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**TERMS OF REFERENCE**

**Title:** “**International Consultancy to support the adjustment and adapting of the contextualized Adolescent Toolkit for Expression and Innovation (AKIE) and WB Critical Thinking module as an additional Youth skills-building module at the Innovation Labs established in SERSP priority districts and towns”**

**LOCATION/DURATION:**

*Duration: 32 working days*

*Location: Dushanbe, Tajikistan*

*Field Missions/Travel:* The consultant will work under the technical guidance of UNICEF Chief ADAP and the day-to-day supervision of the ADAP Officer in charge of Skills and Innovation. The consultant will have a one -time travel (maximum of 10 days including the travel days) to the country. UNICEF will be responsible for arranging meetings with Government stakeholders for convening consultation events with local Implementing Partners. Furthermore, UNICEF will provide interpretation and translation services to the consultant if and when needed.

*Period: December 2020 - May 2021*

*Reporting to: Chief, ADAP, UNICEF Tajikistan*

BACKGROUND:

With 70% of population being youth under 30, Tajikistan is at the early stage of demographic dividend, yet, is not able to benefit from it for economic growth and development. Although more children are enrolled in school, children are ailing to improve learning and skills for life and work. One of five adolescent believe that knowledge and skills they gain in school is insufficient for realization of their dreams. (National Adolescents Study, 2018). Adolescents lack the skills required for successful transition from school to work life, cannot realize their full potential and maximize their contribution to their communities. 30% of young people aged 15-24 are NEET, 89 % of them being girls (LFS 2017). Lack of opportunities for meaningful local participation and employment after graduation school drives high rates of migration among young people. 40% of Tajiks who seek work outside the country are under 30 years of age. Yet, on the other side of all these issues and barriers faced by young people, there is an unparalleled window of opportunity for development of this important group of population and, more importantly, the role they can play in enabling progress and prosperity in the county. Youth in Tajikistan is a demographic dividend that if empowered, educated and employed, can be the main inventor of an economic miracle in coming decades. They are best placed to bring the innovation and technological advancements to the country and use it not only for self-development, but also for economic growth. Young people of 15-24 years old in Tajikistan is the biggest demographic group that is online. Finally, adolescents and young people represent a triple dividend for social development – they are adolescents, future adults and their children. Our investment in them today will undoubtfully result in a more development and prosperous society of both present and tomorrow.

UNICEF’s Strategic Plan (2018-2021) articulates results for adolescents across five goal areas and achieving these goals requires continued focus on adolescent health, nutrition, education and protecting the rights of adolescents. Secondary education, skills (foundational, transferable and digital) development and supporting empowerment and civic engagement of adolescents are key results for UNICEF to deliver within the current Strategic Plan period.

To address the barriers faced by young people and to benefit from the existing window of opportunity, UNICEF Tajikistan Second Decade section is focused on achievement of the following outcome: Adolescent and young girls and boys, including the most marginalized, are empowered for a successful transition from school to working life, and are recognized as valuable and equal members of society and contribute to its development and prosperity.

UNICEF takes a systems-building approach in its work, meaning that works to support Tajikistan address needs of today’s adolescents as well as strengthen national/public systems to ensure results are sustainable. Leveraging partnerships for results is another key strategy to deliver on UNICEF’s results. Throughout all of our engagement, UNICEF contributes through thought leadership on strategic direction of partnerships and undertakes programmatic functions at the country level to deliver on these shared objectives.

