


**Terms of Reference for Individual Consultants and Contractors**

<b>Title:</b> National Consultancy on Youth participation and Child Injury Prevention	<b>Funding Code: WBS:</b> N/A	<b>Type of engagement</b> <input checked="" type="checkbox"/> Individual Consultant	<b>Duty Station:</b> Phnom Penh, Cambodia
<b>Purpose of Activity/Assignment:</b> This consultancy is to provide support to the Ministry of Interior (MOI), General Secretariat of National Road Safety Committee (GSNRSC), and other partners in (1) providing capacity development to adolescents, youths, MOI and sub-national officials at district and commune/sangkat (CS) levels on meaningful participation of adolescent/youth in sub-national planning and budgeting. (2) providing support MOI, General Secretariat of National Road Safety Committee (GSNRSC) and other partners in implementing child injury prevention focusing on child road safety and child drowning prevention.			
<b>Scope of Work:</b> 1. <b>Adolescent/youth engagement:</b> <ol style="list-style-type: none"> <li>Provide capacity development and facilitate participation opportunities for adolescents and youths including the most marginalized, commune/sangkat councilors, national and sub-national officials at district and commune/ sangkat (CS) level on meaningful participation of adolescent/youth in sub-national planning and budgeting as well as on child-focused governance as in the signed work-plan.</li> <li>Facilitate the establishments of and manage forums for dialogues among informal/formal youth groups and between adolescents/youths and provincial and district governors in target provinces as in signed work-plan.</li> <li>Support adolescents/youth to conduct a feasibility study on establishment of a formal mechanism for youth participation in planning and budgeting at provincial and district/krong levels.</li> <li>Provide capacity development to adolescents/youths on monitoring and evaluation, climate change, facilitation skills, project management and research skills.</li> <li>Provide on-going coaching to adolescent/youth representatives on sub-national planning and budgeting as well as facilitating peer support and learning of best practices.</li> <li>Manage the UNICEF Australia (UA) funded ADAP project for the Section's part including implementation, monitoring and reporting etc.</li> <li>Participate in Country Office's Gender and Adolescent (GA) Task Force and serve as Section's GA member.</li> </ol> 2. <b>Child Road Safety:</b> <ol style="list-style-type: none"> <li>Provide technical support to General Secretariate of National Road Safety Committee (GSNRSC) in the implementation of Safe School Zones (2 schools in Phnom Penh and 2 schools in Siem Reap province).</li> <li>Provide technical support to GSNRSC in the conduct of national workshops on safe school zones, formulation of national guideline on safe school zones and producing communication products on child road safety.</li> </ol> 3. <b>Child Drowning Prevention:</b> <ol style="list-style-type: none"> <li>Provide technical inputs to MOI in conducting consultation workshops, stakeholders coordination meetings, launching and awareness raising events on child drowning preventions.</li> <li>Provide technical inputs to MOI in formulation of technical guideline on child drowning prevention and management of capacity development for relevant stakeholders related to child drowning preventions.</li> <li>Provide technical assistance to MOI managing policy landscape analysis, risk mapping, formulation of data and reporting tools.</li> </ol>			
<b>Child Safeguarding</b> Is this project/assignment considered as " <a href="#">Elevated Risk Role</a> " from a child safeguarding perspective? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, check all that apply:  <b>Direct contact role</b> <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:  <b>Child data role</b> <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): More information is available in the <a href="#">Child Safeguarding SharePoint</a> and <a href="#">Child Safeguarding FAQs and Updates</a>			

