

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title:	Funding Code	Type of engagement	Duty Station:
A national consultant to conduct a comprehensive and evidence-based desk review on current situation of adolescents and youth in Yemen, across all key sectors	SC190669	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Home based

Background and Justification

UNICEF recognizes adolescent girls and boys as sources of opportunity rather than of problems; “at promise” rather than “at risk.” The fulfilment of their rights requires an investment in their development and their capacity at different stages to acquire critical assets; the abilities and skills, values and experiences to negotiate multiple life domains, to avoid risky behaviors and become economically independent. A positive development approach considers adolescents girls and boys as assets and seeks to empower them to participate in an active way within their families and communities.¹ Programming for and with adolescents has been growing exponentially in the past two decades in UNICEF country offices. The new Strategic Plan consolidates existing investments in and accelerates the visibility of adolescents throughout the organization – across sectors, in expanded partnerships, through media and communication and in research, monitoring and evaluation.²

There are currently 6.3 million adolescents in Yemen (10-19 years) which represents more than 21.55 % of the total population³. This population is expected to continue to grow over the next 30 years almost doubling by 2050⁴. These changing demographics present opportunities that should be planned for in advance of the realization of the potential demographic dividend.

There are enormous gaps and challenges in terms of realizing the full potential of adolescent boys and girls in Yemen. The eruption of the conflict in March 2015, and its continuation to date, has created an unprecedented humanitarian crisis in Yemen affecting almost all of Yemen’s 22 governorates as continued airstrikes, shelling and ground fighting have resulted in significant destruction of civilian infrastructure including schools, hospitals, roads and bridges, whilst the lack of public sector salaries has led to a collapse of public systems and services. Even prior to the conflict, Yemen already had some of the worse indicators in the region for children, adolescents and particularly girls, in a context of limited access to resources and services and harmful socio-cultural norms and practices

Keeping a regularly updated Situation Analysis on adolescent and youth (SitAn) is central to UNICEF mandate. It contributes to inform national strategies, policies and programmes, and orient them towards actions which aim at accelerating the progress on child rights-related national goals and promoting a broad engagement of stakeholders.

Given the situation in Yemen and since that conducting a situation analysis could not be feasible, UNICEF Yemen Country Office is embarking on conducting a rights-based and equity-focused desk review on Adolescents and Youth in Yemen to contribute to the generation of knowledge and identification of critical gaps to serve as a basis for evidence-based policy and programming for adolescents and youth. The findings are also aimed at guiding stakeholders in the identification of programmes and interventions.

¹ Accelerating programming for and with adolescents UNICEF 2014-2017 Strategic Plan; <file:///C:/Users/jgill/Downloads/Annex%201%20-%20Document%205.pdf>

² As above

³ Yemen Civil Statistics Organization Population Report 2018

³ GEN 2030 Yemen Fact Sheet

Purpose of Activity/Assignment:

The purpose of the exercise is to conduct a rapid desk review of key publications and documents on Adolescents and Youth (A&Y) in Yemen, which will consist of:

- Conduct a comprehensive and evidence-based desk review on A&Y. The desk review shall follow a holistic approach and consider the cross-sectoral areas of: demographic trends, health and nutrition, education, school to work transition and economic empowerment (covering life skills), care and protection, and disability, with a focus on gender and equity to ensure that the most vulnerable groups are considered;
- Map current response/interventions to A&Y by different stakeholders in Yemen including policies, programs, and services.
- Take stock of the available data and identify gaps in research, studies, and evidence to inform the adolescents programming across sectors (Health, Education, Child Protection...etc.) and identification of gaps in policies specifically related to A&Y in Yemen; and of “legislative and country governance bottlenecks” and also “system bottlenecks in some sectors”.
- Recommendations to fill in the gaps of (i) data collection, (ii) developed of policies including processes and (iii) researches.

Work Assignment- Specific Tasks to be completed:

Review key documents, strategies and reports produced by UNICEF, UN agencies, World Bank, League of Arab States, Population Council, and other relevant documents to produce a document outlining the situation of A&Y in Yemen, with focus on the following themes:

- Listing of Vulnerable A&Y: living in poverty, Juvenile, and disability
- Gender/Equity lens, child marriage and all forms of harmful practices
- Education (formal/information, access and quality)
- Employability and social entrepreneurship: Livelihoods and economic participation
- Adolescent health and wellbeing
- Civic engagement and participation
- A&Y affected by conflict (CAAC, displacement, refugee status, migration issues/trends, social cohesion) and, issues of security, stability and radicalization of A&Y.

Methodology

The methodology will consist of a thorough analysis based on existing data. The desk review will involve all relevant sectors to A&Y development: education, skills development, employment, health, nutrition, protection, participation and civic engagement. The exercise will identify and collect all available data across the sectors, existing laws, policies, and regulations, pertaining to adolescents and youth’s development.

