

**UNICEF EASTERN CARIBBEAN AREA (ECA) OFFICE  
VACANCY ANNOUNCEMENT**

**Consultant: Consultancy to develop a youth engagement strategy and action plan on climate action and resilience in Antigua and Barbuda**

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

**For every child, resilience**

**How can you make a difference?**

**Location:** Home based, with travel to Antigua & Barbuda

**Duration:** 50 days (with travel in country – for 16 days) over the period of 2 months

**Start Date:** 1/24/2022

**End Date:** 3/24/2022

**Supervisor:** Climate, Environment & Disaster Risk Reduction Officer

**BACKGROUND:**

Antigua and Barbuda, like other small island developing states (SIDS), is highly vulnerable from climate change and its impacts. The country is confronted with more frequent and intense tropical storms and hurricanes and is prone to droughts, intense floods, rising air temperatures, decreased annual rainfall and sea level rise. Its economic vulnerability has increased following every extreme weather event – such as Hurricane Irma in 2017 that was nothing short of devastating. An estimated 80.4% of our country's gross domestic product (GDP) is at risk due to economic and natural disaster shocks.

Antigua and Barbuda has made an effort towards contributing to limiting the global average temperature increase to 1.5°C above pre-industrial levels and submitted its first Intended Nationally Determined Contributions (INDC) in October 2015. The INDC subsequently became a Nationally Determined Contribution (NDC), and Antigua and Barbuda ratified the Paris Agreement on Climate Change in December 2016, and in September 2021 updated its NDC, covering the period 2020 to 2030, including targets for mitigation and adaptation. The Department of Environment of Antigua and Barbuda ('DOE') falls under the Ministry of Health and the Environment and is responsible for providing technical advice on the environment to the Government of Antigua and Barbuda ('GOAB'). The DOE's work is designed to protect and enhance the country's environment and address national, regional and global environmental challenges. The DOE's project portfolio covers four (4) main programmatic areas: (i) Climate Change Programme (including adaptation, mitigation and capacity building); (ii)

Biodiversity Programme;(iii) Pollution Programme;(iv) Monitoring, Evaluation and Data Management Programme.

The DOE has consequently created a National Adaptation Planning Sub-Programme within its National GCF Readiness Programme given the number of projects focusing on adaptation planning. This National GCF Readiness Programme also has the “Country Programming and Strengthening and Access to Finance” Sub-Programme that focuses on all other types of Readiness Support which enhances country ownership and access to the GCF.

The Government of Antigua and Barbuda (Ministry of Health and the Environment) identified development of a youth engagement strategy on behavioral solutions on climate change as one of the priorities which aims to strengthen young people’s people participation on climate change and environmental sustainability, and aligned to its NCD commitment.

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 current and 2022-2025 Strategic Plans.

**PURPOSE/SCOPE OF ASSIGNMENT:**

**1. Goal and Objective**

Under the supervision of the UNICEF Climate, Environment & DRR Officer and in close coordination and consultation with the Government working group, the consultant will be responsible for the development of a youth climate action and engagement strategy and costed action plan for Antigua and Barbuda. The strategy and action plan should be in line with the country’s Action for Climate Empowerment (ACE) commitment and will serve as the framework for youth engagement as part of the department’s climate change programme. It will primarily support the engagement of youth in adaptation and mitigation initiatives and should incorporate intervention strategies that can increase youth participation and ownership on climate action.

Specifically, the consultant will aim to:

- Facilitate a consultative process to develop a youth engagement strategy on climate action and engagement.
- Develop a costed Action Plan to implement the youth engagement strategy.
- Support training of champions toolkit that uses a human-rights based approach to engaging governments, communities, young people, and other stakeholders to adopt a climate-smart lifestyle.

**2. Activities and Tasks:**

Specific duties and responsibilities of the Consultant include the undertaking of the following:

- Conduct a stakeholder mapping and analysis that includes different approaches based on various criteria (e.g. from 10 – 24 years, gender, disability status, adults as “gate keepers”) and takes into

account ACE issues, previous lessons learnt from similar consultations on other SIDS and existing government programmes and initiatives (e.g. GCF Country Programme).

- Plan and execute countrywide stakeholder consultation sessions, with a focus on youth and including other stakeholders (e.g. government entities, school teachers/principals, civil society organizations, private sector), taking into account applicable COVID-19 protocols.
- Through a consultative process, develop a youth engagement strategy and action plan on climate action and resilience that specifically reflects the objectives of the NDC and the NAP, with a focus on the ACE Framework, the guiding principles of Antigua and Barbuda’s Just Transition and other priority social sectors (such as education, health, water and sanitation, with links to DRR).
- Develop a Costed Action Plan to implement the youth engagement strategy along with measurable targets and costed activities for the short-term (6-12 months), medium (up to 2-4 years) and longer term (5-6 years and beyond). The strategy should also create opportunities for the participation of young people in the monitoring and evaluation of activities.
- Train a pool of identified community champions/partners, composed of youth leaders and other key stakeholders on how to implement, replicate, and scale-up the C4D activities in relation to solutions for climate adaptation and mitigation; and in supporting the implementation of the action plan; and that reflects the desired positioning of the behavioural solutions and/or calls to action.
- Support the active engagement of young people in the expansion of ‘Nature Heros – Gamification for climate action’, and Green Yoma challenges.

