

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS/ CONTRACTORS



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Type of engagement:	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time
Title of engagement:	Project Coordinator – Generation Unlimited (YOMA)
Location: If remote or home-based, indicate. If contractor is not resident in host country, indicate if presence in host country and/or travel is required.	Trinidad and Tobago (with travel to Barbados)
Duration: Number of working days	11.5 months
Start Date:	5/1/2022
End Date:	6/15/2023
Requesting Section:	Programme Effectiveness
Supervisor:	Deputy Representative

BACKGROUND (*)

Generation Unlimited (GenU) is a global partnership that encompasses several initiatives and efforts of UNICEF and its partners. It aims to help adolescents and young people achieve better opportunities, education, entrepreneurship, training, and employment for their future. GenU aims to have every young person aged 10 to 24 in school, learning, training, or having some form of employment by 2030. Generation Unlimited focuses on public-private-youth partnerships (PPYP) to identify and implement solutions, unlock investments, and empower all young people to play a positive role in their society. UNICEF ECA will facilitate this innovative youth engagement initiative to empower adolescents and young people with the means to lead in their own progress towards a brighter, better, and more equitable future for adolescents and young people in Trinidad and Tobago, and by extension the Eastern Caribbean.

The Youth Marketplace Agency (YOMA) is a digital market based platform that allows young people to build and transform their future by engaging in social impact tasks with learning and income opportunities. It is a platform that provides young people with the opportunity to learn, serve their communities, and grow by giving them access to relevant capacity building activities they can choose to do in their communities through new partnerships with the public or private sector, educational institutions or other local organizations. YOMA aims to identify, nurture, and connect hidden talents by using psychometric tools and dynamic experiential learning (the process of learning by doing), allowing for an individual and scalable growth path.

Under the GenU initiative, UNICEF ECA aims to establish YOMA as one of the primary mechanisms to engage, reach, and impact young people in Trinidad and Tobago. UNICEF will subsequently expand to the Eastern Caribbean, recognizing YOMA's innovative approach and its potential to scale. YOMA plans to reach over [100,000] young people in Trinidad and Tobago with some form of entrepreneurship programmes, soft skills, vocational training, education or employability by the end of 2022.

The GenU Coordinator (YOMA) will provide technical and operational expertise to support the establishment of strategic partnerships for the YOMA platform, as well as oversee the implementation of the GenU initiative. The GenU Coordinator (YOMA) will also help identify potential new initiatives for and by young people, particularly around the mobilization, commitment, and strengthening the everyday life skills of use by young people. The Coordinator will place particular emphasis on identifying communication strategies and activities to strengthen the mobilization, representation, and engagement of marginalized youth and girls.

PURPOSE/SCOPE OF ACTIVITY/ASSIGNMENT (*)

1. **Goal and Objective:** Under the general supervision of the Deputy Representative and technical guidance and consultation with the Education Manager and ICT Associate, the Consultant will be responsible to provide overall technical, managerial and operational support to the operationalization of GenU initiatives in Trinidad and Tobago. Specifically, the Consultant will be responsible for the rollout of the YOMA pilot in Trinidad and Tobago.
2. **Provide details/reference to AWP areas covered:** This links to the Activity: 0420/A0/05/881/002/009 - Support to operationalize GenU.
3. **Activities and Tasks:**

The Consultant will work closely with the programme team to achieve the following results/deliverables:

Result 1: The coordination and management of GenU initiatives is supported in Trinidad & Tobago, with technical expertise and guidance; and optimizing sector linkages.

