

## **TERMS OF REFERENCE**

**Individual Consultant: Public-Private-Youth Partnerships Consultant (open to National Consultants only)**

**Duty Station:** New Delhi (home based)

**Contract Duration:** 12 months

**Closing Date:** 15<sup>th</sup> May 2024

### **1. BACKGROUND AND PURPOSE**

In recent years, UNICEF's work to support the unique needs of young people has gained momentum, as the challenges faced by them have come more sharply into views. UNICEF is committed to deliver for all children and adolescents through its overall impact goal of 'realizing the rights of every child, especially the most disadvantaged.

Building on its current work with, and for, adolescents, in line with the United Nations Youth Strategy, UNICEF launched a new global partnership, Generation Unlimited (GenU), which is dedicated to expanding opportunities for young people from ages 10 to 24 years. The India chapter of GenU has been named YuWaah which signifies catalytic partnerships to unleash the potential of adolescents and young people. Since its launch in November 2019, YuWaah has built alliances with a range of stakeholders such as the Government, Civil Society, UN and other international organizations, the corporate sector and, of course, young people themselves.

In the last four years, YuWaah and Partners' initiatives have impacted over 60 MN young people across the country, connecting them to socio-economic, skilling, and social impact opportunities through scale-up of innovative Solutions. In 2024, YuWaah seeks to engage more closely with the most marginalized, especially young people belonging to refugee and tribal communities, as well as PwDs and Care-Leavers, and aid them in unlocking their potential as young changemakers. This would also be in line with strengthening YuWaah's role as a Partnerships platform, as it would allow for co-creation of initiatives and advocacy with relevant Partners, as well as ensure that these initiatives are informed by the needs and aspirations of young people.

UNICEF wishes to engage a self-driven and motivated, Public-Private-Youth Partnership Consultant with demonstrated experience of executing youth-centric programs, as well as supporting the engagement of key partners, to help strengthen YuWaah's functioning as a Partnerships platform that brings together cross-sectoral stakeholders to deliver impact for India's youth. Thus, the role of the Consultant will be two-fold, involving implementation and advocacy for YuWaah's joint program with partners, such as Government actors, UN agencies, Foundations, Private Sector, and Civil Society Organizations, in engaging the most marginalized, as well as supporting engagement of Partners through quality reporting and organization of Partner Meets.

### **2. OBJECTIVES**

Under the technical guidance of the Adolescent and Youth Development Specialist (YuWaah) and the Partnerships and Fundraising Specialist (YuWaah), and the overall guidance of the Chief of Generation Unlimited, Youth Development and Partnerships, the PPYP Consultant would liaison with and consult the following key partners across

- a) the Public sector namely state departments across areas of skills and livelihoods
- b) private Sector including organisations such as CapGemini, SAP, Accenture, Amazon, Cyient and others who serve as members of YuWaah's board and leadership council, as well as
- c) youth advisors and leaders

to adapt YuWaah's existing skilling, livelihoods and leadership solutions to better focus on engaging with the most marginalized youth, as well as supporting engagement of YuWaah's existing partners.

Thus, the role of the Consultant would be to leverage their expertise on inclusion, equity and partnerships to work with key partners to deliver YuWaah and Partner's solutions to the most marginalized across select States and Districts, by undertaking the following key activities:

- a) Facilitation of youth consultations and compilation of youth-led insights from most marginalised constituencies
- b) Coordination with solution partners for adaptation of solution and delivery models to correspond to needs and context of youth from most marginalised groups
- c) Coordination with implementation partners for delivery of these solutions to most marginalized constituencies,
- d) reporting monthly updates to relevant Partners, and facilitating media and documentation efforts for the initiative, such as documentation of Human-Interest Stories as Case Studies
- e) Revising and launching a technical guidance document carrying framework and best practices for programmes aimed at engaging most marginalized youth as target population