A participatory and consultative approach is required in conducting these services, which supports the active participation of young people in the design and implementation of activities. During the course of the assignment, the consultant should refer to the NDC Targets, the NAP and other relevant national documents and strategic plans, key studies and reports, including those prepared by Implementing Partners working on the revision process for the country’s NDCs and consultants supporting the research and development of the NAP.

*The Strategy should include, but not be limited to the following components:*

- Climate profile for Antigua and Barbuda
  - Observed climate change
  - Projected climate change
  - Climate change impacts (with a focus on children and youth)
- Stakeholder mapping, including but not limited to various youth groups and organizations and adults who are the “gate keepers” for youth involvement
- Results from stakeholder consultations
  - Which issues do the children/youth see most concerning?
  - How are children/youth involved in decision making?
    - If they are not, why so? What prevents the “gate keepers” from hearing the voice of the youth?

- A mapping of government policies, initiatives, plans and strategies, relevant to the youth, with a mapping on plans which have revisions to come in the near-future, where children/youth could be included in
- A concrete action plan on how to give youth ownership and engage them into climate work, with clear roles and responsibilities
  - Short-term (less than one year)
  - Medium-term (2-4 years), and;
  - Long-term (5-6 years)

**3. Work Relationships:**

The consultant will report to the UNICEF Climate, Environment & DRR Officer. Technical guidance and planning will be provided by an established technical working group, including participants from Ministry of Health, Wellness and The Environment (department of environment), Ministry of Education, Sports and Creative Industries, Ministry of Social Transformation and the Blue Economy (Department of Youth Affairs, with representatives from youth ambassadors, the national youth council, youth parliament and similar), UNFCCC (Regional Collaboration Centre St George’s) and a representative from CYEN and/or YOUNGO (or a similar youth network) and other representatives as seen fit).

**4. Outputs/Deliverables:**

The consultant is expected to deliver a work plan in a technical inception report outlining the proposed methodology/ approach, with identified milestones and outputs. The plan is expected to have a consultative approach, and propose ways on how to engage the relevant stakeholders. A report of the stakeholder consultations is expected to be presented to relevant stakeholders for feedback. The consultant will then draft the strategy and action plan, based on the feedback received. The recommendations and action plans will be presented virtually to participants involved in the process.

- Technical inception report outlining the proposed methodology/approach, milestones identification and outputs, as well as a detailed work plan.
- Report on stakeholder consultations.
- Stakeholder meetings to present the draft plan and collect feedback
- Youth engagement strategy and action plan

**WORK ASSIGNMENT OVERVIEW:**

Key Activities/Tasks:	Deliverables/Outputs:	Duration (Est. days):	Due Date
Work Plan in a technical inception report outlining the proposed methodology/ approach, milestones	Deliverable 1: Inception document with elaborated methodology, work plan (and schedule), including milestones and outputs, and draft data/information collection plan and tools	3 days	1/27/2022

identification and outputs			
Implementation of Stakeholder consultations	Deliverable 2: Final report on stakeholder consultation.	12 days	2/10/2022
A stakeholder workshops to present preliminary findings and recommendations from the stakeholder consultations	Deliverable 3: PPTs and summary report on feedback from stakeholders.	1 days	02/12/2022
Draft Youth Engagement Strategy with ACE elements included and analysis on priority social sectors of the NDC and the NAP integrated	Deliverable 4: Draft youth engagement Strategy	11 days	2/28/2022
Draft costed Action Plan along with measurable targets and costed activities for the short-term (6 months), medium (up to 2-3 years) and longer term (5 year) activities	Deliverable 5: Draft costed action plan delivered	11 days	02/28/2022
Train a pool of identified community champions/partners, composed of youth leaders and other key stakeholders on how to implement, replicate, and scale-up the C4D activities in relation to solutions for climate adaptation and mitigation; and in supporting the implementation of the action plan	Deliverable 6: Training Report and materials; Human Interest Story/Voices Evaluation of training	3 days	03/17/2022

Support the expansion of Nature Heroes	Deliverable 7: A report outlining how Nature Heroes can be used to engage the youth in the future	3 days	03/17/2022
Finalize Youth Engagement Strategy and Action Plan	Deliverable 8: Youth engagement strategy and costed action plan (no more than 60 pages);  Summary of Strategy (no more than 12 pages);  PPT summarizing strategy and action.	5 days	03/17/2022
Virtual presentation on results and recommendations of youth engagement strategy and action plan	Deliverable 9: Virtual workshop delivered	1 day	03/17/2022

**TRAVEL REQUIREMENTS:**

this assignment will require travel to: Antigua and Barbuda (estimated 16 days in country for activities highlighted above).

