

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: Individual Consultant – Youth Skilling, Employability and Engagement	Funding Code: GS220013: GenU 7% Set-Aside Funds (100%)	Type of engagement <input checked="" type="checkbox"/> Consultant	Duty Station: Accra, Ghana
<p>Purpose of Activity/Assignment:</p> <p>Ghana is a lower middle-income country experiencing a period of sustained political stability and economic growth. However, significant disparities in development outcomes continue to impact disproportionately on vulnerable groups, including on about 10 million young people (10-24 years), who are reliant on equal and expanded opportunities for quality education and training, employment, entrepreneurship, and engagement to break age-related and other socio-economic barriers.</p> <p>Overall, UNICEF in Ghana's youth programming focus for its 2023-2027 Country Programme is expected to contribute towards removing barriers and bottlenecks to ensure that all adolescents and youth (aged 10-24) in Ghana have increased access to and participate in activities that strengthen their skills for 21st century-relevant education, employment, entrepreneurship and engagement with their government, communities, and each other in a meaningful way. Within the UNICEF Ghana country programme for 2023-27, this consultancy is intended to build on the achievements of the Ghana Country Office during the 2018-2022 programme towards exploring innovative models to meaningfully engage and empower youth. Examples of these activities include innovation challenges organized to support Generation Unlimited, skilling through programmes such as UPSHIFT, the UNICEF StartUp Lab with its focus on incubating social entrepreneurs, including young entrepreneurs and accelerating socially-minded startups, engaging on innovative youth engagement and skilling models through partnerships with the Ghana Library Authority and youth engagement through traditional and innovative mechanisms such as the Youth Advocacy Guide, youth-engagement forums, and U-Report. New investments have been made in engaging youth in increasingly relevant thematic areas such as climate change and sustainability.</p> <p>An enhanced focus on the following broad thematic areas within the youth portfolio are expected:</p> <ul style="list-style-type: none"> • Improving access to traditional and alternative skilling pathways for adolescents and youth • Strengthening school-to-work transition support services, to gain better employment and attain entrepreneurship skills • Strengthening platforms, institutional capacities and youth capacities for meaningful youth participation and engagement, so Ghanaian youth have a voice • Strengthening institutional capacity to programme for youth as a demographic focus for Ghana <p>The overall purpose of the contract is to support UNICEF's contributions to youth skilling, employability, and engagement in Ghana and to support the acceleration of development, management, and implementation of partnerships with key stakeholders that leverage political and economic support for results for young people. The contractor will serve as a resource for UNICEF on second decade policy advocacy and programming, and specifically on youth skilling, employability, and engagement.</p>			
<p>Scope of Work:</p> <p>Under the direct supervision of the Adolescent, Gender, and Youth (AGY) Unit Head (OIC), and in close collaboration with relevant UNICEF staff especially within the Adolescent, Gender, and Youth Unit, the consultant will:</p> <ul style="list-style-type: none"> • Support UNICEF's provision of institutional policy support to national youth policy and entrepreneurship initiatives aligned with Ghana's initiative. • Support new strategic, shared value partnerships including those that support Generation Unlimited (GenU) in Ghana. • Support financial and non-financial resource leverage opportunities in the youth and innovation sector. 			

Specifically, the consultant

- Support day-to-day coordination on 2nd decade programming and provide technical support to all work on youth skilling, employability, and engagement across the country office.
- Supports engagement in policy advocacy and respective institutional support. Supports the monitoring of trends in partners' respective policies, systems, and actions around youth. Supports efforts that ensure that UNICEF's interests, perspectives, and knowledge of young people are considered in relevant youth policy advocacy.
- Supports engagement with development partners, UN agencies, and the business sector on relevant youth initiatives and policy advocacy. Supports and contributes to improved co-ordination among development partners and government activities around youth policy and programmes. Attends relevant meetings of strategic partners, and supports UNICEF to influence youth programming priorities, initiatives, and resources, including through UN and other Development Partner mechanisms for inter-agency engagement.
- Supports UNICEF-led iterative analysis to identify sources of related partnership and leverage opportunities and risks, and its sharing with relevant UNICEF staff in a timely fashion. Supports the establishment of formal agreements and engagement modalities and terms, consistent with UNICEF's mandate, business model and Rules and Regulations. Supports the establishment of systems to regularly monitor and assess the effectiveness of UNICEF's partnerships including their reach and outcomes and monitors the contribution of related channels to the country programme.
- Supports the advancement of a national investment agenda for young people, mobilizing young people and relevant stakeholders to play leadership roles within a coordination/steering committee and to facilitate their contribution to shaping the national investment agenda for young people. Supports related engagement and coordination of key stakeholders, especially private sector organizations.

Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year: 2023-24	Requesting Section/Issuing Office: AGY Unit, UNICEF, Ghana	Reasons why consultancy cannot be done by staff: Specific expertise not available
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:		
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment
If Extension, Justification for extension:		
Supervisor: Nirav Shah (OIC)	Start Date: 01/12/2023	End Date: 30/11/2024