### 3. MAJOR TASKS AND ACTIVITIES TO BE ACCOMPLISHED

<b>Work Assignments Overview (Include Major Tasks and Activities)</b>	<b>Deliverables</b>	<b>Date for submission of Deliverable</b>	<b>No. of deliverables</b>
1. Development of an insights report synthesising needs gap analysis of young people from most marginalised groups across	Final insights report  synthesising needs gap analysis of young people from most marginalised groups across	15 <sup>th</sup> June 2024	1
2. Review, revision and finalization of technical guidelines document for engaging the most marginalized	Final document outlining updated guidelines for engaging the most marginalized	15 <sup>th</sup> July 2024	1
3. Supporting the organization of a physical event (~100 participants) for launch of technical guidelines for engaging the most marginalized	List of event participants/attendees; Report summarising launch proceedings	31 <sup>st</sup> August 2024	2
4. Strategy for monitoring and evaluation of customized Solutions for the most marginalized	Work-plan and strategy document	20 <sup>th</sup> October 2024	2
5. Finalization of technical note and short deck carrying detailed description of solution adaptation and delivery models for marginalized youth basis insights generated from the needs gap assessment.	Final technical note and deck	25 <sup>th</sup> September 2024	2
6. Support organization of Partner convening marking YuWaah's 5 <sup>th</sup> Anniversary	Event report outlining: <ul style="list-style-type: none"> <li>List of participants</li> <li>Overview of proceedings</li> <li>Next steps</li> </ul>	30 <sup>th</sup> November 2024	1
7. Facilitate adaptation of at least one Solution focussing on skilling of young people from marginalized groups	Progress report carrying updates on the adaptation of at least 1 YuWaah solution focused on skilling by the relevant partner organisation	20 <sup>st</sup> December 2024	1
8. Creation of workplan for roll-out of customized Solutions with State Offices	Final planning document	25 <sup>th</sup> January 2025	1

9. Anchor adaptation of at least one Solution focussing on job readiness/awareness of young people from marginalized groups	Progress report carrying updates on the adaptation of at least 1 YuWaah solution around job readiness by the relevant partner organisation	20 <sup>th</sup> February 2025	1
10. Facilitate adaptation of at least one Solution focussing on Mentorship opportunities for young people from marginalized groups	Progress report carrying updates on the adaptation of at least 1 YuWaah solution around mentorship by the relevant partner organisation	25 <sup>th</sup> March 2025	1
11. Adaptation of 10 Human Interest Stories as Case Studies for Partners, focussing on young people from marginalized sections	2 case studies per month	30 <sup>th</sup> April 2025	10
12. Sharing 10 Narrative Reports for Donors basis dates agreed upon with individual Partners	Narrative/Progress Reports carrying programme updates as per dates agreed upon with Partners	10 <sup>th</sup> September 2024, 31 <sup>st</sup> October 2024, 10 <sup>th</sup> January 2025, 7 <sup>th</sup> March 2025, 10 <sup>th</sup> April 2025, 7 <sup>th</sup> May 2025	10
13. Supporting organization of Board and Leaders Council meetings with key Partners	3 decks and Minutes documents carrying programme updates for informing board and leadership councils members on progress attained, and additionally encapsulating suggestions provided by board members.	1 <sup>st</sup> August 2024, 31 <sup>st</sup> December 2024, 22 <sup>nd</sup> April 2025	3
14. Finalization of knowledge product focussing on best practices for engaging the most marginalized	Final document carrying best practices on engaging most marginalised youth across areas of skilling, job readiness and mentorship	30 <sup>th</sup> May 2025	1

#### 4. DUTY STATION

New Delhi (home-based)

#### 5. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)

Three air travel trips of 3 days each, total 9 days of travel to Bihar, Telangana and Rajasthan.

#### 6. ESTIMATED DURATION OF CONTRACT

12 months, from 1<sup>st</sup> June 2024 to 31<sup>st</sup> May 2025.

