

TERMS OF REFERENCE

Individual Consultant: Female Labor Force participation and Social Security (open to National Consultants only)

Duty Station: New Delhi

Contract Duration: 12 months.

Closing Date: 23 October 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 facing them have come more sharply into view. UNICEF is committed to delivering for all children and adolescents through its overall impact goal of 'realizing the rights of every child, especially the most disadvantaged.

Building on the current work with, and for, adolescents, in line with the United Nations Youth Strategy, UNICEF is developing a new global partnership, Generation Unlimited (GenU), which is dedicated to expanding opportunities for young people from ages 10 to 24 years. Maximizing the potential of the United Nations system, Governments, Civil Society Organizations and the private sector, and of young people themselves, GenU is focused on finding new ways to ensure that every young person is in school, undergoing formal or informal learning or training, or is employed by 2030. The focus will be on reaching those in the greatest danger of being left behind: including girls, young people with disabilities or on the move, or affected by conflict and natural disasters.

The India version of GenU has been named YuWaah. It signifies catalytic partnerships to unleash the potential of 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. It has provided a platform for the exchange of ideas, dissemination of existing employment, skilling and learning initiatives, youth engagement and amplification of youth aspirations, choices and unmet needs.

Out of the three thematic pillars under GenU/YuWaah, Pillar 1 involves enabling aspirational economic opportunities for young people. This pillar specifically includes:

- Building hyper-local job connects
- Promoting apprenticeships
- Enabling an ecosystem for youth entrepreneurship

2. OBJECTIVES

Under the leadership and guidance of Program Specialist, the consultant is expected to bring understanding and experience of the jobs ecosystem and the challenges associated with female labor force participation in the country. The consultant is also expected to strengthen partnership with relevant ministries who work

on employment for women, primarily with the Ministry of Labor and Employment (MoLE) that anchors the work on improving female labor force participation and social security schemes related to employment.

The consultant will also ensure YuWaah’s representation and engagement within the taskforces established by the Ministry for focusing on new-age jobs, female labor force participation, automation in employment and other such relevant thematic areas.

The consultant will play a critical role in assisting YuWaah to meet program objectives by managing the project implementation, reporting and coordinating with various departments/ agencies/ stakeholders for ensuring smooth rollout & meeting the planned targets for the outreach and overall scale.

The consultant will also ensure that the overarching principles of UNICEF and YuWaah that support inclusivity, gender diversity and environmental sustainability are upheld through strategic partnerships and intentional programming.

3. MAJOR TASKS AND ACTIVITIES TO BE ACCOMPLISHED

Work Assignments Overview (Include Major Tasks and Activities)	Deliverables/Outputs	Timeline/Date for submission of Deliverable
Develop one-year long engagement plan for YuWaah with the Ministry of Labor and Employment for female labor force participation and engagement on the employment linked social security schemes newly announced in the latest budget	A detailed document capturing plan of action with activities, timelines and outcomes.	25 th December 2024
In partnership with the Ministry, develop a communication and outreach plan for young people regarding the newly announced Employment Linked Incentive schemes under GoI Budget 2024	A detailed communication and outreach plan aligned with the scheme guidelines and shared priorities for the government and YuWaah.	25 th January 2025
Co-create and implement at least 10 online awareness sessions on social security and Provident Fund for young people, by bringing MoLE and private partners together	Final Report of awareness sessions with the outcomes and impact	1st March, 2025
Strengthen the ongoing work on female labor force participation with the Ministry of Labor and Employment, which includes <ul style="list-style-type: none"> - Actioning the communication and outreach plan as agreed with the Ministry. - Providing technical and knowledge support to the taskforce (created by the Ministry of Labor and Employment on improving female 	Strategy note on communication and outreach plan for female labor force participation. Final taskforce document with inputs for the taskforce	20th March, 2025

workforce participation, of which YuWaah is a member) by submitting inputs for the final report of the taskforce		20 th March 2025
‘Implement capacity building training for MoLE’s young professionals on YuWaah’s ‘Step Up – Bano Job Ready program’ with support from a training agency and support MoLE in embedding the program as part of the KPI for the young professionals	Final report on the completion of the Step Up – Bano Job Ready program with 300 Young Professionals including details such as number of participants, number of jobs applied, feedback about training and at least 5 case studies. SOP document for the Young Professionals to implement the training as their KPI.	15 th April, 2025
Identify partnership opportunities between YuWaah and MoLE on ‘Emerging jobs and the future of work’ (including AI)	A 7-10 page document with recommendations for MoLE’ taskforce on emerging jobs and the future of work	2 nd May, 2025
Create scale up plans for existing YuWaah initiatives within the ministry	A note and deck for scaling up YuWaah initiatives with MoLE with plan to embed them as sub schemes.	10 th June, 2025
Collaborate with MoLE technical team for the integration of National Career Service (MoLE’s national job portal) and YouthHub (YuWaah’s one stop portal for skilling and employment)	Final Report on completion of integration, with the details and outcomes	10 th July, 2025
Partner with MoLE to organise a consultation connecting young people to economic opportunities, sharing of best practices and capture voices of adolescent and youth on programs and schemes implemented by the ministry	Summary report capturing discussion points, actions agreed to and outcomes of delegation meetings conducted	15 th August, 2025
Creating YuWaah’s working group on enhancing female labour force employment in India by reaching out to potential members in agreement with YuWaah team, drafting agenda before each quarterly meeting and recording minutes and action items post the meetings	4 Quarterly Working Group meeting minutes with action items	10 th October, 2025
Identify central ministries and relevant schemes for inter-ministerial convergence on enhancing economic opportunities for young women along with MoLE	Action plan for convergent programming between 3-4 central ministries	30 th November, 2025

4. DUTY STATION

New Delhi

5. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)

Three air travel trips of 2 days each, total 6 days of travel.

6. ESTIMATED DURATION OF CONTRACT

12 months, from 1st December 2024 to 30th November 2025.

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

Qualification:

Bachelor's degree in social sciences/ political sciences/ economics or development studies

- The individual must have a minimum of 3 years of progressively responsible professional experience in program or project planning and implementation with particular emphasis on youth livelihoods and employment.
- Experience of working with Adolescents and youth programs would be highly desirable.
- Experience of working with state government departments / ministries, UN agencies and corporates is desirable.
- Experience working on women employment is highly desirable.
- Experience of working with central ministries is mandatory.
- Developing country work/field experience is an asset.
- Ability to develop partnerships and network in the areas of education, skills, youth engagement and employment.
- Fluency in English & Hindi (written and verbal) is required.

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.	Relevant experience: The individual must have 3 years of progressively responsible professional experience at national/international level in program or project planning and implementation with particular emphasis on youth livelihoods and employment (10)	45	33.5

2.	Experience of working with central government departments / ministries on livelihood and employment programs is mandatory (25)		
3.	Experience of working with adolescents and youth programs would be highly desirable. (10)		
3.	Interview	30	n/a
	Total	75	56

Note: Applicants scoring 33.5 marks (out of 45) 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:

UNICEF

Supply & Procurement Section,

73, Lodi Estate,

New Delhi 110003

Email: indconsultants@unicef.org