<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify: <i>This activity is planned under PPF4C's Ouput 3, Key Result Area: 3.3: Promote adolescent/young people's meaningful participation in planning and budgeting and Key Result Area 3.6: Support the Government and local communities to implement Safe Village Commune-Sangkat Policy with a focus on preventing child injuries and promoting child safety (child road safety, child drowning prevention...)</i>		
<b>Consultant sourcing:</b> <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both <b>Competitive Selection:</b> <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Roster <input type="checkbox"/> <b>Single Source Selection</b> <input type="checkbox"/> (Emergency - Director's approval)		<b>Request for:</b> <input checked="" type="checkbox"/> New SSA – Individual Contract
<b>Supervisor:</b> Path Heang	<b>Start Date:</b> 15/08/2024	<b>End Date:</b> 15/08/2026

Deliverables/Outputs	Work Assignments Overview	Delivery deadline	Estimated Budget
 <b>for every child</b>			3%
<b>Deliverable 1:</b> <ul style="list-style-type: none"> <li>▪ Inception report</li> </ul>	<ul style="list-style-type: none"> <li>▪ Inception report</li> <li>▪ Support MOI in drafting ToR and training materials on climate change for SNAs and youth representatives.</li> </ul>	30 Aug. 2024	11 working days. 1 trip (3 days)
<b>Deliverable 2:</b> <ul style="list-style-type: none"> <li>▪ Training of provincial officials and youth representatives in 3 target provinces.</li> <li>▪ Safe school zone guideline and workshop.</li> <li>▪ Terms of Reference for policy landscape analysis.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Support MOI in provide refresher trainings to provincial officials on adolescents/youth participation in CS planning and budget in Siem Reap, Preah Vihear, and Rattanakiri</li> <li>▪ Monitor trainings for adolescent and youth representatives on meaningful in C/S planning and budgeting process, and climate change in Siem Reap, Preah Vihear Ratanakiri</li> <li>▪ Contribute to national workshop on safe school zone.</li> <li>▪ Provide technical inputs into the formulation of safe school zone guideline.</li> <li>▪ Conduct desk review that serve as input to ToR for policy landscape analysis.</li> <li>▪ Participate in the regular GA TF meeting with request roles and share updates to the section members.</li> </ul>	30 Sept. 2024	7% 25 working days. 3 trips (8 days)
<b>Deliverable 3:</b> <ul style="list-style-type: none"> <li>▪ Training CS officials in 3 provinces.</li> <li>▪ Youth-governor dialogue forums.</li> <li>▪ Consultation workshop as part of safe school zone guideline formulation</li> <li>▪ Technical inputs to policy landscape analysis on child drowning prevention.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Support and monitor provincial trainers facilitating training sessions to CS officials (4/CS) on the promotion of adolescents/youth participation in CS planning and budgeting in Siem Reap, Preah Vihear, and Rattanakiri (some sessions in next deliverables)</li> <li>▪ Provide refresher training and coordination support.</li> <li>▪ Facilitate dialogue forums between youth representatives and DM (periodical).</li> <li>▪ On-going coaching and coordination support.</li> <li>▪ Provide technical inputs into the conduct of consultation workshop as part of safe school zone guideline.</li> <li>▪ Provide guidance to MOI on consultations about policy landscape analysis.</li> <li>▪ Contribute to UA-ADAP project reporting.</li> <li>▪ Participate in the regular GA TF meeting with request roles and share updates to the section members.</li> </ul>	30 Dec 2024	12% 43 working days. 3 trips (8 days)
<b>Deliverable 4:</b> <ul style="list-style-type: none"> <li>▪ Training of CS officials in 3 target provinces.</li> <li>▪ Peer learning</li> <li>▪ Youth-governor dialogue forums.</li> <li>▪ Inputs to guideline finalization, capacity development on safe school zone.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Facilitate learning session on child and adolescents-friendly governance for MOI and provincial governors (periodical).</li> <li>▪ Support peer learning and sharing sessions of best practices by 3 target provinces to 25 CPAs (series).</li> <li>▪ On-going coaching and coordination support.</li> <li>▪ Provide technical inputs into finalization of safe school zone guideline and its launch.</li> <li>▪ Advocate and provide capacity development to stakeholders.</li> <li>▪ Technical guidance on risk mapping, stakeholder coordination, data collection and reporting tools of child drowning prevention.</li> <li>▪ Participate in the regular GA TF meeting with request roles and share updates to the section members.</li> </ul>	30 Mar 2025	12% 43 working days 2 trips (5 days)
<b>Deliverable 5:</b> <ul style="list-style-type: none"> <li>▪ Establishment of formal mechanism for adolescent engagement.</li> <li>▪ Review of implementation of safe school zone.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Conduct feasibility study on formal mechanism for youth engagement.</li> <li>▪ Training on basic research and proposal writing to youth/adolescent representatives.</li> <li>▪ Peer learning and sharing sessions of best practices by 3 target provinces to 25 CPAs (series)</li> <li>▪ Support youth forums (student council, AYRG, VMC, NGOs created youth networks etc.) to strengthen networks and knowledge sharing in SR, RTK, PVH</li> </ul>	30 Jun 2025	12% 43 working days. 2 trips (5 days)