#### 7. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

##### Qualification:

Bachelors Degree in Social Sciences / Political Sciences and Development Studies, or other relevant discipline.

##### Years of Experience/Knowledge/Expertise/Skills required:

- (1) At least three years of relevant professional experience in the areas of program implementation and partner engagement, preferably with a focus on youth engagement;
- (2) Experience of working with and engaging a range of Partners, especially NGOs and UN agencies

- (3) Proven experience in knowledge management, with skills such as report writing essential
- (4) Demonstrated expertise and experience principles of inclusion, equity, and Sustainable Development Goals
- (5) Developing country work and/or field work is an asset
- (6) Passion for social cause and the YuWaah mission
- (7) Effective communication and leadership skills

## 8. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)

Technical and Financial ratio is 75:25 (technical proposal-75 points and financial proposal-25 points)

S. No.	Evaluation Criteria	Max. Marks	Min. Marks
1.	<b>Educational Qualification</b> Bachelors Degree in Social Sciences/ Political Sciences and Development Studies, or other relevant discipline.	<b>05</b>	<b>42</b>
2.	<b>Relevant professional experience</b> (i) At least three years of experience working specifically on youth-centrality and empowerment issues. (10 marks) (ii) Relevant professional experience in the areas of nurturing partnerships with diverse stakeholders across public, private and youth sectors and promoting their sustained engagement (10) (iii) Relevant experience on diverse methods of knowledge creation and management (10 marks) (iv) Demonstrated skills such as report writing through submission of a sample report (10 marks)	<b>40</b>	
3.	<b>Cover Letter</b> Cover letter with technical knowledge and skills acquired and examples of their applications especially towards addressing challenges of gender, inclusion, equity, and Sustainable Development Goals	<b>10</b>	
	<b>Sub-Total</b>	<b>55</b>	<b>42</b>
3.	<b>Interview</b>	<b>20</b>	<b>n/a</b>
	<b>Total</b>	<b>75</b>	<b>56</b>

**Note:** Applicants scoring 42 marks (out of 55) will be called for interview. Qualifying score in technical evaluation is 56 out of 75 marks.

## 9. PAYMENT SCHEDULE

Payment will made on submission and acceptance of 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.

## 10. IMPORTANT NOTES

- 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 health insurance (and visa if applicable) 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.

### **HOW TO APPLY:**

The application to be submitted through the online portal and must contain four separate attachments, as follows:

1. A cover letter (max 2 pages) with details of technical knowledge and skills acquired and examples of their applications especially towards addressing challenges of gender, inclusion, equity, and Sustainable Development Goals **(to be uploaded online under “Cover Letter” tab)**
2. An updated CV demonstrating all requirements stated above **(to be uploaded online under “Resume” tab)**
3. A Work Sample demonstrating skills such as report writing **(to be uploaded online against “Other – Applicant” tab).**
4. A financial proposal indicating all-inclusive amount (professional fee + travel cost as applicable) against each of the deliverable, as per the template attached. Please do not forget to specify your name in the file while saving **(to be uploaded online under “Financial Proposal” tab).**

**Important Note:** Please do not indicate financials anywhere else in the online application form, please mark "n/a or 00", under the fee related questions in the online application form.

**Without all the above 04 documents, your application will be considered incomplete and invalid and will not be considered further.**

- Any attempt to unduly influence UNICEF’s selection process will lead to automatic disqualification of the applicant.
- Joint applications of two or more individuals are not accepted.
- Please note, UNICEF does not charge any fee during any stage of the process.
- Women, trans, non-binary and gender diverse candidates meeting the requirements are strongly encouraged to apply.
- UNICEF is committed to diversity and inclusion and encourages qualified candidates from all backgrounds including persons living with disabilities to apply.
- General Terms and Conditions for the Consultancy Contract is attached, for your reference.

**For any clarifications, please contact:**

UNICEF

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