Tajikistan is one of the first countries to operationalize World Bank’s commitment to align investment in support of youth empowerment and resilience. UNICEF and World Bank are partnering on Tajikistan Socio-Economic Resilience Strengthening Project (2020-2024). Specifically, UNICEF and WB partners will support the Youth Inclusive Services and Livelihoods component of the project, building on UNICEF’s deep expertise in delivering soft skills and mental health (psychosocial) support.  The project will also include UPSHIFT and Adolescent Kit programs designed to build skills and opportunities particularly for disadvantaged adolescents and youth to successfully transition from school to work life. Technical support will be provided in 8 towns and districts of Khatlon and Gorno-Badakhshan Autonomous Oblast (GBAO) provinces, bordering Afghanistan, where youth face increased vulnerability to violence and the process of radicalization. Over the next three years, the partnership between the World Bank, UNICEF through Generation Unlimited (GenU) initiative that is a global multi-sector partnership to meet the urgent need for expanded education, training and employment opportunities for young people, aged 10 to 24, on an unprecedented scale, will present a great model of pooling resources through to achieve large scale results for young people. 20,000 marginalized youth are expected to be empowered and many more reached within this partnership.

**OBJECTIVE:**

In the framework of the preparatory process to the technical assistance of UNICEF in implementation of SERP project implementation in the priority districts and towns UNICEF Second Decade section committed to ensure the revision and adapting the skills building curricula based on the needs of youth for being ready for economic and social resilience. To respond to this need the section is announcing the call for International Consultancy to accomplish the abovementioned assignment.

**PURPOSE:**

The purpose of this assignment is to support the process of adapting, adjusting and incorporating the Psychology-based sessions on in-depth critical thinking skills of module that has been used by WB in other countries for the context and understanding of adolescents and youth of Tajikistan in the priority districts and town. Also, the International Consultant is expected to provide hand holding support to locally recruited implementing partners in provision of ToTs and provide the detailed roll-out plan for its expansion.

**DESCRIPTION OF ASSIGNMENT:**

* Revise the existing module on Adolescent kit for Innovation and expression (AKIE) as well as WB Critical thinking module and select the most appropriate sessions.
* Develop the adjusted AKIE guidebook and module with Psychology-based sessions on in-depth critical thinking skills contextualized and incorporated.
* Conduct TOTs with support of local consultant for implementing partners in January-March 2021.
* Develop a final guidebook, reflecting partners’ recommendations and incorporating inputs that reflect their strategies and adaptations from the field work with support of national consultant.
* Development of real-time monitoring forms assessment tools, including pre-post questionnaires and short beneficiary surveys to measure the results of above trainings and services. The tools and evaluation method to be annexes to the module adjusted.
* Support UNICEF-Tajikistan ADAP in the development of a step-by-step plan to support local implementing partners to compile the best fit for purpose supply kit based on the SERP project proposal for use in the priority districts and towns.

**KEY DELIVERABLES and PAYMENT SCHEDULE:**

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| --- | --- | --- | --- | --- |
| # | Activity | Delivery Date | Format | Payment schedule |

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| --- | --- | --- | --- | --- |
| 1 | Revise the existing module on Adolescent kit for Innovation and expression (AKIE) as well as WB Critical thinking module and select the most appropriate sessions  | 2 working days, conducted remotely) | First draft of a revised module  |  |
| 2 | Develop the adjusted AKIE guidebook and module with critical thinking sessions contextualized and incorporated  | (5 working days, remotely) | Training materials, workshop facilitation. |  |
| 3 | Conduct a 2 TOTs in each regional location (Kulob and Khorog) with support of local consultant for implementing partners. Can be organized in-country or distantly, depending on situation with COVID-19).  | (14 working days, to be conducted with UNICEF team and implementing partners in-country 2-days of preparation, 4 days of trainings in each regional location and 2 day for preliminary summary mission reporting with proposed implementation plan) **January-March 2021** | Training materials developed prior the ToTs for timely preparation. The proposed implementation plan for rolling out of revised module in youth centers submitted | 50% of contract value |
| 4 | Develop a final guidebook, reflecting partners’ recommendations and incorporating inputs based on the coordination meeting with implementing partners with support of national consultant. | (4 working days, conducted remotely) | Second draft of guidebook, with quotes, examples and recommendations from partners’ activities with adolescents collected by national consultant. |  |
| 5 | Support UNICEF-Tajikistan ADAP in the development of a step-by-step plan and guide. | (5 working days) | Detailed plan developed and submitted both in English and Tajik. | 30 % of contract value |
| 6 | Final report and recommendations | 2 working days by May 2021 | Written report, visual evidence and recommendations are submitted in Word format to ADAP Chief and Skills and innovation PO | 20% of contract value |

