

Terms of Reference

National Consultant: Youth participation in the local planning and budgeting processes



1. Background

Following more than two decades of strong economic growth, Cambodia attained lower-middle-income status in 2016, with gross national income per capita reaching \$1,070. The government revenue has expanded significantly in recent years with the total government budget capacity increasing from US\$ 1,244 million in 2007 to US\$ 7,477 million in 2020 . Although the budget allocation in terms of absolute value has increased due to the expanded fiscal space, budget allocation for social sectors has been maintained at a similar level in the past years in terms of percentage share of the total budget, leaving critical social services underfunded. This poses a challenge for Cambodia to achieve sustainable and equitable economic growth in coming decades and to achieve the ‘no one left behind’ agenda of the Sustainable Development Goals (SDG).

The guidelines and policy documents on sub-national planning and budgeting secure space for **citizen participation**, however it has not been practiced effectively so far. On the supply side, the government has not proactively secured citizen participation, while on the demand side there is limited knowledge on rights or spaces for participation, coupled with limited trust in public services. This has resulted in low participation, especially from the most vulnerable women, youth, people with disabilities and ethnic minorities. The assessment conducted jointly by UNICEF and the Avocay and Policy Institute (API) in 2020 find that while there is positive perception among local authority on the importance of youth engagement in decision making process, in practice the participation from youth has been on the decline from 2016 to the date of the reporting. Among youth groups, three factors were identified as undermining their effective engagement which include personal, social and cultural and administrative barriers. The study on commune budgets conducted by UNICEF in 2015 revealed that citizen knowledge about communes and sangkats was low, with fewer than half (44 per cent) of households surveyed knowing about the roles of commune and sangkat councils, or how to contact a council member (43 per cent). Only 10 per cent of people knew how many people were on their commune and sangkat council, although a large majority (84 per cent) knew at least one council member or had ever been to the council (90 per cent). Among all households in the survey, nearly two thirds were invited or attended a commune and sangkat meeting the year before the survey (64 per cent and 62 per cent, respectively), however only 25 per cent of households that attended a meeting actively participated. Commune and sangkat planning and budgeting committees are relatively unknown,

with only 20 per cent of households ever hearing about them, while 20 per cent of people knowing where the commune and sangkat budget comes from but only 5 per cent can roughly estimate its amount.

The need for citizen participation and accountability to achieve the SDGs have been manifested in the UNDAF: Outcome 4 (Participation and accountability): By 2023, women and men, including the underrepresented, marginalized and vulnerable, benefit from more transparent and accountable legislative and governance frameworks that ensure meaningful and informed participation in economic and social development and political processes.

2. Purpose

The purpose of this consultancy is to provide technical, administrative, operational and logistical support for the enhancement of **social accountability** mechanisms through participatory planning, budgeting and monitoring processes with a focus on vulnerable groups including youth, women, people with disabilities and ethnic minorities. A particular focus will be placed on the **participation of adolescents and youth** from vulnerable groups, to advocate for improved legislation, policies and budget in rural and urban areas.

For this purpose, the selected consultant is expected to work closely with UNICEF, and key ministries for planning, budgeting, monitoring and evaluating at sub-national levels (MOI, MEF, MoP, MoEYS) and senior and technical officials of sangkats, capital and provinces.

3. Work Assignments

Selected consultant is expected to work with UNICEF for a total of 160 working days spreading over a period of 11.5 months from 15 June 2021 through 15 May 2022.

