

### TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
GenU & Youth Innovation Consultant		<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Freetown, Sierra Leone (including travel to districts).
<p><b>Purpose of Activity/Assignment:</b></p> <p><b>Background</b></p> <p>The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.</p> <p>"To realize the SDGs' vision of a world in which no one is left behind, we need to go beyond business as usual – investing in innovation and building broader, bolder partnerships that help us reach every child." UNICEF Executive Director Henrietta H. Fore</p> <p>Since 2014, UNICEF Sierra Leone has been championing the use of innovation to help identify and address the issues that affect the children and women of Sierra Leone. Work done over the past 6 years has established UNICEF Sierra Leone as the leading agency for innovative programming to help deliver results for children in Sierra Leone.</p> <p>In 2018, the Government of Sierra Leone established a new Directorate of Science, Technology and Innovation (DSTI). DSTI's mandate is to use Science, Technology and Innovation to support the Government of Sierra Leone to deliver on its national development plan effectively and efficiently; and to help transform Sierra Leone into an innovation and entrepreneurship hub. UNICEF Sierra Leone has already established a workplan with DSTI to promote and enable the use of Innovation in Sierra Leone for improved results for children.</p> <p>In April 2018, UNICEF initiated Generation Unlimited (GenU), a global, multi-sectoral partnership which aims to ensure every young person (aged 10-24 years) has opportunities for education, training or age-appropriate employment by 2030. By preparing the largest generation of young people in history to become productive and engaged members of society, the potential for global progress is unlimited.</p> <p>GenU focuses on seven strategic priorities to address the greatest challenges facing young people as they navigate the important transition from education and training to employment and entrepreneurship:</p> <ul style="list-style-type: none"> <li>▪ Promote formal school experiences that build skills young people need for productive lives.</li> <li>▪ Provide young people outside formal schooling with opportunities for training, skill development, and additional education.</li> <li>▪ Improve connections between young people and existing work opportunities.</li> <li>▪ Increase the number of quality work opportunities available to young people.</li> <li>▪ Foster entrepreneurship as a mindset and a livelihood.</li> <li>▪ Promote equitable access to quality education, training, employment, entrepreneurship, and civic participation.</li> </ul>			

- Equip young people as problem-solvers and engaged members of civil society, helping to create a better world.

GenU highlights UPSHIFT, an innovative programme response to empower marginalized youth and adolescents to become social innovators and social entrepreneurs, as a solution which could be scaled up to address skills for employment. The programme is designed to build skills and opportunities for young people who are disadvantaged due to poverty, gender, disability or ethnicity. The programme combines social innovation workshops, mentorship, incubation and seed funding, to equip young people with the skills and resources they need to identify problems in their own communities and design solutions for them. Through UPSHIFT, young people build skills to create solutions which the wider communities benefit from.

**Purpose and Objective of the Assignment:**

Sierra Leone is a Generation Unlimited (GenU) frontrunner country having been involved in the advancement of results for young people (aged 10-24) across Education/Skills, Entrepreneurship, Employment and Youth Engagement. Additionally, UNICEF Sierra Leone has been working towards implementing solutions at scale with focus on scaling up digital connectivity, online/remote learning, work, and livelihoods platforms, including as a response to COVID-19. The Country Office, as per Global Guidance, now looks to support convergence between GenU, Giga and Learning Unlimited, to help ensure synergy between the workstreams and enable the availability of digital connectivity and platforms to help build foundational, transferable, digital, entrepreneurial, and job-specific skills.

Along with UPSHIFT, “GIGA” has also been launched with ITU. This is a new initiative to connect every school to the internet, and every young person to information, opportunity and choice.

The GenU & Youth Innovation Consultant reports to the Innovation Specialist, P-4, for general guidance and direction. The Consultant supports the Innovation Unit and Education Section in planning, managing and monitoring the GenU programme including but not limited to Learning Unlimited, Giga Initiative and UPSHIFT activities supported by UNICEF Sierra Leone.

**Scope of Work**

Under the general guidance and supervision of the Innovation Specialist, the Consultant will be responsible for the following key functions/accountabilities:

- Support and facilitate the rollout of the GenU convergence programme with Learning Unlimited and GIGA.
- Underpin UNICEF’s role as a convener to enable the scale-up of the GenU partnership at country level.
- Develop a scaling-up strategy of the Generation Unlimited in Sierra Leone reflecting priorities and solutions by young people of Sierra Leone, enabling every young person aged 10-24 to be in some form of school, learning, training or employment.
- Maintain collaboration with Government of Sierra Leone and identify new opportunities for engaging other stakeholders to contribute to GenU Sierra Leone.
- Engage in partnership building with private sector and opportunities for empowerment and meaningful engagement of adolescents and young people and identify innovative solutions by and for young people.
- Driving a systems-building approach to the scaled rollout of UPSHIFT.
- Providing management and monitoring on programmatic delivery of results.
- Support the identification of resourcing opportunities and the development of proposals to enable scale up of GenU and UPSHIFT in Sierra Leone.
- Perform other related duties as assigned by the supervisor to ensure the success of the team.

