

## **TERMS OF REFERENCE**

### **Individual Consultant: Apprenticeship and Female Labour Force Participation (open to National Consultants only)**

**Duty Station:** New Delhi (home based with mission travels)

**Contract Duration:** 12 months

**Closing Date:** 29<sup>th</sup> January 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. Maximising 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 exchange of ideas, dissemination of existing employment, skilling and learning initiatives, youth engagement and amplification of youth aspirations, choices and unmet needs. YuWaah is working to focus on engagement, learning, skill development and employment of young people. Envisaged as a strategic, long-term initiative, YuWaah serves as the much-needed bridge between various stakeholders including but not limited to solution providers, private sector, Government of India, academia, students, youth and civil society organizations to fund and scale up innovative and effective solutions.

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

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

In our efforts to enable economic opportunities for young people, YuWaah plans to strengthen apprenticeships as an important pathway for employment. With growing concerns over women's meaningful participation in the labor force, YuWaah also plans to strengthen the pipeline for all forms of employment opportunities for young women. To maximize opportunities in both these areas and solidify partnerships that could boost apprenticeship and jobs for young people, particularly for young women, there is a need for a dedicated consultant to focus specifically on these thematic areas

The purpose of this assignment is to hire/engage a person with strong knowledge of apprenticeship and female labor force participation as well as background in engaging with government and private stakeholders through partnerships. The consultant will be involved in delivering specific responsibilities and tasks for apprenticeship and female labor force participation related work within the Pillar 1 (Economic Opportunities for Young people) of YuWaah.

The consultant will provide relevant technical and subject matter expertise, partnerships and coordination support, and work closely with the Pillar 1 Lead for effective coordination of all the activities.

## 2. OBJECTIVES

Under the leadership and guidance of Program Manager, and with support from the Lead for economic opportunities, the consultant will be expected to bring understanding and experience of the apprenticeship ecosystem as well the challenges associated with female labor force participation in the country and leverage the existing knowledge and resources to drive at-scale programs through meaningful partnerships. 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.

## 3. MAJOR TASKS AND ACTIVITIES TO BE ACCOMPLISHED

<b>Work Assignments Overview (Include Major Tasks and Activities)</b>	<b>Deliverables/Outputs</b>	<b>Timeline/Date for submission of Deliverable</b>
<ul style="list-style-type: none"><li>• Present insights on roles/jobs that can be a good fit for scaling up female labor force participation through remote and gig jobs</li></ul>	1 final report with mapping of opportunities suited for remote and gig jobs across in-demand and rising industries	By 10 <sup>th</sup> April 2024
<ul style="list-style-type: none"><li>• Strengthen the work on female labor force participation with the Ministry of Labor and Employment by supporting in actioning and driving the outcomes agreed as part of the task force created by the Ministry.</li></ul>	A detailed action plan to drive initiatives agreed between the Ministry and YuWaah along with implementation strategy, partners involved and timelines	By 25 <sup>th</sup> April 2024
<ul style="list-style-type: none"><li>• Collaborate with the key central and state ministries and private organizations that work towards apprenticeship to understand priorities and identify synergies with YuWaah's goals and establish YuWaah's position as a key stakeholder in apprenticeship</li></ul>	A detailed action plan for apprenticeship with schemes/models and recommendations in alignments with YuWaah's mandates	By 25 <sup>th</sup> May 2024
<ul style="list-style-type: none"><li>• Organize stakeholder consultation on female labor force participation in partnership with govt and private partners to come up with recommendations and insights on improving FLFPR across various sectors</li></ul>	1 final report with insights from the consultation	By 10 <sup>th</sup> June 2024
<ul style="list-style-type: none"><li>• Collaborate with the key central and state ministries and private organizations that work towards enhancing female labor force participation rate (FLFPR) to understand priorities and identify synergies with YuWaah's goals and establish YuWaah's position as a key stakeholder in FLFPR</li></ul>	A detailed action plan for FLFPR with schemes/models and recommendations in alignment with YuWaah's mandates	By 5 <sup>th</sup> July 2024
<ul style="list-style-type: none"><li>• Establish YuWaah's role as an important stakeholder in the think tank being created by the Ministry of Labor and Employment for improving female labor force participation in the country</li></ul>	Strategy note on YuWaah's role in MoLE think tank including other partners who can support in this, strategy to fulfil the role successfully, support sought from other partners and scope for policy advocacy	By 20 <sup>th</sup> July 2024

