



TERMS OF REFERENCE

Youth Engagement Action Plan Consultant

Background

Global challenges such as the coronavirus disease (COVID-19) pandemic, climate crisis and conflicts across the world have stalled progress towards the achievement of the 2030 Agenda for Sustainable Development. With only eight years left to achieve the Sustainable Development Goals (SDGs), the world needs to meet these challenges head on and to accelerate the implementation of global commitments, including the SDGs, for current and future generations.

The voices, expertise and creativity of youth are critical in shaping decisions and policies, driving social progress and inspiring political change. Young people occupy a key place in the UN vision for a future of global cooperation and for reinvigorating an inclusive, networked and effective multilateralism. It is an agenda for action designed to accelerate the implementation of existing agreements, including the 2030 Agenda, with a view forward to the next 25 years.

The implementation of the SDGs will only be possible if young people are meaningfully engaged in decision-making at all levels – this key element is underlined in Youth2030, the UN Youth Strategy, launched in September 2018 by the Secretary-General to transform the work across the UN system for and with youth by achieving the following:

- Address the needs, develop the agency and advance the rights of young people
- Assure the engagement and participation of young people in the implementation, review and follow-up of the 2030 Agenda (and other global agendas)
- Ensure that the work of the UN on youth issues is pursued in a coordinated, coherent and holistic manner together WITH youth

In an effort to move to more sustained action at the country level, the United Nations Country Team (UNCT) in Jamaica represented by some 12 resident and non-resident UN Agencies, Funds have identified youth leadership and meaningful youth engagement as a key focus area. To further strengthen this focus area across all pillars of its work, the UNCT in Jamaica is now seeking to develop a comprehensive youth engagement action plan aligned with the timeline of the United Nations Caribbean Multi-Country Sustainable Development Cooperation Framework (MSDCF) 2022-2026.

[Jamaica's Revised National Youth Policy 2017-2030](#) presents meaningful youth engagement as a national commitment to better serve and include young people in the development of the country. Indeed, Jamaica's National Youth Policy, which was revised in 2017, establishes a framework to promote positive youth development. The Policy outlines six priority areas: education and training, health and well-being, employment and entrepreneurship, youth participation, social inclusion and reintegration, and institutional and youth sector arrangements.

This Youth Engagement Action Plan intends to support the goals of Jamaica's Revised National Youth Policy 2017-2030, The United Nations Youth Strategy (Youth 2030), Jamaica's National Development Plan (Vision 2030) and the United Nations Caribbean Multi-Country Sustainable Development Cooperation Framework (MSDCF) 2022-2026.

Additionally, The Youth2030 UNCT Scorecard was developed as a self-reporting tool for planning, performance measurement, and accountability of joint action by UNCTs. It is expected that this Consultancy will support the UNCT in Jamaica to systematically compile and report on the UN's contributions to the UN Youth Strategy through, in part, eliciting the necessary responses to the Youth 2030 Scorecard.

Objectives

To this end, the consultancy will have three key objectives:

1. To conduct a mapping and stock-taking exercise to better understand current youth engagement and participation across UNCT planning and processes.
2. To develop an action plan to advance the UN Youth Strategy (*Youth2030*) while reflecting Jamaica's priorities, and which includes a coordination mechanism to implement the action plan.
3. To prepare and submit inputs to Youth 2030 Jamaica Scorecard by collating and providing responses to the UNINFO (IMS) Annual Survey on Normative Areas pertaining to youth.

To fulfill this task the UNCT Jamaica is looking for an expert with experience in youth programming and developing youth engagement strategies. The expert will be responsible for ensuring the process is co-created with and through meaningful engagement of youth – that is inclusive and enhances capacity among youth participants.