Below are key tasks for the selected consultant:

- a) Facilitate implementation, monitoring and reporting progress and lessons learned from CPA implementation (CSO partnership).
- b) Building on youth engagement assessment report, facilitate consultation of stakeholder and develop policy brief for youth engagement
- c) Carry out in depth review and proposed adjustment of youth/adolescent engagement guidelines to mainstream with citizens engagement
- d) Support MOI and CSO(s) in rolling out youth/ citizen engagement nationwide
- e) Develop an assessment and analytical work to capture different modalities of youth engagement at commune level
- f) Document the process/ progress of citizens/ youth engagement and generate inputs for policy/programme discussion
- g) Provide inputs for the development of the UNICEF Office Adolescent strategy and workplan as required

4. Qualifications or Specialized Knowledge/Experience Required

Qualifications and Experience

- ☐ Academic qualification at the Master's level in the relevant fields such as social sciences, political science, economics etc.
- ☐ At least 3 years of professional experience in social accountability and citizen participation (with a focus on vulnerable groups)
- ☐ Proven experience in working with national and local government
- ☐ Previous work experience with international development organizations is an advantage

Knowledge and Skills

- ☐ Demonstrated knowledge of youth participation ideally in planning and budgeting processes of sub-national government
- ☐ Proven knowledge and understanding of the Cambodian context
- ☐ Knowledge of UNICEF programming is an advantage
- ☐ Excellent management, interpersonal, planning and coordination skills
- ☐ Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships

Competencies of Successful Candidate

- ☐ Communication
- ☐ Working with people
- ☐ Drive for results
- ☐ Relating and networking
- ☐ Applying technical expertise
- ☐ Formulating strategy and concepts

Languages

Fluency in spoken and written Khmer and English

5. Location

The consultant is expected to work part time in country and be based in the UNICEF Office. Travel to provinces for a total of 30 days is anticipated during the contract duration.

6. Duration

The consultant is expected to work for a period of 11.5 months. This includes in-country travel for a total of 30 days. The indicative schedule of the work assignments with specific timelines is mentioned in "7. Deliverables." The timelines are negotiable.

7. Deliverables

<i>Deliverables</i>	<i>Days</i>	<i>Deadline</i>	<i>Payment (including business travel fee) be directly linked with satisfactory deliverables</i>
Deliverable 1: The submission of: <ul style="list-style-type: none"> <input type="checkbox"/> One inception report; 	10 days	30 June 2021	10 per cent
Deliverable 2: The submission of: <ul style="list-style-type: none"> <input type="checkbox"/> Building on the 2020 youth engagement assessment report, facilitate consultation of stakeholder and develop policy brief for youth engagement <input type="checkbox"/> Develop methodology and the workplan for in-depth assessment and mapping of existing mechanisms of adolescent and youth engagement at community level (e.g. village youth councils, school-based student councils, etc.) <input type="checkbox"/> Quarterly progress report reflect own works and progress, challenges and lessons learned from PCA implementation; <input type="checkbox"/> Draft PCA amendments/extension to promote adolescent and youth engagement in C/S planning and budgeting process. 	30 days	31 August 2021	20 per cent
Deliverable 3: The submission of: <ul style="list-style-type: none"> <input type="checkbox"/> Review existing citizen guidelines, as well as existing community engagement methodologies (e.g. ISAF), <input type="checkbox"/> Undertake implementation an assessment of existing 	50 days	31 December 2021	20 per cent

adolescent/youth engagement mechanisms <input type="checkbox"/> Undertake qualitative assessment on feasibility of guidelines implementation from community leaders			
Deliverable 4: The submission of: <input type="checkbox"/> Develop a methodology proposal for integration of youth and citizen engagement within the official MoI guidelines, including proposal for job-aids and tools to be used by communes to better organize citizen and adolescents/youth engagement at community level. <input type="checkbox"/> Draft the revised citizen engagement guidelines, job-aids and additional materials <input type="checkbox"/> Support testing of the guidelines and tools <input type="checkbox"/> Finalize guidelines and tools in collaboration with MoI <input type="checkbox"/> Quarterly report include progress report on support for MOI in rolling out youth/citizen engagement nationwide <input type="checkbox"/> Inputs prepared for the development of the UNICEF Office Adolescent strategy and workplan as required <input type="checkbox"/> Document the process/progress of citizens/youth engagement and generate inputs for policy/programme discussion	50 days	31 March 2022	20 per cent
Deliverable 5: The submission of:	20 days	15 May 2022	30 per cent