Upon completion of the deliverables, the following documents shall be developed and submitted to the UNICEF ADAP Section in soft copy:

* Brief report on consultancy period;
* Technical recommendations and step-by-step guidelines on rolling out plan based on deliverables;
* Ready to use and conceptualized training materials;

**QUALIFICATION REQUIREMENTS:**

***Education:*** Advanced University Degree on Social Science and/or Education.

***Work Experience:*** At least 10 years of productive work experience in the area of Adolescent Development and Participation.

***Competencies:*** Good knowledge of Adolescents programming at UNICEF Tajikistan. Experience in provision of trainings and developing skills-building toolkits for Adolescent. Past experience of working with UNICEF in adolescent programming and contextualization of skills-building content and toolkits. Previous experience in adapting and adjusting the AKIE curricula considered as an asset.

***Technical Knowledge:*** Excellent analytical thinking and strategic planning skills, proven ability to develop training content and to deliver training, excellent writing skills, oral communication skills and facilitation skills and ability to work under commitment to work to tight timeframe.

***Language:*** Fluency in English.

**EVALUATION PROCESS:**

***Qualified candidates are requested to submit:***

1. Cover letter/application/CV.
2. A technical proposal with proposed methodology/approach to managing the consultancy deliverables, showing understanding of tasks.
3. Financial quote for the consultancy in USD per deliverable, stating also the timeframe for completion of deliverable and/or daily rate in USD.
4. Examples of previous, relevant work related to the deliverables.
5. At least 2 References

Queries can be sent to: tad-procurement@unicef.org with subject line “International Consultancy to support the adjustment and adapting of the contextualized Adolescent Toolkit for Expression and Innovation (Adolescent Kit) and WB critical Thinking module as additional Youth skills-building programme at the Innovation Labs established in SERP priority districts and towns**”.** Applications must be received in the system by 27 November 2020 on our website: <http://www.unicef.org/about/employ/index.php> .

**Please indicate your availability and rate per deliverable in USD to undertake the terms of reference above.  Applications submitted without a rate per deliverable in USD will not be considered.** Currency of payment will be agreed upon at time of contracting.

Travel costs and DSA will be covered in accordance with UN rules and regulations. No other remunerations apply. UNICEF considers best value for money as criteria for evaluating potential candidates.  As a general principle, the fees payable to a consultant or individual contractor follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Please note that consultants and individual contractors are responsible for assuming costs for obtaining visas and travel insurance.

Individual consultants will be evaluated based on a cumulative analysis methodology. The award of the Contract shall be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a weighted set of technical and financial criteria.

\* Technical Criteria weight – 80%;

\* Financial Criteria weight – 20%;

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| ***Criteria***  | ***Weight*** | ***Max. Point*** |
| ***TECHNICAL QUALIFICATION (max. 80 points)*** | ***80%*** | ***80*** |
| ***Overall Response (30 points)*** |  |
| Understanding of tasks, objectives and completeness and coherence of response |  | *15* |
| Overall match between the TOR requirements and proposal |  | *15* |
| ***Proposed Methodology and Approach (20 points)*** |  |
| Quality of proposed approach/methodology |  | *10* |
| Quality of proposed work plan |  | *10* |
| ***Technical Capacity (30 points)*** |  |
| Advanced University Degree in Social Science and Education |  | *5* |
| At least 10 years of productive work experience in the area of Adolescent Development and Participation. |  | *5* |
| Technical and professional competence;Scope of work (complexity and number of tasks carried out);Quality of work (draft and final reports);Quantity of work (incl. number trainings and meetings facilitated); |  | *5* |
| Good knowledge of ADAP Tajikistan programming and experience in provision of trainings and developing skills-building toolkits for Adolescent;  |  | *10* |
| Fluency in English.  |  | *5* |
| ***FINANCIAL PROPOSAL (max. 20 points)*** (daily rate, lump sum, per deliverable, Economy Air Ticket) | ***20%*** | ***20*** |
| **TOTAL SCORE *(max. 100 points)*** |  |  |

Only candidates obtaining a minimum of 60 points in Technical Criteria evaluation will be considered for the Financial Evaluation.