Scope of Work

Output from the assignment is a report consisting-of the stock-taking exercise, the UN Jamaica Youth Action Plan and Coordination Framework with appropriate annexes and a short Executive Summary, in English. In this regard the consultant will have the following duties and responsibilities in the creation of the document:

1. Overview of how youth were involved in the overall process and specifically the creation of the Action Plan;
2. Stock-taking exercise: Review of young engagement interventions of the UNCT in Jamaica, including the different levels of youth engagement, youth structures engaged, and thematic areas;
3. Articulation of the UN Jamaica Youth Action Plan to advance the UN Youth Strategy, *Youth2030*, while also reflecting Jamaica's development goals. This should include a coordination mechanism to implement this action plan that prioritizes the UNCT's response to the Youth Scorecard;
4. Recommendations for institutional mechanisms and processes for strengthening meaningful youth engagement (MYE) including but not limited to capacity development, communication, partnerships, key thematic areas, fundraising and monitoring and evaluation needed for the implementation of *Youth 2030* at UNCT levels;
5. Inputs to the Youth 2030 Jamaica Scorecard accompanying UNINFO (IMS) Annual Survey on Normative Areas pertaining to youth based on wide consultation with UN agencies, funds and programmes; and
6. Annex: Listing of youth-based organizations involved; consult/contact reports; and supporting documentation e.g. Existing UN agencies youth engagement strategies and guidelines.

Deliverables

Key deliverables are:

- Consultation methodology and workplan with timelines; and proposal of how youth are to be engaged with validation by the UNCT.
- Desk review of supporting literature.
- Consultations conducted with UN Agencies Funds and Programmes as well as targeted youth stakeholders/ partners; consult/contact reports provided.

- Presentation of stock taking report and the Youth Engagement Action Plan with proposed recommendations and coordination mechanism to expand the opportunities identified.
- Report and supporting documents, including:
 - Summary of youth engagement methodology and approaches taken
 - Executive Summary
 - Stock-taking exercise
 - Recommendations
- Scorecard inputs based on consultations conducted with UN Agencies Funds and Programmes as well as targeted youth stakeholders/ partners.
- Annex

Approval

The process towards finalisation and approval of all reports/ deliverables must include the review of related draft reports and incorporation of feedback from relevant UNCT and UN agencies after consultation with other key stakeholders, if necessary.

Institutional arrangement

The consultant will work under the joint supervision of the UNICEF and UNESCO Youth Focal Point as representatives of the UNCT in this assignment.

Contractual terms

This consultancy will be virtual/home-based and may include some physical meetings. The services of the selected consultant will be required for a period of up-to 4 months, starting latest on November 1, 2022. All products resulting from this contractual arrangement are the exclusive property of the UNCT Jamaica. In alignment with Meaningful Youth engagement (MYE) principles, any foreseen engagement of youth for contributing to the drafting/elaborating of the deliverables will be remunerated and included in the financial proposal.

Requirements

- Bachelor's degree in social/ political sciences, international development, law or any related field.
- Minimum of 5 years or relevant work experience in youth programming, monitoring evaluation and learning and development of youth strategies.
- Strong research and writing skills including experience writing studies and producing reports.
- Experience working with youth/youth issues in sectors such as agriculture, trade, youth empowerment, decent youth employment and entrepreneurship ideally at the international organization level.
- Knowledge of youth related best practices and trends in youth engagement.
- Knowledge of and/or experience of working with the UN is desirable.
- Knowledge of the Caribbean context is desirable.
- Credibility in demonstrating commitment to youth leadership in implementing the assignment.
- Experience in organizing workshops and events with youth, both as organizers and target audiences.
- For this consultancy excellent writing and oral skills and fluency in English is required.
- Knowledge of another UN Official language would be an asset.

Documents to be included when submitting proposals

Interested Consultants must submit the following documents/information to demonstrate their qualifications:

1. Letter of interest and availability
2. Curriculum vitae and at least 3 references
3. Financial proposal
4. Technical Proposal of maximum 4 pages (in English, mandatory):
 - i. Explaining why they are the most suitable for the work
 - ii. Providing a brief methodology on how they will approach and conduct the work
 - iii. Statement of consultant's experiences in consulting with youth, including from different genders, urban/rural locations and socio-economic groups, including those at-risk – and how these experiences will inform their approach to this project.

Child Safeguarding
Is this project/assignment considered as “ Elevated Risk Role ” from a child safeguarding perspective?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, check all that apply</i>
Direct Contact Role
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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:
Child Data Role
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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):
More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates

¹ 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.