<input type="checkbox"/> Last quarterly/ final report; <input type="checkbox"/> Monitoring reports of youth and citizens engagement roll out			
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8. Reporting Requirements

Reports and documents to be prepared during the contract duration include, but are not limited to:

- ☐ One inception report: A maximum of 10 pages, English
- ☐ Three quarterly progress reports: A maximum of 5 pages for each quarterly progress report, English
- ☐ One final report: A maximum of 20 pages, English
- ☐ Youth engagement/ participation strategy: A maximum of 15 pages, English and Khmer
- ☐ Policy brief and inputs for office strategy development
- ☐ One implementation and monitoring plan for the youth engagement component: A maximum of 10 pages, Khmer and English
- ☐ Assessment/ analysis work on different modality of youth enegagement at CS level
- ☐ Minutes of meetings: A maximum of 2 pages, English
- ☐ Mission reports: A maximum of 2 pages, English

All working documents and the final products shall be submitted electronically, produced with a high quality, delivered in an engaging and accessible format, and be guided by the guidelines set forth in the UNICEF Style Book. The deadlines for submission of each document is specified in the table above in “7. Deliverables.” The contents of each document are also described in “3. Work Assignments.” The Social Policy Specialist should receive all reports.

9. Payment Schedule Linked to Deliverables

Payment terms in relation to key deliverables are specified in “7. Deliverables”. The consultant is required to submit each deliverable along with an invoice. The payment is made upon the submission and approval of the deliverables.

** The fees shall be calculated based on the days estimated to complete the assignment in the Terms of Reference and shall be considered the maximum compensation as part of a lump sum contract and agreed on a work plan for submission of deliverables. No additional fees shall be paid to complete the assignment. Payment will be made upon delivery of all final products and full and satisfactory completion of the assignment.*

10. Administrative Issues

- The consultant shall be required to include the cost of accommodation when conducting in-country travel (main travel destinations include Siem Reap, Battambang, Preas Sihanouk, Kratie, Ratanakiri) in the financial proposal. Costs for accommodation, meals and incidentals shall not exceed applicable daily subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC). Transportation will be provided by UNICEF.
- Access to printers, office space and one computer will be provided by UNICEF.

11. Contract Supervisor

The consultant will work under the supervision of the Social Policy Specialist. Compliance with the ToR and timely delivery of the expected deliverables will be closely monitored. Upon the completion of work assignments, the supervisor will evaluate the consultant's work, certify relevant documents and process/follow-up on the payments.

12. Nature of 'Penalty Clause' to be Stipulated in Contract

Unsatisfactory performance: In case of unsatisfactory performance the contract will be terminated by notification letter sent five (5) business days prior to the termination date in the case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Cambodia.

13. Submission of Applications

Interested candidates are kindly requested to apply and upload the following documents:

- ☐ Letter of Interest (cover letter)
- ☐ CV or Resume
- ☐ Performance evaluation reports or references of similar consultancy assignments
- ☐ Financial proposal: All-inclusive lump-sum cost including travel and accommodation cost for this assignment as per work assignment.

14. Assessment Criteria

A two-stage procedure shall be utilized in evaluating proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared.

Applications shall therefore contain the following required documentation:

- a) Technical Proposal: Containing a cover letter, updated CV or resume, and copies of 2 relevant performance evaluation reports or references of similar consultancy assignments conducted by the consultant.
- b) Financial Proposal: Lump-sum offer with the cost breakdown, including consultancy fee, in-country travel costs for a total of 30 days, per-diem to cover lodging and meals during in-country travel and any other cost required for this consultancy.

**No financial information should be contained in the technical proposal.*

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

- a) Technical Qualification (max. 100 points) weight 70 %
 - ☐ Academic qualification at the Master's level in the relevant fields (20 points)
 - ☐ Professional experience in citizen participation and advocating with the national and local government (50 points)
 - ☐ Knowledge, skills, competencies and languages (30 points)
- b) Financial Proposal (max. 100 points) weight 30 %

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technically qualified candidates who have attained a minimum 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

The contract shall be awarded to a candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.