

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Youth & Adolescent Engagement Consultancy		<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Lusaka, Zambia
Purpose of Activity/Assignment:			
<p>Scope of Work:</p> <p>Adolescent and Youth Engagement can be defined as: “The rights-based inclusion of adolescents and youth in areas that affect their lives and their communities, including dialogue, decisions, mechanisms, processes, events, campaigns, actions and programmes – across all stages, from identification, analysis and design to implementation, monitoring and evaluation.” The fact that the children’s and adolescents’ rights are the heart of UNICEF’s mandate, combined with this momentum around young people’s issues, has led to adolescent and youth engagement being central to UNICEF’s Strategic Plan from 2018-21. Globally and nationally young people are expanding their voice on many social issues. Their interaction with their communities and their leaders is rapidly changing thanks to mobile and ICT technologies, which are proving powerful platforms for catalysing social change.</p> <p>UNICEF Zambia is engaged in a number of strategic activities in the adolescent and youth engagement space in Zambia, from working with the Government and partners to improve the structural participation of young people, to key advocacy days, to financial & careers clubs (Zambian Girls 2030), adolescent SRHR, climate change advocacy, COVID-19 communication with youth volunteers, 200,000+ U-Reporters and youth focused social media and web platforms, notably the Internet of Good Things. A number of these activities are expanding in nature in the second half of 2021, including enhanced staff support.</p> <p>To help better coordinate and integrate these expanding activities, and to start a process of internal reflection that can feed into the new UNICEF Country Programme, UNICEF Zambia is looking for an experienced consultant to review existing and new programmes with view to the following deliverables:</p> <ol style="list-style-type: none"> 1. Through a desk review and internal & external discussions, including with young people, carry out an analysis of existing and planned youth engagement activities within the United Nations, with a primary focus on UNICEF. 2. Understand existing entry points in different sectors, including based on the consultant’s knowledge of work in other country offices. 3. Produce a concise youth engagement plan for the office that maps out key areas of youth engagement in the light of UNICEF global strategies and policies and suggests key areas of synthesis and fruitful collaboration, and internal office coordination. 4. As an annex to the above internal youth engagement plan, advise on the options available for regular youth engagement around UNICEF programme planning, including suggestions for operationalisation. 			

Budget Year: 2021	Requesting Section/Issuing Office: CAPE section, Lusaka, Zambia	Reasons why consultancy cannot be done by staff: Short-term defined task needing dedicated time and expertise	
Included in Annual/Rolling Workplan: <input type="checkbox"/> X Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both -		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract - <input type="checkbox"/> Extension/ Amendment	
Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)			
If Extension, Justification for extension:			
Supervisor: John James	Start Date: 04.10.2021	End Date: 16.11.2021	Number of Days (working) 29 days
Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline (days)	Estimate Budget
Desk review and mapping of youth engagement activities within the office (and to a lesser extent, externally as well).	Report (which can then form part of the eventual youth engagement plan)	7	
Interviews with internal and external staff involved in key youth engagement programmes, including young people themselves and major adolescent networks.	Completed interview list	7	
Adolescent and Youth engagement plan (first draft) and PPT presentation	First draft of plan and PPT for presentation internally	9	
Final report updated following feedback rounds	Final report	4	
Concept note and TOR for a UNICEF Zambia youth advisory body (based on shared examples)	Concept note & TOR	2	

Estimated Consultancy fee			
Travel International (if applicable)			
Travel Local (please include travel plan)			
DSA (if applicable)			
Total estimated consultancy costsⁱ			
Minimum Qualifications required: <input type="checkbox"/> Bachelors- <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines – Social sciences / Arts	Knowledge/Expertise/Skills required: a) At least 7 years of experience in youth and adolescent engagement; b) Strong communication skills in English (spoken and written); c) Previous experience of working with UNICEF youth platforms will be considered an asset.		
Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	<input checked="" type="checkbox"/> X 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"/>		
Request Authorised by Section Head John James	Request Verified by HR:		
<i>Approval of Deputy Representative Operations (if Operations):</i> _____ <i>Representative (in case of single sourcing/or if not listed in Annual Workplan/or for Sections reporting to the Rep)</i> _____		<i>Approval of Deputy Representative (if Programme)</i> _____ 	

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

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.