

United Nations Children's Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: Youth participation in the local planning and budgeting processes	Funding Code: N/A	Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: Phnom Penh, Cambodia
Purpose of Activity/Assignment: This consultancy is to provide technical support for the Ministry of Interior (MOI) in rolling out tools and guidelines for promotion of youth and adolescent engagement and participation in commune-Sangkat planning and budgeting process.			
Scope of Work: The consultant is expected to carry out the following components of work: 1) Inception report and work plan formulation (20 days) Meeting with UNICEF and MOI responsible persons on the plan to roll out already developed guidelines and tools for youth engagement and participation at the sub-national level and prepare detailed work plan for period of July 2023 to June 2024 . The plan should indicate activities to be implemented, estimate budget, responsible persons at MOI, Provincial Administrations (PA), and the role of the consultant. 2) Provide technical guidance and inputs on youth engagement methodologies following the needs of partners (MOI and PAs) implementing the promotion of the youth and adolescent engagement and participation in commune -Sangkat planning and budgeting process (100 days) including: a) delivery of training, dissemination and further refinement of youth engagement guidelines, communication and learning materials for relevant stakeholders (PA and DMK officials, CS/CCWC, NGOs, adolescent/ youth representatives, AYRG and youth councils at schools...), b) provide technical support to PA officials, commune councilors and youth in application of tools and guidelines in commune-Sangkat planning and budgeting process , c) develop monitoring tools to monitor the application of various tools/ guidelines at SNA level, prepare quarterly update/ report to UNICEF and MOI, including engagement in meetings to discuss progress, challenges and ways forward and provide technical inputs to support further implementation and reporting on progress of agreed actions. 3) Document experience and lessons learnt on working with youth (40 days) Conduct field assessment/ survey and document lessons and stories from both sides commune councilors and youth that tell experience, results, and areas for improvement on a quarterly basis. This task includes revision of tools and guidelines as necessary to reflect real needs and change of contents etc.			
Child Safeguarding Is this project/assignment considered as " Elevated Risk Role " from a child safeguarding perspective? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, check all that apply: Direct contact role <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> Child data role <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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): <div style="border: 1px solid black; height: 20px; width: 100%;"></div> More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates			

Consultant sourcing: <input checked="" type="checkbox"/> National <input 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
Supervisor: Social Policy Specialist	Start Date: July 2023	End Date: June 2024

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
1) Inception phase: Meeting with UNICEF and MOI responsible persons on the plan to roll out already developed guidelines and tools for youth engagement and participation at the sub-national level and prepare inception report and detail work plan for period of July 2023 to Jun 2024 (20 days) .	Deliverable 1: <ul style="list-style-type: none"> - Inception report and work plan for youth and adolescent engagement and participation for the period of Jul 2023- Jun 2024 	4 Aug 2023	\$3,400
2) Provide technical guidance and inputs on youth engagement methodologies following the needs of partners (MOI and PAs) implementing the promotion of the youth and adolescent engagement and participation in commune-Sangkat planning and budgeting process (100 days) <ul style="list-style-type: none"> - Provide technical expertise and support to MOI to deliver training and further refine the guidelines, communication and learning materials for relevant stakeholders include PA and DMK officials, CS/CCWC, NGOs, adolescent/ youth representatives, AYRG and youth councils at schools...- (30 days) - Provide technical support to PA officials, commune councilors and youth in application of tools and guidelines in planning and budgeting process (60 days) 	Deliverable 2: <ul style="list-style-type: none"> - Delivery of training and dissemination of guidelines and learning material on youth engagement and participation to both supply (SNA) and demand side (youth) - Quarterly report on the delivery of training and dissemination of learning materials and guidelines - Monitoring tools and methodology 	6 Oct 2023	\$5,600
	Deliverable 3: <ul style="list-style-type: none"> - Technical support provided for both supply (communes) and demand side (youth) in 6 target 	29 Dec 2023	\$5,700

<ul style="list-style-type: none"> - Develop monitoring approaches for the application of various tools/ guidelines at SNA level, prepare quarterly update/ report to UNICEF and MOI, including engagement in meetings to discuss progress, challenges and ways forward and provide technical inputs to support further implementation and reporting on progress of agreed actions. - (10 days). <p>3) Document experience and lessons learnt on working with youth (40 days)</p> <ul style="list-style-type: none"> - Conduct field assessment and document lessons and stories from both sides commune councilors and youth that tell experience, results, and areas for improvement on a quarterly basis. Tasks under this section include revision of tools, and guidelines to reflect real needs and change of contest etc. 	provinces in application of tools and guidelines for youth engagement and participation in 2024 commune-Sangkat budget formulation and approval process <ul style="list-style-type: none"> - Quarterly report on application of materials and guidelines 		
	Deliverable 4: <ul style="list-style-type: none"> - Technical support provided for both supply (communes) and demand side (youth) in 6 target provinces in application of tools and guidelines for youth engagement and participation in 2025-2027 commune-Sangkat investment planning process - Quarterly report on application of materials and guidelines 	29 Mar 2024	\$5,700
	Deliverable 5: <ul style="list-style-type: none"> - Survey/ assessment report on youth and adolescent engagement and participation (KAP survey) - Human interest stories (6 stories- 1 per province) 	14 Jun 2024	\$6,800

Minimum Qualifications required*: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines <input type="checkbox"/> Academic qualification at the master's level in the relevant fields such as social sciences, social policy, political science, economics, development studies etc. <input type="checkbox"/> At least 3 years of professional experience in youth and adolescent/ citizen participation <input type="checkbox"/> Proven experience in working with national and local government <input type="checkbox"/> Previous work experience with international development organizations is an advantage *Minimum requirements to consider candidates for competitive process	Knowledge/Expertise/Skills required *: <input type="checkbox"/> Demonstrated knowledge of Cambodian national policies, plans and budgets <input type="checkbox"/> Proven knowledge and understanding of the Cambodian Decentralization and De-concentration reform <input type="checkbox"/> Excellent management, interpersonal, planning and coordination skills <input type="checkbox"/> Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships *Listed requirements will be used for technical evaluation in the competitive process
Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance)) A) Technical Evaluation (maximum 70 Points) B) Financial Proposal (maximum of 30 Points) - Relevant education background (20 points) - Relevant work experience (50 points)	
Administrative details: Visa assistance required: <input type="checkbox"/> <input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:	If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>

¹ 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

Text to be added to all TORs:

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.