

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

International Consultant: Gender and Adolescent Development Consultant	Funding Code: N/A	Duty Station: Phnom Penh, Cambodia
<p>Purpose of Activity/Assignment:</p> <p>UNICEF Cambodia is seeking an International Consultant to provide technical support for the implementation of the Local Life Skills Education (LLSE) and Volunteer for My Community (VMC) programmes in provinces across Cambodia. This work includes facilitating greater integration and coherence of various existing initiatives including Generation Future, VMC, girls' digital skills development with LLSE and developing and expanding climate change and mental health focused LLSE.</p> <p>Under the general guidance of the Education Specialist, this consultancy aims to build capacity of the Ministry of Education Youth and Sport (MoEYS) Department of Youth Centre (DYC) and Vocational Orientation Department (VOD) to develop and expand an eco-system for soft skills development and volunteering within and around the school system. Throughout the assignment meaningful engagement of adolescents, particularly girls, and applying a gender transformative lens to all interventions will be required.</p>		
<p>Scope of Work:</p> <p>The Consultant will work with the Cambodia Country Office Education Team to provide technical support to DYC and VOD for the implementation of Local Life Skills Education and VMC activities, with particular focus on adolescent girls. The Consultant will:</p> <ul style="list-style-type: none"> • Create a mapping document to illustrate existing and planned youth skills development programmes, including LLSE, VMC, Generation Future, Skills4Girls, Young Solar (YOSO) etc. detailing each programme's methodology, timeline, target provinces, number of target students, key partners and funding sources. • Based on the mapping above, develop a strategy to create coherence and synergy among the existing and planned programmes and provide recommendations for next steps, closely working with the ADAP and Gender Specialist. • Produce a youth network mapping document and strategy to expand the reach of the existing/planned programmes to more diverse populations, in particular adolescent girls. • Update and facilitate the work plan for the integration of Generation Future into the LLSE curriculum in target provinces, including creation of skills development and project implementation ecosystems through VMC. • Oversee the introduction and scale up of digital skill development initiatives, with a particular focus on females, including the review and updating of educational materials. • In close coordination with institutional partners that support scale-up implementation of LLSE, monitor the implementation of climate change and green skills LLSE based on the scale-up plan. • Liaise with Ministry of Education focal points to support monitoring activities and compile data on the LLSE programme, including field visits to target provinces (up to 10 provinces in the North and Northeast mainly) in close coordination with a national UNV. • Support the development and delivery of communications materials, including providing content for human interest stories and videos to be posted across UNICEF channels and MoEYS website in collaboration with MoEYS VOD and DYC and UNICEF Communication Section. • Produce regular progress reports and act as a focal point to communicate with government counterparts to provide timely updates. • Provide support to report writing and proposal development concerning ADAP programmes including green skills and digital skills development. 		

<p>Child Safeguarding</p> <p>Is this project/assignment considered as “Elevated Risk Role” from a child safeguarding perspective?</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, check all that apply:</p> <p>Direct contact role <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>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:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>The Consultant will be responsible for communicating regularly with young people aged 16-18 throughout the course of the contract, including direct contact during and between meetings.</p> <p>The Consultant will also have direct contacts with school-aged children (from 11-16 years-old) during field visits in targeted provinces. The Consultant will be accompanied by a UNICEF staff member during these visits. The Consultant will also complete the UNICEF PSEA course and adhere to all relevant procedures and child protection guidelines.</p> </div>		
<p>Child data role <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>The Consultant will be responsible for handling the data of children and young people throughout the course of the contract.</p> </div> <p>More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates</p>		
<p>Budget year: 2024-2025</p>	<p>Requesting Section/Issuing Office: Education, Phnom Penh</p>	<p>Reasons why consultancy cannot be done by staff:</p> <p>The assignment requires specific expertise related to the development of innovative solutions for youth engagement that is currently not held by staff members.</p>
<p>Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both</p> <p>Competitive Selection: <input type="checkbox"/> Advertisement <input type="checkbox"/> Roster <input type="checkbox"/> Informal competitive (Low Value Contract)</p> <p>Single Source Selection: <input type="checkbox"/> (Emergency - Director’s approval)</p>		
<p>Supervisor: Channra Chum, Education Specialist</p>	<p>Start Date: 6 May2024</p>	<p>End Date: 30 April 2025</p>

