

United Nations Children's Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title:	Funding Code:	Type of engagement	Duty Station:
Youth Engagement Services for Fundoo: Mobile Messaging based 21 st Century Skills Platform for Youth		<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Kingston, Jamaica
<p>Purpose of Activity/Assignment:</p> <p>Background: UNICEF Jamaica seeks a consultant to support the local scale up of FunDoo, a chat-based learning platform. Originally developed in partnership with UNICEF India and Yuwaah, FunDoo is a WhatsApp-based interactive platform delivered via our U-Report social messaging service to help youth build 21st century skills and get career-ready. Through bite-sized, vernacular content, helping youngsters do small activities and build life skills. FunDoo India has reached 700,000 adolescent and young people with 21st Century Skills content.</p> <p>The FunDoo curriculum is based on UNICEF's 21st Century Skills framework. Our pedagogy derives from the principles of Experiential learning which we implement through the concept of 'tasks.' FunDoo is organized as a modular library of tasks that learners can choose from and is not sequential. Each task is designed to focus on one primary skill (as outlined in the framework), besides positively impacting a host of secondary skills.</p> <p>Objective This consultancy will support the engagement of youth to understand their needs; to co-design 'tasks' based upon those needs; the creation of content (video and voice clips) that will be used within the service; the giving of pre-launch testing feedback; and recruitment of youth as ambassadors to drive peer-to-peer referrals/sign-ups for the service. Having successfully engaged youth the consultant/firm will then channel these outputs into a livestreamed public launch event that is led by youth. The successful candidate will work closely with the Jamaica Country Office (including project team members), the global Office of Innovations and local partners to scale FunDoo and ensure timely and quality delivery of all components of the project.</p> <p>The Fundoo project must result in the following key outcomes:</p> <ol style="list-style-type: none"> i. 13,500 Jamaicans aged 13+ participate in Fundoo tasks during the first year of operation since launch ii. Contribute towards a UNICEF Jamaica Country Office goal of 3,000 adolescents participating in learning and skills development opportunities (outside of Fundoo) 2022-2026 <p>The consultant will report directly to the Communication Officer – Digital Media at UNICEF. All materials produced under the consultancy, both directly for the Fundoo platform and otherwise, must be reviewed by the Communication Officer – Digital Media at UNICEF, the Education Specialist and U-Report Youth Council.</p>			

Key Functions, Accountabilities & Tasks

Working in coordination with the Project Manager Consultant, the Youth Engagement Consultant will operate under the guidance of the Communication Officer – Digital Media/Youth Focal Point and in close collaboration with the Education Specialist, the consultant is required to produce the following:

- Organize and host face-to-face sessions at (i) development and (ii) pre-launch stages of the project that engage at least 200 youth.
- Using various modalities, including edutainment, solicit feedback from youth at the sessions that will be used to develop and optimize tasks.
- Hosting of two (2) online live sessions with members of the U-Report Youth Council, combined with U-Report polling to create further insights to ensure project success and preview launch (engaging a total of 1,000 youth, including 800 from U-Report polling).
- Logistics provisions for the sessions including venue, food, travel, identification of attendees and arrangement of consent where necessary.
- Enlist youth as ambassadors for the service to (i) co-create content with them and their peers for use within the service and publicly; and (ii) enlist them for purposes of peer-to-peer referrals
- Organize and execute the youth-led face-to-face livestreamed launch of the service on World Youth Skills Day – July 15, 2023

Key Deliverables and Payment schedule:

- i. Plan of work for execution over the 6 months of engagement submitted and approved – due 15 working days after beginning of contract (10%)
- ii. Successful execution of two (2) youth engagement sessions at development stage (25%)
- iii. Successful execution of two (2) youth engagement sessions at pre-launch stage (25%)
- iv. Hosting of two (2) online live sessions with corresponding U-Report polling (10%)
- v. Draft event launch plan – due three months after beginning of contract (10%)
- vi. Launch of Fundoo on World Youth Skills Day – July 15, 2023 (20%)

Consultant to be paid upon completion of each of the key deliverables listed above.

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:

UNICEF personnel will always be present.

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):

Five (5) hours

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

Estimated Consultancy fee			
Travel International (if applicable)	N/A		
Travel Local	Travel costs should be included in the financial proposal		
Total estimated consultancy costs¹			
<p>Minimum Qualifications required:</p> <ul style="list-style-type: none"> • A University degree in social science, social work or another relevant field would be an advantage. • Relevant experience in lieu of university qualification will also be considered. <p><input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> • Consultant / Organization must have proven experience with conducting events or activities designed to engage children and adolescents, particularly on matters of national/civic importance. • Excellent communication and interpersonal skills, high level of professionalism, flexibility to respond to changes as part of the review and feedback process and demonstrated ability to meet deadlines and work under pressure. • Previous experience with UNICEF, other UN agencies and non-profit organizations is an asset. 		
<p>Administrative details:</p> <p>Visa assistance required: N/A</p> <p>Transportation arranged by the office: N/A <input type="checkbox"/></p> <p>The successful candidate must have access to a motor vehicle as the consultancy requires travel within country <input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based with flexibility to work from home:</p> <p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input 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>_____</p> <p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i></p>	<p><i>Approval of Deputy Representative (if Programme)</i></p> <p>_____</p>		

ⁱ 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.

HOW TO APPLY

To apply, **click** on the Apply link found either at the beginning or at the end.

Candidates will need to submit:

- 1) a cover letter,
- 2) Short technical proposal of 3 pages
- 3) Financial proposal
- 4) CV that includes 3 relevant references.

In case of doubts please send your comments to Charlene Buckley cbuckley@unicef.org at least 3 working days before the deadline.