Activities:

- Support the integration of young people into Trinidad and Tobago's programming around priority interventions identified in the United Nations Country Implementation Plan for Trinidad & Tobago to help accelerate children and young people's well-being, especially youth that are:
 - Under-employed
 - Unemployed
 - Lacking access to sufficient education, training, or upskilling resources and services
 - Marginalized or vulnerable due to multiple factors, inter alia, socio-economic background, gender, geography, disability and displacement
 - Young entrepreneurs that need assistance
- Support internal and inter-agency initiatives related to the GenU.
- Support the Ministry of Youth Development & National Service and advocate for the implementation of the Country Investment Agendas, developed under GenU.
- Support the identification and proposal of innovative and strategic approaches to scale up successful GenU initiatives, contributing toward concept notes/proposals; reporting (including knowledge exchanges); as well as partnerships.
- Support the documentation, reporting, visibility and communication of GenU-related initiatives and other interventions, including lessons learned, knowledge sharing, needs and results achieved.
- Support the development of concept notes/proposals for mobilization of funds; as well as technical contributions to the Resource Mobilization and Partnerships Leveraging support materials/package.

Result 2: YOMA platform rolled out in Trinidad & Tobago customized for the local context and the needs of youth via comprehensive multi-stakeholder engagement to ensure inclusivity, diversity and equal opportunity for all youth.

Activities:

- Support the YOMA roll-out in Trinidad & Tobago through the establishment of a YOMA community hubs, especially for young people in marginalized communities including youth on the move and internally displaced young people, including:
- Coordinate YOMA's development and launch in (i) Trinidad & Tobago through a co-creation process with young people and partners; (ii) Support the creation of YOMA Trinidad and Tobago Community Hub which will include both online and offline engagements with young people around (i) digital skills development, (ii)

workforce readiness (with emphasis on apprenticeships and job placements) and lastly, through (iii) youth engagement opportunities for marginalized youth (displaced youth, adolescent girls and out-of-school adolescents) people, working in close collaboration with UNICEF Partnerships Specialist and key private sector partners.

- Harness the partnerships identified, and support the identification of additional strategic partnerships with the public and private sector including academic institutions for the deployment of YOMA which aims at fostering opportunities for entrepreneurship training, mentoring and 21st-century job market skills with focus on marginalized youth in Trinidad & Tobago.
- Support the monitoring and evaluation, and generation of information/data, of measurable evidence and identified Yoma indicators.
- Support innovative approaches to increase the U-report's reach, engagement, and impact for young people especially girls by strengthening synergies between all communities and youth networks.

(i) **Work relationships:**

The Consultant will report to the Deputy Representative working closely with the education manager, section heads and teams including Communication Specialist, and Partnership Specialists, Senior ICT Associate etc. / working groups (B4R).

(ii) **Outputs/Deliverables:**

The Consultant will submit monthly comprehensive reports containing progress on the work plan; as well as recommendations about the next steps regarding UNICEF interventions, including project funds required for implementation. The report shall conform to the requirements of UNICEF and include all necessary data (age-sex disaggregated), to support the M&E indicators of the Yoma Project.

WORK ASSIGNMENT OVERVIEW			
Key Activities/Tasks (*)	Deliverables/Outputs (*)	Duration (Est. days/months)	Due Date
Result 1: Inception report including Situational / GAP analysis	Inception report including (1) Report/Situational Analysis or Gap analysis (2) SWOT Analysis (3) Strategic Report- identifying priority areas, based on the two beforehand(4) Consultations and focus group meetings	10 days	+10 business days of start
Result 2: Project management and monthly reporting	11 x Consolidated monthly reports (Monthly comprehensive report, work plan progress, & recommendations. Interventions should include projected costs; and partnership management). The report shall conform to	22 days per month	Monthly

	<p>the requirements of UNICEF and include all necessary data, maps and exhibits to support the recommendations. Detailed End of Contract Report (as above, including results achieved, evaluation data, recommendations and next steps)</p> <p>Monitoring & evaluation plan identifying key metrics e.g. SDGs etc. to be measured and reported against.</p> <p>2022 Revised Yoma Implementation Plan with key 2022 deliverables</p> <p>Action oriented communications strategy identifying key stakeholders, messaging, channels, and targeted results</p> <p>Official Yoma Launch - Physical & Virtual Platform completed and publicly available with initial partner integrations</p>		
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TRAVEL REQUIREMENTS*

This assignment will require travel from Trinidad and Tobago to Barbados (4 trips are estimated).