**Child Safeguarding**

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

YES  NO If YES, check all that apply:

**Direct contact role**       YES     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**       YES     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](#)

<b>Budget Year:</b> 2023	<b>Requesting Section/Issuing Office:</b> Innovation	<b>Reasons why consultancy cannot be done by staff:</b> <i>Given the technical nature of the work, with a focus on youth innovation, and the competing work priorities of staff.</i>	
<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
<b>Consultant sourcing:</b> <input type="checkbox"/> National <input type="checkbox"/> International <input checked="" type="checkbox"/> Both		<b>Request for:</b> <input checked="" type="checkbox"/> New SSA – Individual Consultancy <input type="checkbox"/> Extension/ Amendment	
<b>Consultant selection method:</b> <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)			
<b>If Extension, Justification for extension:</b>			
<b>Supervisor:</b> Innovation Specialist	<b>Start Date:</b> July 2023	<b>End Date:</b> June 2024	<b>Number of Days (working)</b> 230 (11.5 mths).

<b>Work Assignment Overview</b>			
<b>Tasks/Milestone:</b>	<b>Deliverables/ Outputs:</b>	<b>Timeline</b>	<b>Estimate Budget</b>
Draft GenU / Reimagine Strategy for 2023/24 & Youth Innovation Strategy, based on desk review, stakeholder engagement, RO and HQ input.	Draft Document	Aug-23	N/A
Prepare a partnership and resource mobilization strategy for the GenU, Reimagine Ed & Youth Innovation activities, including standing proposal.	Draft partnership and resource mobilization strategy document.	Aug-23	N/A
Identification and mapping of strategy milestone	Included in Workplan	Aug-23	N/A
Update and maintain GenU/Reimagine workplan to manage staff and partners to deliver the milestones	Updated document	Ongoing to end of contract	N/A
Support LP content delivery (both MBSSE & NCD) in Sierra Leone	Progress updates shared at least monthly	Ongoing to end of contract	N/A
Support the implementation of the various components (connectivity, content, and devices) for DLHs for youth and other stakeholders	Progress updates shared at least monthly	Ongoing to end of contract	N/A
Develop and support delivery of GenU activities in the 42 GIGA pilot schools, including, but not limited to DPG advocacy, student engagement with RapidPro and Upshift, Teacher Training, Digital Literacy, TVET for adolescents	Progress updates shared at least monthly	Ongoing to end of contract	N/A
Work with the UNICEF education department to ensure Innovation and digital literacy is a cross cutting element of the Education strategy	Progress updates shared at least monthly	Ongoing to end of contract	N/A
Prepare and curate Sierra Leone's Generation Unlimited Youth Challenge.	Progress updates shared at least monthly	Ongoing to end of contract	N/A
Providing management and monitoring support to UPSHIFT programme facilitating the delivery of results.	Progress updates shared at least monthly	Ongoing to end of contract	N/A
Support the GenU Partnership and programme deployment in Sierra Leone.	Progress updates shared at least monthly	Ongoing to end of contract	N/A
Develop, draft, and share media progress updates on GenU & Youth Innovation work to send bi-monthly and, on an ad-hoc basis, to relevant parties, internal and external. Draft final consolidated report of the first round of GenU pilot.	Progress updates shared at least monthly	Ongoing to end of contract	N/A

Description	Unit Cost (USD)	Total Cost (USD)	
Professional Fees (11.5 months)			
International Travel - inclusive of Visa and Residency Permit costs (payable based on actuals)			
Local Travel (please include travel plan)			
DSA (if applicable)			
<b>Total Estimated Consultancy Costs<sup>i</sup></b>			
<p><b>Minimum Qualifications required:</b></p> <p><input checked="" type="checkbox"/> Bachelors   <input checked="" type="checkbox"/> Masters   <input type="checkbox"/> PhD   <input type="checkbox"/> Other</p> <p>An advanced university degree (Masters or higher) in Business, Economics, Social Sciences, Social Work, Youth Engagement, International Relations, or another relevant field.</p> <p>A first university degree (Bachelor's) in a relevant field combined with 2 years of professional experience, may be accepted in lieu of an advanced university degree.</p>	<p><b>Knowledge/Expertise/Skills required:</b></p> <ul style="list-style-type: none"> <li>A minimum of 5 years of professional work experience in a relevant field, such as youth engagement, innovation, social innovation, or entrepreneurship.</li> <li>Experience in working on social innovation and social entrepreneurship projects/programmes, including the design, incubation and mentoring processes, including communication, multi-stakeholder engagement including private sector, and managing relations with those stakeholders who support, ecosystem engagement.</li> <li>Experience in deploying digital platforms, tools and approaches.</li> <li>Fluency in English is required, strong written and verbal competency is necessary.</li> <li>Experience working in a developing country required, working in the West African region is considered as an asset</li> </ul>		
<p><b>Administrative details:</b></p> <p>Visa assistance required:   <input type="checkbox"/></p> <p>Transportation arranged by the office:   <input type="checkbox"/></p>	<p><input type="checkbox"/> Home Based   <input checked="" type="checkbox"/> Office Based:</p> <p>If office based, seating arrangement identified:   <input checked="" type="checkbox"/></p> <p>IT and Communication equipment required:   <input type="checkbox"/></p> <p>Internet access required:   <input type="checkbox"/></p>		
<p><b>Request Authorised by Section Head</b></p>	<p><b>Request Verified by HR:</b></p>		
<p><i>Approval of Chief of Operations (if Operations):</i></p>  <p>_____</p> <p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i></p> <p>_____</p>		<p><i>Approval of Deputy Representative (if Programme)</i></p>  <p>_____</p>	

<sup>i</sup> 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

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.