

# TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS/CONTRACTORS

TITLE	Adolescents and Youth Consultant (Young People Advisory Board)
Requesting Section	Education/ADAP
Type of engagement	Consultant
Duration <i>[up to 11.5 months without mandatory break-in-service]</i>	11.5 months
Duty Station	Kyiv
Number of working days	230
Consultancy fee per day, USD	100 USD
Terms of payment	Upon completion of each deliverable according to schedule

## Background:

Children's Participation is spelled out in different articles of the Convention of the Rights of the Child (Art. 12, 15, 31). It is both a right and a process in which children become active contributors in their own lives and are connected to the life of their communities rather than passive recipients of adult protection and care. Meaningful participation involves much more than consulting with children: it requires a commitment to recognize the as experts on their own lives; redress the power imbalances; challenge traditional assumptions on adult/child relationships, as well as improve the skills and competences needed to help children participate in decision-making processes related to their community, social, cultural, economic and democratic life, according to their evolving capacities. In this context, children's participation and engagement is fostered by UNICEF as a key strategy to improve programmatic relevance.

To this end, the Young People Advisory Board is established in Ukraine Country Office to ensure systemic, cross-cutting meaningful engagement and participation of young people with the aim to:

- Increase UNICEF's accountability to young people
- Support young people's leadership and build their skills to improve their understanding and opportunities of influence and participation in the Humanitarian Response and Early Recovery
- Increase programmatic relevance and credibility of UNICEF's work with and for young people across all aspects of UNICEF's mandate.
- Create opportunities for vulnerable young people with lived experiences to co-design programmatic response and policies benefitting themselves and their peers

UNICEF Ukraine ADAP team will be supporting the development and work on the Young People Advisory Board for the entire office.

## Purpose of assignment:

- In consultation with different UNICEF programs, cross-cutting thematic areas, and in line with the AWP for 2023, identify the thematic streams and groups on Work.
- In collaboration with Comms, SBC and relevant sections, support the national advertisement for the recruitment of young people for the Young People Advisory Board.
- Support the selection of candidates with relevant sections and comms once the screening is done.
- As part of a team, lead the development and coordination (admin and technical) development of bootcamps for young people.
- If required, develop partnerships for the Young People Advisory Board.
- Participate in relevant coordination meetings
- Support the Monitoring and Evaluation elements and reporting on the young people advisory board.
- Define resources, including financial, needed to implement the activities to support Young People Advisory Board functioning (including: capacity building, networking, commute from remote areas, promo and info materials etc)

<ul style="list-style-type: none"> <li>Any other relevant tasks</li> </ul>			
<b>Minimum requirements:</b>	<b>Education</b> <i>[specify disciplines]</i>	Bachelor's degree	Social/socio-economic sciences, International relations, Psychology, Social policy, or related spheres.
	<b>Professional experience</b> <i>[number of years, relevant to the assignment, other specifics]</i>	<ul style="list-style-type: none"> <li>At least 3 years of coordination of projects related to advocacy, youth/adolescent development, engagement and participation.</li> <li>At least 2 years of experience in youth activism, volunteering, peer-to-peer programs for youth, including coordination and management</li> <li>Experience of engagement with UNICEF or other UN agencies, including as intern or volunteer is an asset</li> </ul>	
	<b>Language</b>	Ukrainian	Proficient/Native [C2]
		English	Advanced [C1]
	<b>Skills and competencies</b>	<ul style="list-style-type: none"> <li>Knowledge in adolescent and youth empowerment, advocacy and coordination</li> <li>Strong coordination skills;</li> <li>Excellent communication and ability to write concisely</li> <li>Ability to manage information, data and work with strategic documents</li> </ul>	

### Work assignment overview:

Deliverable	Deadline	# of w/days
<ul style="list-style-type: none"> <li>- Setting areas for Young People Advisory Board with sections,</li> <li>- Report including breakdown of progress and recommendations for the way forward</li> </ul>	6 <sup>th</sup> October 2023	10
<ul style="list-style-type: none"> <li>- Follow-up with sections on Young People Advisory Board areas of intervention;</li> <li>- participation on monthly Youth Taskforce and presentations,</li> <li>- Report including breakdown of progress and recommendations for the way forward</li> </ul>	24 <sup>th</sup> November 2023	35
<ul style="list-style-type: none"> <li>- Carry out the bi-weekly meeting with enrolled young people,</li> <li>- Submit communications accordingly,</li> <li>- Set monitoring and evaluation mechanisms and include reporting lines on results achieved</li> <li>- Coordinate with relevant sections for the purpose when needed</li> <li>- Report including breakdown of progress and recommendations for the way forward</li> </ul>	3 January 2024	28
<ul style="list-style-type: none"> <li>- Identify and support the development of opportunities of collaboration with external stakeholders for the support of the Young People Advisory Board projects (based on needs)</li> <li>- Participate in reporting, monitoring and evaluation of the Advisory Board</li> <li>- Coordinate with relevant sections for the purpose</li> <li>- Report including breakdown of progress and recommendations for the way forward</li> </ul>	22 <sup>nd</sup> February 2024	36
<ul style="list-style-type: none"> <li>- Carry out events for the outreach of the Young People Advisory Board</li> <li>- Participate in reporting, monitoring and evaluation of the Advisory Board</li> <li>- Coordinate with relevant sections for the purpose</li> <li>- Report including breakdown of progress and recommendations for the way forward</li> </ul>	18 <sup>th</sup> April 2024	40
<ul style="list-style-type: none"> <li>- Finalise the events and follow-up on action to be carried out for sections</li> <li>- Participate in reporting, monitoring and evaluation of the Advisory Board</li> <li>- Coordinate with relevant sections for the purpose</li> <li>- Report including breakdown of progress and recommendations for the way forward</li> </ul>	12 <sup>th</sup> June 2024	39
<ul style="list-style-type: none"> <li>- Work with sections on integration of findings from the work of Young People Advisory Board for upcoming AWP</li> <li>- Provide Monitoring, Evaluation, Reporting and Visibility as per needs</li> <li>- Report including breakdown of progress and recommendations for the way forward</li> </ul>	13 <sup>th</sup> September 2024	42
<b>Sub-total:</b>		<b>230</b>

### Travel plan:

Destination	Period [month, year]	Estimated travel time
		Days
TBD within Ukraine (based on needs)	Quarter 1, 2023	5
TBD within Ukraine (based on needs)	Quarter 2, 2023	5
TBD within Ukraine (based on needs)	Quarter 3, 2023	5
TBD within Ukraine (based on needs)	Quarter 4, 2023	5

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.