<ul style="list-style-type: none"> <li>Integration of child drowning prevention into CS planning and budgeting.</li> </ul>	<ul style="list-style-type: none"> <li>Report on the progress to Unicef Australian Nation Committee</li> <li>On-going coaching and coordination supports.</li> <li>Contribute to donor report on road safety.</li> <li>Advocate CS to integrate interventions on child drowning prevention into CS investment programme..</li> <li>On-going coaching, monitoring, data system strengthening on child drowning prevention.</li> <li>Contribute to UA-ADAP project reporting.</li> <li>Participate in the regular GA TF meeting with request roles and share updates to the section members.</li> </ul>		
<p><b>Deliverable 6:</b></p> <ul style="list-style-type: none"> <li>Peer learning</li> <li>Youth-governor dialogue forums.</li> <li>Monitoring reports of Child drowning prevention interventions by CS.</li> </ul>	<ul style="list-style-type: none"> <li>Support Dialogue forums between youth representatives and DM &amp; provincial governors (periodical).</li> <li>On-going coaching and coordination support.</li> <li>Support coordination, consultations on guidelines and integration into sub-national planning, community engagement.</li> <li>Support campaigns, events, awareness raising materials productions, monitoring of child drowning prevention.</li> <li>Participate in the regular GA TF meeting with request roles and share updates to the section members</li> </ul>	30 Sep 2025	12% 43 working days. 2 trips (5 days)
<p><b>Deliverable 7</b></p> <ul style="list-style-type: none"> <li>Youth social mapping &amp; research.</li> <li>Monitoring reports of child drowning prevention implementation by CS.</li> </ul>	<ul style="list-style-type: none"> <li>Support the process of providing financial/technical support for youth to conduct social mapping and research related to climate change and mental health in SR, RTK, PHV</li> <li>On-going coaching and coordination supports.</li> <li>Capacity development to stakeholders on child drowning prevention.</li> <li>Support coordination, consultations on guidelines and integration into sub-national planning, community engagement.</li> <li>Support campaigns, events, awareness raising materials productions, monitoring of child drowning prevention.</li> <li>Support report donor writing.</li> <li>Contribute to UA-ADAP project reporting.</li> <li>Participate in the regular GA TF meeting with request roles and share updates to the section members</li> </ul>	30 Dec 2025	12% 44 working days. 2 trips (5 days)
<p><b>Deliverable 8</b></p> <ul style="list-style-type: none"> <li>Refresher trainings</li> <li>Youth-governor forum.</li> <li>Review of child drowning prevention implementation.</li> </ul>	<ul style="list-style-type: none"> <li>Refresher trainings to C/S councilors and youth representative</li> <li>Support peer learning and sharing sessions of best practices by 3 target provinces to 25 CPAs (series).</li> <li>On-going coaching and coordination supports.</li> <li>Capacity development to stakeholders on child drowning prevention.</li> <li>Conduct review of child drowning intervention and integration into CS planning and budgeting.</li> <li>Data system strengthening.</li> <li>Participate in the regular GA TF meeting with request roles and share updates to the section members</li> </ul>	30 Mar 2026	10% 36 working days. 2 trips (5 days)
<p><b>Deliverable 9</b></p> <ul style="list-style-type: none"> <li>Youth forums</li> <li>A case study on child drowning prevention implementation.</li> </ul>	<ul style="list-style-type: none"> <li>Support youth forums (student council, AYRG, VMC, NGOs created youth networks etc.) to strengthen networks and knowledge sharing in SR, RTK, PVH</li> <li>On-going coaching and coordination supports.</li> <li>Support coordination, consultations on guidelines and integration into sub-national planning, community engagement.</li> <li>Write a case study about child drowning prevention to inform further advocacy.</li> </ul>	30 May 2026	10% 36 working days. 1 trip (4 days)
<p><b>Deliverable 10</b></p> <ul style="list-style-type: none"> <li>Report to donor</li> </ul>	<ul style="list-style-type: none"> <li>Report on progress to Unicef Australian Nation Committee</li> <li>Final report on the consultancy assignment.</li> </ul>	30 July 2026	10%