**Financial Proposal**

Please provide a rate all-inclusive price (in US dollars) for delivery of professional services in accordance with the assignments described under this TOR.

The formula for the rating of the Financial Proposals will be as follows:

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

**General Conditions** **of Contracts for the Services of Consultants / Individual Contractors**

**1. Legal Status**

The individual engaged by UNICEF under this contract as a consultant or individual contractor (the “Contractor”) is engaged in a personal capacity and not as representative of a Government or of any other entity external to the United Nations. The Contractor is neither a "staff member" under the Staff Regulations of the United Nations and UNICEF policies and procedures nor an "official" for the purpose of the Convention on the Privileges and Immunities of the United Nations, 1946 (“the Convention”). The Contractor may, however, be afforded the status of "Expert on Mission" in the sense of Section 22 of Article VI of the Convention and if the Contractor is required by UNICEF to travel in order to fulfill the requirements of this contract, the Contractor may be issued a United Nations Certificate in accordance with Section 26 of Article VII of the Convention.

**2. Obligations**

The Contractor shall complete the assignment set out in the Terms of Reference for this contract with due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices.

The Contractor must respect the impartiality and independence of UNICEF and the United Nations and in connection with this contract shall neither seek nor accept instructions from anyone other than UNICEF. During the term of this contract the Contractor must refrain from any conduct that would adversely reflect on UNICEF or the United Nations and must not engage in any activity that is incompatible with the administrative instructions and policies and procedures of UNICEF. The Contractor must exercise the utmost discretion in all matters relating to this contract.

In particular, but without limiting the foregoing, the Contractor (a) will conduct him- or herself in a manner consistent with the Standards of Conduct in the International Civil Service; and (b) will comply with the administrative instructions and policies and procedures of UNICEF relating to fraud and corruption; information disclosure; use of electronic communication assets; discrimination, harassment, sexual harassment and abuse of authority; and the requirements set forth in the Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse.

Unless otherwise authorized by the appropriate official in the office concerned, the Contractor must not communicate at any time to the media or to any institution, person, Government or other entity external to UNICEF any information that has not been made public and which has become known to the Contractor by reason of his or her association with UNICEF or the United Nations. The Contractor may not use such information without the written authorization of UNICEF, and shall under no circumstances use such information for his or her private advantage or that of others. These obligations do not lapse upon termination of this contact.

**3. Title rights**

UNICEF shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material created by the Contractor which bears a direct relation to, or is made in order to perform, this contract. At the request of UNICEF, the Contractor shall assist in securing such property rights and transferring them to UNICEF in compliance with the requirements of the law governing such rights.

**4. Travel**

If UNICEF determines that the Contractor needs to travel in order to perform his or her obligations under this contract, that travel shall be specified in the contract and the Contractor’s travel costs shall be set out in the contract. In cases where travel costs have not been set in the contract, travel may either be organized by UNICEF or reimbursed upon submission of receipts within ten (10) days of completion of a specific travel on the following basis:

1. UNICEF will pay for travel in economy class via the most direct and economical route, provided however that in exceptional circumstances, such as for medical reasons, travel in business class may be approved by UNICEF on a case-by-case basis.

1. UNICEF will pay for out-of-pocket expenses associated with such travel, up to an amount equivalent to the daily subsistence allowance that would be paid to staff members undertaking similar travel for official purposes.