The consultant is responsible for arranging his/her own travel, including bearing the costs visas and travel insurance. Accommodation, meals and incidentals costs must not exceed the UN daily subsistence allowance rates. The costs for approved travels will be reimbursed by the UNICEF ECA upon submission of receipts and based on applicable UN DSA rates. All approved travels to be conducted in accordance with UNICEF travel rules and regulations.

**PAYMENT SCHEDULE:**

Payment of professional fees will be based on submission of agreed deliverables which receive satisfactory quality review. In general, individual contracts shall not allow for fee advances. However, a maximum of 30 per cent of the total contract value may be authorized by the Approving Authority in cases where advance purchases, for example for supplies or travel, may be necessary.

Payment will be made in 3 installments:

- (i) 20% of the fee upon completion and approval by UNICEF of the Deliverables 1 & 2 (Inception Report and stakeholder consultation report)
- (ii) 40% of the total fee upon completion and approval by UNICEF of the Deliverables 3,4, 5, 6 & 7 (summary report on feedback from stakeholders, draft youth strategy and action plans, training report and report on using Nature Heroes to involve youth in the future)
- (iii) 40% of the total fee upon submission and approval by UNICEF of Deliverables 8 & 9 (final action plan and delivery of the virtual session on results and recommendations)

**MINIMUM EXPERIENCE/QUALIFICATIONS:**

- A Master's Degree in Communications, social sciences, youth development, or a related field.
- At least 5 or more years relevant work experience.
- Extensive experience conducting stakeholder dialogue, designing participatory interventions; and synthesizing information in strategies and plans.
- Experience in facilitation, stakeholder engagement, community engagement, and presentations
- Demonstrated experience with research, in particularly proven experience conducting similar strategic documents with/and for young people.
- Strong presentation and communication skills, and demonstrated experience working with online platforms.
- Working knowledge of environmental issues/climate agenda in the Caribbean.
- Demonstrated capacity or familiarity with working with the youth and mainstreaming concerns related to children and vulnerable sectors in climate change, DRR is an advantage.
- Strong coordination skills and ability to adhere to deadlines and work remotely.
- Fluency in English is required (excellent verbal and writing skills)

**For every Child, you demonstrate** UNICEF's values of Care, Respect, Integrity, Trust, and Accountability (CRITA) and core competencies in Communication, Working with People and Drive for Results.

**ADMINISTRATIVE MATTERS:**

The assignment will be undertaken from consultant's own location. The consultant is expected to provide his/her own computer equipment and ensure reliable internet access. The consultant is expected to arrange their own travel.

UNICEF ECA Climate Change & DRR Officer will act as the main focal point, in close collaboration with a staff member from the DoE in Antigua & Barbuda.

Regular progress updates will be agreed and provided at the start of the assignment, and will include a mix of brief written updates; and meetings. Ad hoc meetings will be scheduled and prioritized as required. Meetings will monitor work plan milestone dates – to ensure appropriate time is allocated for feedback to and from the documents.

**CONDITIONS OF SERVICE:**

Before commencing work, a consultant or individual contractor shall submit a statement of good health and take full responsibility for the accuracy of that statement, including confirmation that he or she has been informed of the inoculations required for the country or countries to which travel is authorized. Consultants and individual contractors shall assume all costs that may occur in relation to the statement of good health. Consultants and individual contractors are required to certify that they are covered by medical/health insurance.

**RECOURSE:**

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. Performance indicators against which the satisfactory conclusion of this contract will be assessed include: timeliness/quality of submission and responsiveness to UNICEF and counterpart feedback.

**TITLE RIGHTS:**

All materials created by the Contractor which bears a direct relation to, or is made in order to perform, this contract and any intellectual property rights thereof, including but not limited to patents,

copyright and trademarks, shall be jointly owned by UNICEF and the Contractor. 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. Any third-party usage shall require written permission from both parties.

**TRAININGS:**

Consultants and Individual contractors, even those working from home, must complete the following online courses prior to signature of contract. All certificates should be presented as part of the contract:

[Ethics and Integrity at UNICEF](#)

[Prevention of Sexual Harassment & Abuse of Authority](#)

[Prevention of Sexual Exploitation & Abuse \(PSEA\)](#)

Consultants and Individual Contractors must complete the following course before commencement of any travel on behalf of UNICEF.

[BSAFE Security Training](#)

Any consultant or individual contractor who is issued a UNICEF email address must complete the following courses no later than 30 days after signature of contract.

[UNICEF Information Security Awareness Course](#)

[Fraud Awareness](#)

**HOW TO APPLY:**

Prospective consultants should apply through UNICEF jobs website using the following link:

<https://jobs.unicef.org/en-us/job/546706/consultant-consultancy-to-develop-a-youth-engagement-strategy-and-action-plan-on-climate-action-and-resilience-in-antigua-and-barbuda>

no later than **Tuesday, 28 December 2021**. The application package should include the following:

1. A cover letter
2. Detailed curriculum vitae
3. proposal stipulating all-inclusive fees, including lump sum travel and subsistence costs, as applicable.
4. A technical proposal on methodology to be used

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

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.

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.