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 related to 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 monthly installments based on the submission of monthly reports. The monthly reports shall be subject to review and approval by UNICEF after delivery by the Consultant. If needed, revisions and alterations may be requested by UNICEF related to quality and technical depth parameters. Only after final clearance from the UNICEF ECA, will the payment be processed.

- Month 1 - Completion of Deliverable 1 (submission by end of month) – Inception Report
- Month 2 - Completion of Deliverable 2 (submission by end of month) – Updated consolidated workplan & monthly report 1
- Month 3 - Completion of Deliverable 3 (submission by end of month) – Consolidated monthly report 2
- Month 4 - Completion of Deliverable 4 (submission by end of month) – Consolidated monthly report 3
- Month 5 - Completion of Deliverable 5 (submission by end of month) – Consolidated monthly report 4
- Month 6 - Completion of Deliverable 6 (submission by end of month) – Consolidated monthly report 5
- Month 7 - Completion of Deliverable 7 (submission by end of month) – Consolidated monthly report 6
- Month 8 - Completion of Deliverable 8 (submission by end of month) – Consolidated monthly report 7
- Month 9 - Completion of Deliverable 9 (submission by end of month) – Consolidated monthly report 8
- Month 10 - Completion of Deliverable 10 (submission by end of month) – Consolidated monthly report 9
- Month 11 - Completion of Deliverable 11 (submission by end of month) – Consolidated monthly report 10
- Month 12 - Completion of Deliverable 12 (end of contract report) (submission 1-2 weeks before the end of the contract) Consolidated monthly report 11

MINIMUM EXPERIENCE / QUALIFICATIONS (*)	
<p>Education: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines: Master’s degree in social sciences, international development, communication, education, project management, business development, business administration, or any other relevant technical field.</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> • At least five years of professional experience in the areas of child and youth engagement and / or entrepreneurship, project management, resource mobilization / partnerships, community engagement, advocacy • Previous experience of working with development actors: United Nations agencies, civil society, government entities. • Experience in managing internal and external partnerships, including international organizations, government, and the private sector. • Good knowledge of UNICEF's global and regional youth engagement and innovation strategy, including the Generation Unlimited initiative. • Understanding of the Caribbean context and education / entrepreneurship landscape. • Knowledge of U-Report or experience using Cartedo, Atingi or YOMA platforms would be an asset. • Excellent command of Microsoft Office tools (Word, Excel, PowerPoint, Outlook, OneNote). • Strong presentation and communication skills and demonstrated experience working with online platforms. • Strong coordination skills and ability to adhere to deadlines and work remotely.

Years of Experience: 5 or more years

Language(s) needed if any: Fluent in English (oral and written)

ADMINISTRATIVE MATTERS (*)

This assignment is based in Trinidad and Tobago. The Consultant will be provided with a UNICEF email account; and a monthly communications allowance. He/she is expected to work with his/her laptop and mobile phone.

The Consultant will report to the Deputy Representative, and be guided technically by the Education Manager and ICT Associate. He/she will work closely with Sections of Heads and Teams, and the UNICEF Partnership Specialist.

The Consultant will be expected to report regularly on progress being made on the contract (ECA and HQ). Periodic discussions will also be carried out during the consultancy period to monitor progress and constraints, support required and proposed solutions.

All project-related travel must be pre-approved and is by the most economical fare. Reimbursement will be as per UNICEF policy. Daily Subsistence Allowance (DSA) for approved travel would be provided based on prevailing UN rates.

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](#)
- [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/549981/national-consultancy-project-coordinator-generation-unlimited-yoma-trinidad-tobago> no later than 21 April 2022. The application package should include the following:

- a) A cover letter;
- b) Detailed Curriculum Vitae
- c) A proposal stipulating all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

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.