<ul style="list-style-type: none"> <li>▪ Child drowning prevention reporting.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Support country case development and assessment.</li> <li>▪ Contribute to donor reporting writing for child drowning prevention.</li> <li>▪ Contribute to UA-ADAP project reporting.</li> <li>▪ Participate in the regular GA TF meeting with request roles and share updates to the section members</li> </ul>		<p>36 working days. 1 trip (4 days)</p>
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<p><b>Minimum Qualifications required:</b>  <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD  <input type="checkbox"/> Other</p> <p>Enter Disciplines</p> <ul style="list-style-type: none"> <li>• Academic qualification at the master’s level in the relevant fields such as social sciences, social policy, political science, economics, development studies, urban development etc.</li> <li>• At least 3 years of professional experience in adolescents/youth development and participation, and some experience in urban development, or child injury prevention.</li> <li>• Proven experience in working with national and local government at policy and programming levels.</li> <li>• Previous work experience with international development organizations is an advantage.</li> </ul>	<p><b>Knowledge/Expertise/Skills required:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Cambodian national social policies, sub-national planning, budgeting process &amp; functioning</li> <li>• Proven knowledge and understanding of the Cambodian Decentralization and De-concentration reform, social services for children and women.</li> <li>• Excellent management, interpersonal, planning, facilitation and coordination skills.</li> <li>• Demonstrated ability to work in a multi-cultural and societal settings, flexibility and adapt to changes.</li> </ul>
<p><b>Evaluation Criteria (This will be used for the <a href="#">Selection Report</a> (for clarification see <a href="#">Guidance</a>))</b></p> <p>a) Technical Qualification (100 points): Weight 70%. This part contains 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.</p> <ul style="list-style-type: none"> <li>▪ Relevant education degree (20 points)</li> <li>▪ Relevant technical knowledge (30 points)</li> <li>▪ Experience in similar work or consultancies (30 points)</li> <li>▪ Quality of past work (e.g., understanding, methodology) (20 points)</li> </ul> <p>b) Financial Proposal (100 points): Weight 30%. This should be inclusive of:</p> <ul style="list-style-type: none"> <li>▪ Consultancy daily/monthly fees</li> <li>▪ Medical insurance for the entire duration of the contract.</li> <li>▪ 26 in-country provincial trips for up to 52 days to Siem Reap and north east provinces, per-diem to cover lodging, meals and any other cost associated to take over the full assignment (as reference to the travel requirement)</li> <li>▪ Transportation for field visit (if applicable)</li> <li>▪ Miscellaneous (if any)</li> </ul>	
<p><b>Administrative details:</b></p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:</p>	<p><b>If office based, seating arrangement identified:</b> <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>

<sup>1</sup> 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.