consultant will not only progressively move geographically to the Hub, but also strengthens his/her interactions with the Governance and Youth pillar at the Hub.

The consultant will report directly to the Resident representative and the Hub Manager.

VI. DURATION OF THE WORK

This will start immediately after signing the contract.

The expected duration of this assignment is 90 days from early February 2023 to end of June 2023 and is planned to be completed within this period of time. The timeframe and expected deliverables are shown in table under Section IV.

VII. LOCATION OF THE WORK

See section V above.

VIII. QUALIFICATIONS AND PROFILE

Education

The applicant must have a minimum postgraduate degree in Business Administration, Finance, Agribusiness, Development Studies or equivalent.

Experience

- The candidate should possess a deep understanding of the complexities of development in Senegal and the WACA region, extensive experience working with the private sector, emerging market economies, the donor community and a strong knowledge of gender-sensitive youth entrepreneurial development.
- The consultant must also have a proven track record of working with the United Nations. He or she must be a strategic thinker and possess strong program design skills as well as excellent oral and written skills
- He/She must have a minimum of 10 years of experience in human development practice and must be able to work in French and English and in multicultural environments

Language

- Excellent written and verbal skills in English and French;

Professional Competencies

- **Professionalism:** Ability to plan own work and manage conflicting priorities. Shows persistence when faced with difficult problems or challenges and remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication:** Speaks and writes clearly and effectively and demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues and partners to achieve deliverables for assessment.

- **Planning and organizing:** Develops clear goals that are consistent with agreed work deliverables for the assignment; identifies priority activities and allocates appropriate amount of time and resources for completing work; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules.

Managerial Competencies

- **Leadership:** establishes and maintains relationships with a wide range of people to understand perspectives and gain their support.
- **Conflict resolution:** anticipates and resolves conflicts by pursuing mutually agreeable solutions.
- **Working with multiple partners:** Ability to establish effective working relations in a multicultural team environment and cultivate productive relationships with Government partners and other stakeholders.

Other skills

Advanced IT and computer skills for business purposes.

IX. CRITERIA FOR SELECTING THE BEST OFFER

- Upon the advertisement of the Procurement Notice, qualified or specialized Consultants are expected to submit both the Technical and Financial Proposals. Accordingly, the Consultant will be evaluated based on Cumulative Analysis as per the following conditions.
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**.

A. Proposals

The consultant must submit the following documents/information to demonstrate his/her qualifications:

1) Technical proposal

The technical proposal aims to demonstrate the consultant expertise and the methodology that will be used during the assignment. It must contain the following elements:

- Letter of confirmation of interest and availability duly completed using the template provided by UNDP
- Personal CV or P11, indicating all past experience of similar projects, as well as the candidate's contact details (email and telephone number) and at least three (3) professional references.
- Letter of motivation including a brief description of why the candidate considers themselves to be the most appropriate for the engagement and a methodology on how they will approach and complete the task.

2) Financial proposal

The financial proposal must indicate the fixed total price of the all-inclusive contract, supported by a breakdown of costs, according to the model provided. If an offeror is employed by an organization/company/institution and expects his employer to charge a management fee in the process of making available to UNDP under the Repayable Loan Agreement (RLA), the offeror must indicate this at this stage and ensure that all these costs are duly incorporated into the financial proposal submitted to UNDP.

B. Evaluation of proposals

The technical and the financial proposal are scored each over 100. The proposals are ranked according to their combined technical score (St) and financial proposal (Sf) using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St * T\% + Sf * P\%$. The weights given to the Technical (T) and Financial (P) proposals are T = 0.7 and P = 0.3.

1. Technical evaluation

Technical proposals will be assessed and scored against the criteria in the table below.

The minimum technical score (St) required to pass is: 70.

Criteria	Weight	Max. Point
Technical Competence (based on CV and Technical Proposal)	70%	100
▪ Criterion a. Technical proposal demonstrates an understanding of the scope of work, comprehensive methodology/approach appropriate for a strategic analysis; communication and presentation of offer		40 pts
▪ Criterion b. Minimum of 10 years of demonstrable experience in human development practice and must be able to work in French and English and in multicultural environments		10 pts
▪ Criterion c. Experience and proven track record of working with the United Nations, the private sector, emerging market economies and the donor community. Strategic thinker and possess strong program skills.		15 pts
▪ Criterion d. A strong knowledge of gender-sensitive youth entrepreneurial development. Deep understanding of the complexities of development in Senegal and the WACA Region.		10 pts
▪ Criterion e. Leadership and Stakeholder engagement		10 pts
▪ Criterion f. Technical writing and reporting		10 pts
▪ Criterion g. Fluency in written and verbal in English and French		5 pts
Financial (Lower Offer/Offer*100)	30%	30 pts

2. Financial evaluation

The lowest evaluated financial proposal (Fm) is given the maximum financial score (Sf) of 1000. The formula for determining the financial scores (Sf) of all other proposals is calculated as follows: $Sf = 100 \times Fm/F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" is the price of the proposal under consideration.

X. PAYMENT MILESTONES AND AUTHORITY

Payment to the individual contractor will be made based on the actual number of days worked, and deliverables approved by the UNDP Project Manager.

The prospective Consultant will indicate the cost of services for each deliverable in US dollars all-inclusive lump-sum contract amount. The Consultant will be paid based on the effective UN exchange rate (where applicable), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

The qualified Consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

N°	Deliverables	Percentage of total amount for each deliverable (USD)
1	Methodological guidance notes	20%
2	Provisional report of the mission with an interim prodoc as an annex	50%
3	Final report with a finalized PRODOC and the round table report	30%
		100% (approximatly 90 days)

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultant under the assignment shall become and remain properties of UNDP.