

### TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

<b>Title: National Youth Engagement Consultant – Generation Future</b>	<b>Funding Code:</b> WBS: 0660/A0/06/880/004/003 Grant: SC210274; Expire: 31 Dec 2023 Grant: SC180821; Expire: 31 Dec 2025 Grant: SC200470; Expire: 01 Jan 2027	<b>Duty Station: Phnom Penh</b>
<p><b>Purpose of Activity/Assignment:</b>          UNICEF Cambodia is seeking a National Consultant to provide technical support for the implementation of Generation Future 3.0.</p> <p>Launched as a pilot in 2021 and continued in 2022, UNICEF Cambodia launched Generation Future with one goal in mind – to help young people across Cambodia to build a better post-pandemic future and fulfil their potential. The programme backs young people with original ideas to create positive social change through training, personalized mentorship, and seed funding to bring these ideas to reality. Working with UNICEF team members, mentors, influencers and private sector partners, the young project leaders developed skills in project design and management, fundraising and budget planning, communication, campaigning and more.</p> <p>Generation Future 3.0 will aim to reach more Cambodian youth, providing them with opportunities to address issues that impact them while building their confidence and developing 21<sup>st</sup> century skills. To scale up and achieve this goal, the programme will tap into existing youth networks and work closely with the Ministry of Education, Youth and Sports (MoEYS) to leverage Local Life Skills (LLS) and Volunteer in My Community (VMC) activities.</p> <p>Under the general guidance of the Chief of communication, this assignment includes leading on the planning and implementation of Generation Future 3.0, including developing and executing a work plan which incorporates the recommendations of the programme evaluation conducted in early 2023 and activities to scale the initiatives through the above-mentioned education programmes.</p>		
<p><b>Scope of Work:</b>          The Consultant will work with the Cambodia Country Office Team to provide technical support for the planning and implementation of Generation Future 3.0. The Consultant will;</p> <ul style="list-style-type: none"> <li>• Produce a youth network mapping document, utilising existing mapping documents to ensure partners are informed of new opportunities with Generation Future available to young people in their communities.</li> <li>• Review the Generation Future evaluation report and identify key recommendations and lessons learned to take forward into the next phase of the programme, including exploration meetings with MoEYS to consider integration of Generation Future with Volunteer for My Community (VMC) activities and other relevant youth networks.</li> <li>• Develop a detailed work plan for the implementation of Generation Future 3.0, based on the existing concept note, already defined goals and initiative structure, and incorporating evaluation recommendations with the aim of scaling and diversifying the impact.</li> <li>• Coordinate with UNICEF's Communications, Child Protection, Education, Private Sector Engagement, T4D focal points and other relevant programs to ensure that joint activities with youth networks including the Adolescent and Youth Reference Group (AYRG) and Local Life Skills (LLS), are implemented as planned. Build joined workplans, with specific deliverables, timelines and roles and responsibilities.</li> <li>• Develop alliances with youth networks and local authorities and private sector companies.</li> </ul>		

- Develop a robust monitoring and evaluation plan and feedback mechanism to gather insights from partners and young people and share notable updates with relevant programme teams.
- Identify young leaders and support them in achieving their initiatives.
- Coordinate the implementation and manage all aspects of the initiative, including communication with partners and providing support with creative ideas and problem-solving where required, including field visits to targeted provinces such as Battambang, Banteay Meanchey, Siem Reap, Kratie, Monduliri and Ratanakiri provinces (approximately 10 days).

**Child Safeguarding**

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

YES  NO If YES, check all that apply:

**Direct contact role**  YES  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:

The Consultant will be responsible for communicating regularly with young people aged 16-18 throughout the course of the contract, including direct contact in workshops and meetings. The Consultant will be accompanied by UNICEF staff members during contact with young people and will also complete the UNICEF PSEA course and adhere to all relevant procedures and child protection guidelines.

**Child data role**  YES  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):

The Consultant will be responsible for handling the data of children and young people throughout the course of the contract.

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

**Budget year:**  
2023

**Requesting Section/Issuing Office:**  
External Communication

**Reasons why consultancy cannot be done by staff:**

The assignment requires specific expertise related to the expansion of a youth development programme, including incorporating innovative solutions and building new relationships with private sector partners. An international perspective and experience with co-designed youth programmes is invaluable for this position. This experience and expertise is currently not held by staff members.