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget (Percentage of payment)
1. Mapping document of existing and planned youth skills development programmes, including LLSE, VMC, Generation Future, Skills4Girls, YOSO	Mapping document of youth skills development initiatives	17 May 2024 (9 working days)	5%
2. Strategy to create coherence and synergy among the existing and planned programmes and provide recommendations for next steps	Strategy document including recommendations for next steps	14 June 2024 (16 working days)	10%
3. Youth mapping document and strategy to expand the reach of the existing/planned programmes to more diverse populations	Mapping document and strategy to expand reach to diverse populations	19 July 2024 (16 working days)	10%
4. Update and facilitate the work plan for the integration of Generation Future into the LLSE curriculum in target provinces	Updated work plan with clear list of activities and timeline	16 August 2024 (16 working days)	10%
5. Oversee the introduction and scale up of digital skill development initiatives, including the review and updating of educational materials	Progress report with clear list of next steps	13 September 2024 (16 working days)	10%
6. Monitor the implementation of climate change and green skills LLSE based on the scale-up plan	Progress report on scale up implementation and monitoring activities	18 October 2024 (16 working days)	10%
7. Support monitoring activities and compile data on the LLSE programme, including field visits to target provinces	Progress report on scale up implementation and monitoring in target provinces (1 report expected per trip, at least 5 provinces to be visited)	6 December 2024 (30 working days)	15%
8. Provide content for human interest stories (HIS) and video scripts to be posted across UNICEF channels and MoEYS website in collaboration with MoEYS VOD and DYC	Content for at least two HIS, including relevant background information and quotes, and one draft video script	17 January 2024 (16 working days)	10%
9. Produce regular progress reports and act as a focal point to communicate with government counterparts to provide timely updates	Presentation summarizing the progress and next steps of the LLSE programme	21 February 2025 (10 working days)	5%
10. Provide support to report writing and proposal development concerning ADAP programmes, including green skills and digital skills development	Draft donor reports and proposals	18 April 2025 (30 working days)	15%

Total:	175 days	100%
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Minimum Qualifications required*:	Knowledge/Expertise/Skills required*:
<p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines:</p> <ul style="list-style-type: none"> Master's degree or above in relevant fields, such as international development, social sciences, public policy, education, or other relevant areas 	<p>Qualifications and Experience:</p> <ul style="list-style-type: none"> Minimum 3 years of relevant experience and expertise with youth engagement, gender-transformative programming, entrepreneurship and volunteerism projects Demonstrable experience in adolescent participation, skills development initiatives, and youth-related gender issues is essential Demonstrable experience in donor communication, reporting writing, and editing in the region Experience in programme monitoring and evaluation processes Experience in writing and editing reports and donor communication in the region Experience producing communications materials, including gathering information for human interest stories and writing video scripts is desirable Experience working with UNICEF or other UN agencies is a plus <p>Knowledge and Skills:</p> <ul style="list-style-type: none"> Excellent writing and analytical skills, especially to synthesize complex information for multiple audiences Excellent communication skills and the ability to work with a range of stakeholders, including Government representatives, private sector actors and young people Excellent organisational skills and ability to handle and complete multiple assignments with competing deadlines Knowledge and understanding of Cambodia and its development context Knowledge of UNICEF Cambodia programmes and child rights issues is desirable <p>Competencies:</p> <ul style="list-style-type: none"> Ability to work quickly, responsively and independently Demonstrates integrity and high ethical standards Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability Treats all people fairly without favouritism Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment

	<p>Languages:</p> <ul style="list-style-type: none"> • Fluency in English at a native level is required. • Knowledge of Khmer is desirable. <p>NOTE: "Fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and "Knowledge of" equals a rating of "confident" in two of the four areas.</p>
<p>Submission of applications:</p> <ul style="list-style-type: none"> ▪ Letter of Interest (cover letter) ▪ CV or Resume ▪ Performance evaluation reports or references of similar consultancy assignments (if available) ▪ Financial proposal: All-inclusive lump-sum cost including, consultancy fee, travel and accommodation cost, medical insurance for this assignment as per work assignment. 	
<p>Evaluation Criteria (This will be used for the <u>Selection Report</u> (for clarification see <u>Guidance</u>))</p> <p>A) Technical Evaluation (100 points) weight: 70%</p> <ul style="list-style-type: none"> • Masters' in Education in international development, social sciences, public policy, education or other relevant areas (15 points) • Experience in youth engagement, gender-transformative programming, writing and editing in the region (40 points) • Knowledge of Cambodia and its development context (20 points) • Quality of past work, with focus on similar initiatives and assignments (e.g. understanding, methodology) (25 points) <p>B) Financial Proposal (100 points) weight: 30%</p> <p>The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum of 70 points in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.</p> <p>The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.</p>	
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p>	<p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Email/O365 access required: <input checked="" type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>

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.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance 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.