<u>**TERMS OF REFERENCE**</u>

Individual Consultant: Technology for Digital Aggregator Platform (open to National Consultants only)

Duty Station: New Delhi (home based)

Contract Duration: 8 months

Closing Date: 03 October 2024

1. BACKGROUND AND PURPOSE

UNICEF global Generation Unlimited partnership intends to meet the urgent needs of expanding education, skill development and employment opportunities for young people across the world. YuWaah (Generation Unlimited/GenU) is a UNICEF-initiated multi-stakeholder global platform, that aims to prepare young people to transition from education and learning to productive work and active citizenship.

YuWaah is working to focus on engagement, learning, skill development and employment of young people. Envisaged as a strategic, long-term initiative, YuWaah will serve as the much-needed bridge between solution providers, private sector, Government of India, academia and civil society organizations to fund and scale-up innovative and effective solutions.

YuWaah has developed a digital aggregator platform, YouthHub - which puts young people at the center of the solution and brings together government, industry and civil society to offer economic, skilling, and social impact opportunities, enabling young people to realize their full potential. Youth Hub serves as a bridge to employment, seamlessly connecting young talents with job opportunities through integrations with leading job portals in India.

YouthHub is continuously evolving, requiring cutting-edge technological solutions and strategic partnerships. To ensure its continued success and scalability, YuWaah is seeking a consultant who will anchor the governance of the platform and lead critical product development initiatives. These include creating seamless integrations with partner systems, enhancing the user experience for a desktop-optimized site, and rolling out new functionalities, such as personalized learning pathways and disability-friendly (PWD) features.

Given the complexity and scale of the project, the consultant will also play a pivotal role in coordinating with multiple stakeholders, such as system integrators, government institutions, and private-sector partners. The consultant will support the transition from the current system integrator to a new tech development agency and ensure that all technical developments, including API integrations and security audits, are carried out in compliance with Indian IT laws.

This assignment is crucial to ensuring that YouthHub continues to serve as a comprehensive and inclusive platform that empowers young people across India, enabling them to transition seamlessly into the workforce and become active, engaged citizens.

2. OBJECTIVES

The consultant will anchor the work related to the use of technology for YuWaah, Generation Unlimited in India, and coordinate the development of new functionalities in YouthHub in collaboration with key stakeholders. The consultant's responsibilities will include providing strategic guidance on platform governance, leading product development, and overseeing API integrations, all while ensuring alignment with YuWaah's goals of empowering young people.

Key objectives include:

- Lead the development of new functionalities on the YouthHub platform, including the creation of System Requirements Specifications (SRS), UI/UX designs, and content development.
- Coordinate with system integrators, internal teams, and the growth team to ensure smooth integration and operation of new features such as learning pathways and accessibility features.
- Oversee the transition of the current system integrator to a new tech development agency, ensuring seamless continuation of platform development and operations.

3. MAJOR TASKS AND ACTIVITIES TO BE ACCOMPLISHED

Work Assignments Overview (*Include Major Tasks and Activities)*	Deliverables/Outputs	Timeline/Date for submission of Deliverable
Provide strategic guidance to the core governance group for overseeing the Governance of the Technology and YuWaah platform. Lead product development initiatives, including the creation of SRS, UI-UX, and content. Conduct bi-weekly check-ins with the system integrator, YouthHub Platform internal team, and coordinate with the growth team to ensure overall alignment. Enhance the existing YouthHub fully-functional website to optimize it for desktop use. Develop and take LIVE P2E features of learning programs for different stream of students on YouthHub , ensuring minimum disruptions on the latter.	Validated project plan with internal deadlines aligned with the system integrator for the development of features across various stakeholder groups submitted.	23 Oct 2024
	Report submitted with screenshots of the enhanced fully functional YouthHub Website application.	15 Nov 2024
	Report submitted with screenshots of the P2E features of learning programs developed on the application.	4 Dec 2024

Coordinate API integration with partner portals (U Report, Skill India Digital, NCS, P2E and YOMA) to ensure seamless data exchange and functionality throughout all quarters	a) Integration of YouthHub with U-Report completed and report with the screenshots of the Integrated system submitted.	31 Dec 2024
Support additional integrations with government institutes, ensuring minimal impact on YouthHub	b) API Integration of YouthHub with Skill India Digital Platform completed and report with the screenshots of the Integrated system submitted.	10 Jan 2025
Coordinate with the system integrator, Program Management Unit, and growth team on API integrations with existing platforms, upcoming platforms, and potential partners	c) API Integration of YouthHub with National Career Service Portal (MoLE) completed and report with the screenshots of the Integrated system submitted.	31 Jan 2025
	d) API Integration of YouthHub with P2E and Yoma Integration taken LIVE and report with the screenshots of the Integrated system submitted.	20 Feb 2025
Conduct bi weekly check-ins with the system integrator, platform internal team, and growth team on API Integrations		
Support YuWaah with the transition of the current system integrator to the new tech development agency.	Knowledge Transfer document submitted.	5 Mar 2025
Conduct Security Audit to ensure compliance with Indian IT Laws and fixes required by the security audit addressed.	Security Audit Clearance report submitted.	15 Apr 2025
Identify areas for improvement and Implement accessibility features for differently-abled users	Detailed report outlining identified areas for improvement and the implementation of accessibility features for differently-abled users submitted.	1 Jun 2025
Conduct bi weekly check-ins with the system integrator, platform internal team, and growth team		

4. DUTY STATION
New Delhi (home-based)

5. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)

No travel anticipated.

6. ESTIMATED DURATION OF CONTRACT

12 months, from 15th October 2024 to 15th June 2025.

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

Qualification:

Master's degree in Engineering and /or Technology stream.

Years of Experience/Knowledge/Expertise/Skills required:

- Around 8 to 10 years of experience in the field of technology project management/ program management specifically for technology solutions implemented at a national or global scale, requiring multi-stakeholder consultations and coordination.
- Has direct experience in developing, launching, and rolling out the product in market of a consumer centric mobile application.
- Prior experience in working with various technology platforms as well as with Open Source and Open API technologies.

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.	8 to 10 years of experience in the field of technology project management/ program management specifically for technology solutions implemented at a national or global scale, requiring multi-stakeholder consultations and coordination	10	
2.	Has direct experience in developing, launching, and rolling out the product in market of a consumer centric mobile application	20	37.5
3.	Has prior experience in managing API Integrations between platforms.	20	
	Sub-Total	50	37.5
3.	**Interview**	25	n/a
	Total	75	56

Note: Applicants scoring 37.5 marks (out of 50) will be called for interview. Qualifying score in technical evaluation is 56 out of 75 marks.

9. PAYMENT SCHEDULE

Payment will be 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 three separate attachments, as follows:

1. A cover letter (max 2 pages) outlining understanding of the scope and activities, motivation to undertake it and demonstrating fit for the assignment **(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 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 03 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:
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