**5. Statement of good health**

Before commencing work, the Contractor must deliver to UNICEF a certified self-statement of good health and take full responsibility for the accuracy of that statement. In addition, the Contractor must include in this statement of good health (a) confirmation that he or she has been informed regarding inoculations required for him or her to receive, at his or her own cost and from his or her own medical practitioner or other party, for travel to the country or countries to which travel is authorized; and (b) a statement he or she is covered by medical/health insurance and that, if required to travel beyond commuting distance from his or her usual place or residence to UNICEF (other than to duty station(s) with hardship ratings “H” and “A”, a list of which has been provided to the Contractor) the Contractor’s medical/health insurance covers medical evacuations. The Contractor will be responsible for assuming all costs that may be incurred in relation to the statement of good health.

**6. Insurance**

The Contractor is fully responsible for arranging, at his or her own expense, such life, health and other forms of insurance covering the term of this contract as he or she considers appropriate taking into account, among other things, the requirements of paragraph 5 above. The Contractor is not eligible to participate in the life or health insurance schemes available to UNICEF and United Nations staff members. The responsibility of UNICEF and the United Nations is limited solely to the payment of compensation under the conditions described in paragraph 7 below.

**7. Service incurred death, injury or illness**

If the Contractor is travelling with UNICEF’s prior approval and at UNICEF's expense in order to perform his or her obligations under this contract, or is performing his or her obligations under this contract in a UNICEF or United Nations office with UNICEF’s approval, the Contractor (or his or her dependents as appropriate), shall be entitled to compensation from UNICEF in the event of death, injury or illness attributable to the fact that the Contractor was travelling with UNICEF’s prior approval and at UNICEF's expenses in order to perform his or her obligations under this contract, or was performing his or her obligations under this contract in a UNICEF or United Nations office with UNICEF’s approval. Such compensation will be paid through a third party insurance provider retained by UNICEF and shall be capped at the amounts set out in the Administrative Instruction on Consultants and Individual Contractors. Under no circumstances will UNICEF be liable for any other or greater payments to the Contractor (or his or her dependents as appropriate).

**8. Arbitration**

1. Any dispute arising out of or, in connection with, this contract shall be resolved through amicable negotiation between the parties.
2. If the parties are not able to reach agreement after attempting amicable negotiation for a period of thirty (30) days after one party has notified the other of such a dispute, either party may submit the matter to arbitration in accordance with the UNCITRAL procedures within fifteen (15) days thereafter. If neither party submits the matter for arbitration within the specified time the dispute will be deemed resolved to the full satisfaction of both parties. Such arbitration shall take place in New York before a single arbitrator agreed to by both parties; provided however that should the parties be unable to agree on a single arbitrator within thirty days of the request for arbitration, the arbitrator shall be designated by the United Nations Legal Counsel. The decision rendered in the arbitration shall constitute final adjudication of the dispute.

**9. Penalties for Underperformance**

Payment of fees to the Contractor under this contract, including each installment or periodic payment (if any), is subject to the Contractor’s full and complete performance of his or her obligations under this contract with regard to such payment to UNICEF’s satisfaction, and UNICEF’s certification to that effect.

**10. Termination of Contract**

This contract may be terminated by either party before its specified termination date by giving notice in writing to the other party. The period of notice shall be five (5) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a total period of less than two (2) months and ten (10) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a longer period; provided however that in the event of termination on the grounds of impropriety or other misconduct by the Contractor (including but not limited to breach by the Contractor of relevant UNICEF policies, procedures, and administrative instructions), UNICEF shall be entitled to terminate the contract without notice. If this contract is terminated in accordance with this paragraph, the Contractor shall be paid on a pro rata basis determined by UNICEF for the actual amount of work performed to UNICEF’s satisfaction at the time of termination. UNICEF will also pay any outstanding reimbursement claims related to travel by the Contractor. Any additional costs incurred by UNICEF resulting from the termination of the contract by either party may be withheld from any amount otherwise due to the Contractor under this paragraph.

**11. Taxation**

UNICEF and the United Nations accept no liability for any taxes, duty or other contribution payable by the consultant and individual contractor on payments made under this contract. Neither UNICEF nor the United Nations will issue a statement of earnings to the consultant and individual contractor.