Work Assignments Overview	Deliverables/Outputs	Delivery deadline
Youth Skilling, Employability and Engagement: Continuous support to UNICEF's Youth Skilling, Employability and Engagement portfolio	Monthly consultant report on progress against consultancy scope	End of every month
Youth Investment Agenda: Support the analytical work on UNICEF youth investment agenda, including further analysis and implementation planning for 6 of the 10 investment solutions already identified	Development of an <u>Implementation plan</u> for 6 of the 10 already identified investment solutions (details will be shared on commencement of contract), in consultation with relevant stakeholders	By Month 4
Support a formal GenU launch in Ghana: Support UNICEF in Ghana in building partnerships, especially with the private sector, in preparation of the launch of GenU in Ghana	Development of an <u>action plan</u> for a formal GenU launch in Ghana Development of a <u>ToR, proposed member list and annual roadmap</u> for a Steering Committee mechanism for GenU in Ghana	By Month 2 By Month 2
Support establishment of Youth Governance mechanisms: including a Youth Advisory Board or a similar systematic mechanism	<u>Development of a report</u> with details on the design, sourcing strategy, and implementation plan for a systematic Youth Engagement Mechanism	By Month 6

<p>Support UNICEF representation in youth coordination mechanisms: Timely and appropriate support provided for coordination of 2nd decade relevant activities within UNICEF and contribution to related coordination systems across the UN in Ghana.</p>	<p><u>Draft meeting notes and key action items for UNICEF</u> from consultant participation in ALL inter-agency and development partner activities focused on youth such as the Youth sub-group, DP group on youth entrepreneurs, and other forums identified during first 8 months of consultancy, in consultation with supervisor</p>	<p>By Month 8</p>
<p>Support UNICEF programming for youth skilling, employability and engagement through consultancy: Support ongoing/new UNICEF programming on projects such as Youth Engagement Centers, youth and climate action, UPSHIFT, YOMA and/or others that are collectively identified and agreed with supervisor</p>	<p><u>1 Learning report</u> with activity update on Youth Engagement Center project with Ghana Library Authority, including lessons learnt and way forward to achieve scale</p>	<p>By Month 8</p>
	<p><u>1 Learning report</u> with activity update on Youth and Climate Action portfolio with Youth Climate Council, including lessons learnt and way forward</p>	<p>By Month 12</p>
	<p><u>1 Learning report</u> with scalability ideas for UPSHIFT and YOMA in Ghana</p>	<p>By Month 12</p>
<p>Resource Mobilization Strategy: Support identification of key areas of resource mobilization and partnerships for UNICEF's youth portfolio in Ghana, including with the private sector</p>	<p>Development of a <u>resource mobilization strategy and action plan</u> for the UNICEF Youth portfolio, <u>including a PowerPoint strategy</u></p>	<p>By Month 6</p>
	<p><u>Meeting notes (including next steps) shared</u> for at least 10 private sector partners engaged during consultancy through meetings and proposal development processes</p>	<p>By Month 10</p>
<p>Youth portfolio roadmap for UNICEF for 2025-26: Support development of a costed workplan for UNICEF's youth portfolio for 2025-26</p>	<p><u>Draft workplan submitted</u> (template to be shared) to AGY Unit for a 2025-26 workplan for UNICEF's youth portfolio</p>	<p>By Month 10</p>

Estimated Consultancy fee			
Travel International (if applicable)-			
Travel Local (please include travel plan)			
DSA (if applicable)			
Total estimated consultancy costsⁱ			
<p>Minimum Qualifications required*:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines:</p> <p>An Advanced university degree in international development, gender, economics, public policy, international relations, social policy, communication, management science, business administration or another related field</p>	<p>Knowledge/Expertise/Skills required*:</p> <ul style="list-style-type: none"> • At least five (5) years of progressively responsible professional experience is required, preferably in youth programming, skills development initiatives, youth engagement, public-private sector engagement, strategy development, partnership building, external relations and/or leveraging resources. • Experience in building partnership mechanisms and engagements, especially with the private sector is an asset • Demonstrated strategic, planning, communication, research experience and very strong writing and editing skills. Demonstrated ability to plan and implement projects in coordination with multiple stakeholders. Adept at turning complex projects and concepts into easy-to-understand, accessible content. Experience and familiarity with a range of financial instruments. • Familiarity with emerging programmatic areas such as youth entrepreneurship, climate change and youth, youth-led innovation is a strong asset. Solid understanding of the role technology plays in the development and humanitarian sectors is an asset. • Proven experience effectively engaging partnerships and/or developing an effective “pitch”/ advocacy message; a track record working with the business sector. Good networking and inter-personal communication skills are essential. • Fluency in English is required. High-level ability in written English, with a reader-friendly style and demonstrated ability to translate complex information into simple and accessible text for a wide audience. Candidates may be asked to provide writing samples such as publications, articles, and/or policy briefs. • Strong self-management, supervision and leadership skills required. Demonstrated capacity to prioritize and manage a diverse range of partners, projects and activities. Project management skills 		

<p>*Minimum requirements to consider candidates for competitive process</p>	<p>including task prioritization, workflow coordination, and results-driven strategies</p> <p>*Listed requirements will be used for technical evaluation in the competitive process</p>
<p>Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))</p> <p>A) Technical Evaluation (e.g. maximum 75 Points) B) Financial Proposal (e.g. maximum of 25 Points)</p> <ul style="list-style-type: none"> - Knowledge of youth programming, skills development, employability initiatives, partnerships, and linkages to development (35 points) - Project Management experience (25 points) - Effective Communication skills (15 points) 	
<p>Administrative details:</p> <p>Visa assistance required: <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:</p>	<p>If office based, seating arrangement identified: <input checked="" type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input checked="" type="checkbox"/></p>
<p>Request Authorised by Section Head:</p>	<p>Request Verified by HR:</p>
<p><i>Approval of Chief of Operations (if Operations):</i> _____</p> <p><i>Approval of Deputy Representative (if Programme)</i> _____</p> <p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i></p>	

Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and

Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.