Key Questions to be answered

The desk review will respond to the following questions, either through direct consideration, or through reference to other documents in which these are adequately addressed:

1. What is the situation of adolescents and youths in Yemen from 2015 till now, and how has it evolved? (Progress and challenges)
2. Which are the most deprived groups of adolescents and youths? Where are they located?
3. What forms of deprivation, exclusion, and the patterns are for multiple deprivations and where they intersect? What are the determining factors that give rise to and perpetuate their exclusion?
4. How do the duty bearers (national authorities, UN, Civil Society, NGOs) respond to the gaps in adolescents and adolescents and youths’ rights in Yemen? What is the status of public policies and public and private social interventions affecting adolescents and youths in Yemen?
5. What risks (conflict, natural hazards, etc.) exist that are likely to affect the patterns of deprivation and exclusion?

6. What programme interventions and resource mobilization and allocation options are currently available or should be considered in the future, to address specific dimensions of inequity and pervasive vulnerabilities?			
Budget Year: 2021	Requesting Section/Issuing Office: Education	Reasons why consultancy cannot be done by staff: Outside the scope of work and technical expertise of the staff member	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor: Leon Gaskin, Education Manager	Start Date: 25th August 2021	End Date: 25th November 2021	Number of Days (working) 70 working days

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
<ul style="list-style-type: none"> - Conduct a comprehensive and analytical review of existing/planned literature and evidence on adolescents & youth in Yemen and related background information, including programmatic and evaluation research, official policies, studies, papers, plans, projects, and other documents. 	Detailed Inception report (including detailed methodology and timeframe) maximum 7 pages	(7days)	10%
<ul style="list-style-type: none"> - Compare between current adolescents & youth policies, plans, initiatives, programs in Yemen with international and regional experience/standards on adolescents & youth. - Understanding of adolescents and youths vulnerabilities and causes, and recommendations are made to improve policies and inform programming or interventions. - Analyze the extent to which gender inequalities and the fulfilment/non-fulfilment of the rights of women affect overall inequalities and deprivations, including those affecting of adolescents and youths .Mapping of partners/ stakeholders of the A&Y thematic in preparation, analysis, data collection, publication and dissemination as well as their respective interventions - Identify and analyze barriers and bottlenecks that prevent disadvantaged adolescents and youths benefiting from interventions and services. - Make a set of recommendations to address the identified gaps. 	Draft desk review report and presentation materials	(40 days)	40%
<ul style="list-style-type: none"> - Share and validate the study findings and recommendations about adolescents and youths in Yemen, - Validation must be done in coordination and participation from UNICEF sections and in consultation with adolescents and youths with the aim of validating study results and plan the way forward to scale up youth policies, strategies, programs and services 	Report of feedback/discussion proceeding and recommendations.	(10 days)	25%
<ul style="list-style-type: none"> - Revise and finalize the validated report based on feedback and comments from UNICEF 	Final report, validation and dissemination in Arabic and English, based on feedback provided	(13 days)	25%
Monitoring and Reporting: All deliverables are to be approved by UNICEF Yemen prior to finalization to ensure that they meet quality criteria.			
Submission of offers The Offer should be in two parts: Part A – Technical; Part B – Financial, of no more than 5 pages.			

Part A: Technical

1. Background information that includes an interpretation and understanding of the terms of reference.
2. Methodology and approach outlining a clear conceptual and analytical framework for the work to be undergone.
3. Proposed work plan outlining clear timeframe and logical steps in conducting the assignment.
4. Name and brief background of the vendor, including existing experience and expertise that will be of benefit to the proposed assignment.
5. Names and contact information of referees for the 3 most recent and relevant projects.

Part B: Financial

An itemized budget divided into professional fees and direct cost of activities in United States Dollars.

Estimated Consultancy fee	The estimated budget for international range between USD 24,500 - USD 31,500 and national range between USD 20,44- USD 24,780		
Travel International (if applicable)	0	0	0
Travel Local (please include travel plan)	0	0	0
DSA (if applicable)	0	0	0
Total estimated consultancy costsⁱ	The estimated budget for international range between USD 24,500 - USD 31,500 and national range between USD 20,44- USD 24,780		

Minimum Qualifications required:

- Bachelors Masters PhD Other

Enter Disciplines

- Advanced degree from a recognized university in social sciences, education, public health, international development, or other related fields.

Knowledge/Expertise/Skills required:

- Demonstrated knowledge and work experience in social research (in sampling, data collection instrument design, analysis of qualitative and quantitative data and report writing)
- Experience in conducting assessments and evaluations on youth (and/or closely related fields such as gender, workforce development, or education)
- Practical experience in the use of participatory methods for conducting assessments, monitoring and evaluation, research, and planning.
- Proven knowledge and work experience in peer education or youth development
- Proven capacity in summarizing policy and programme documents and recommendations.
- Proven working experience in the Arab region.
- Computer skills (word processing, spreadsheets, statistical analysis software application, internet research, etc.);
- Fluency in English is essential. Additional fluency in Arabic will be preferred.

	- Strong communication skills, with the ability to communicate detailed concepts clearly and concisely both in writing and verbally.
Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>
Request Authorised by Section Head	Request Verified by HR:
<p><i>Approval of Chief of Operations (if Operations):</i> _____ <i>Approval of Deputy Representative (if Programme)</i> _____</p> <p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i></p> <p>_____</p>	

ⁱ 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.