**Included in Annual/Rolling Workplan:**  Yes  No, please justify:

This activity is planned under Key Result Area 3: Young People Engaged and Empowered		
<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"/> Informal competitive (Low Value Contract)		
<b>Single Source Selection:</b> <input type="checkbox"/> (Emergency - Director's approval)		
<b>If Extension, Justification for extension:</b>		
<b>Supervisor:</b> Hadrien Bonnaud, Chief of Communication	<b>Start Date:</b> 11 October 2023	<b>End Date:</b> 30 April 2024

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget (Percentage of payment)
1. Produce a youth network mapping document (minimum 2 pages in word/excel/PDF file) of relevant organisations in Cambodia	Deliverable #1: Youth network mapping document	26 October 2023 (11 working days)	10%
2. Review the Generation Future evaluation report and identify key recommendations to take forward into the next phase  3. Develop a detailed work plan for the implementation of Generation Future 3.0	Deliverable #2: Detailed work plan with timelines and incorporated recommendations from the evaluation	14 November 2023 (12 working days)	10%
4. Coordinate with relevant sections to build joined workplans with specific deliverables	Deliverable #3: Progress report with details of cross-sectoral support and assigned deliverables for each section focal point	30 November 2023 (10 working days)	10%
5. Develop a robust monitoring and evaluation plan and feedback mechanism to gather insights from partners and young people	Deliverable #4: Monitoring and evaluation plan	29 December 2023 (21 working days)	10%
6. Oversee the implementation of World Children's Day (20 November) activities	Deliverable #5: Brief report of the World Children's Day event and presentation slides on key successes	31 January 2024 (22 working days)	20%
7. Create and execute a plan for the application process, including the launch of the successful candidates	Deliverable #6: Progress report on the number of applications received, number shortlisted, and recommendations of successful candidates	19 March 2024 (33 working days)	20%

8. Identify and onboard expert professionals as Generation Future mentors and lead on the matching of mentors with relevant projects and young leaders	Deliverable #7: Presentation slides on mentors and successful project leaders' pairs	30 April 2024 (28 working days)	20%
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<p><b>Minimum Qualifications required*:</b></p> <p><input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines: Bachelor's Degree in social science, international development, international affairs, communication, or other relevant areas</p>	<p><b>Knowledge/Expertise/Skills required*:</b></p> <p><u>Qualifications and Experience:</u></p> <ul style="list-style-type: none"> <li>▪ At least one year of relevant experience in working in youth engagement, including co-designing projects with young people and community development projects within the region</li> <li>▪ Experience in youth mobilization, coordination, and participation</li> <li>▪ Knowledge of youth networks and organizations in Cambodia and understanding of Cambodia and its development context</li> <li>▪ Experience in capacity building initiatives for young people or mentoring programmes</li> <li>▪ Experience working with UNICEF or other UN agencies is a plus</li> </ul> <p><u>Knowledge and Skills:</u></p> <ul style="list-style-type: none"> <li>▪ Proven skills in communication, networking, strategic thinking, advocacy, negotiation, and ability to relate to a young audience</li> <li>▪ Proven ability to conceptualize, plan and execute ideas as well as transfer knowledge and skills</li> <li>▪ Familiarity with mobile and web communication technology, messaging software, or U-report would be an asset</li> <li>▪ Excellent communication skills and the ability to work with a range of stakeholders, including Government representatives, private sector actors and young people</li> </ul> <p><u>Competencies:</u></p> <ul style="list-style-type: none"> <li>▪ Ability to work quickly, responsively and independently</li> <li>▪ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability</li> <li>▪ Outstanding skills in organization and coordination with a strong drive for results</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ Initiative, passion and commitment to UNICEF's mission</li> </ul> <p><u>Languages:</u></p> <ul style="list-style-type: none"> <li>▪ Fluent in English, able to 'de-jargon' technical language for a young audience</li> </ul>
<p><b>*Minimum requirements to consider candidates for competitive process</b></p>	<p><b>*Listed requirements will be used for technical evaluation in the competitive process</b></p>
<p><b>Submission of applications:</b></p> <ul style="list-style-type: none"> <li>▪ Letter of Interest (cover letter)</li> <li>▪ CV or Resume</li> <li>▪ Performance evaluation reports or references of similar consultancy assignments</li> <li>▪ Financial proposal: All-inclusive lump-sum cost including consultancy daily fee, Local travel fee for 10 days to targeted provinces, and medical insurance cost for this assignment as per work assignment.</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 Evaluation (100 points) weight 75%</p> <ul style="list-style-type: none"> <li>▪ Degree in social science, international development, international affairs, communication or other relevant areas (15 points)</li> <li>▪ Knowledge of Cambodia and its development context (20 points)</li> <li>▪ Experience in youth engagement, including co-designing projects with young people and community development projects in the region (30 points)</li> <li>▪ Quality of past work, with focus on similar assignments (e.g. understanding, methodology) (35 points)</li> </ul> <p>B) Financial Proposal (100 points) weight 25%</p> <p><i>The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum 60 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.</i></p> <p><i>The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.</i></p>	
<p><b>Administrative details:</b></p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p> <p>The consultant is partially office-based, and he/she will use one of the four seating spaces at Comm's</p>	<p><b>If office based</b>, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>

area and there won't be required further arrangement from the office.	
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<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.