<ul style="list-style-type: none"> <li>Identify employers/aggregators that will support in enabling employment opportunities for young women and understand their model – To generate demand for an ongoing project with CIFF (Children’s Investment Fund Foundation)</li> </ul>	<ol style="list-style-type: none"> <li>List of at least 10 to 15 employers mapping (for 3 shortlisted states) who have good models in FLFPR (5 days)</li> <li>Document briefing the models that are most relevant to Yuwaah’s needs and how to synergize</li> </ol>	<p>By 10<sup>th</sup> August 2024</p> <p>By 10<sup>th</sup> August 2024</p>
<ul style="list-style-type: none"> <li>Create scalable and sustainable programs towards enabling apprenticeship as well as improving female labor force participation, including creation of budgets, strategy and implementation plan</li> </ul>	Concept note with program details including budget, strategy and implementation plan	By 15th September 2024
<ul style="list-style-type: none"> <li>Support the YuWaah comms team is driving the communication campaign on female labor force participation through technical inputs on the content, in alignment with approvals and requirements from the Ministry of Labor and Employment and CIFF</li> </ul>	A note on Technical inputs for campaign content including govt policies, schemes and programs on FLFPR	By 15 <sup>th</sup> October 2024
<ul style="list-style-type: none"> <li>Support in developing strategy for enabling jobs for women through YuWaah’s Youth Hub aggregator platform</li> </ul>	1 pitch deck for employers to create more jobs for women	By 5 <sup>th</sup> November 2024
<ul style="list-style-type: none"> <li>Identify programs and models to scale up apprenticeship opportunities for young people with a focus on degree- based apprenticeship</li> </ul>	An action plan for scaling up apprenticeship through degree based apprenticeship programs ongoing in the country entailing details of 2-3 good models	By 30 <sup>th</sup> Nov 2024
<ul style="list-style-type: none"> <li>Encourage establishments including MSMEs, to create more apprenticeship opportunities and young people to take up apprenticeship in states through cluster based approach</li> </ul>	1 playbook for scaling up apprenticeship through cluster-based approach for MSMEs, including both demand and supply side solutions and recommendations	By 20th Dec 2024
<ul style="list-style-type: none"> <li>Convene 5 to 8 meetings with the relevant ministries and govt bodies to scale up apprenticeship and FLFPR initiatives that have been mutually agreed with the respective ministry as part of action plan</li> </ul>	Submission of 5 to 8 reports on major action items of the meetings	By 28 <sup>th</sup> Feb 2025

#### 4. DUTY STATION

New Delhi (home-based with mission travel)

#### 5. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)

There will be 2 trips (by air) of 2 days each to Maharashtra/Karnataka/Odisha/Jharkhand.

#### 6. ESTIMATED DURATION OF CONTRACT

12 months, from 1<sup>st</sup> March 2024 to 28<sup>th</sup> February 2025.

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

### Qualification:

An advanced university degree (Master's or higher) in Business Administration/social development/social services/public policy or other relevant field

### Years of Experience/Knowledge/Expertise/Skills required:

- i. The individual must have 5+ years of progressively responsible professional experience at national/international level in program or project planning and implementation with particular emphasis on youth livelihoods, employment, apprenticeship and entrepreneurship
- ii. Experience working on women employment is highly desirable
- iii. Experience of working with central or state ministries
- iv. Experience of working with state government departments, UN agencies and corporates is desirable
- v. Experience of working with Adolescents and youth programs
- vi. Developing country work/field experience is an asset
- vii. Proven ability to conceptualize, plan, develop, implement, monitor evaluate and report on programmes in the areas indicated above, and to transfer knowledge and skills.
- viii. Ability to develop partnerships and to network in the areas of education, skills, youth engagement and employment.
- ix. Knowledge of the latest developments and technology in related fields.
- x. Accuracy and professionalism in document production and editing;
- xi. Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- xii. Ability to work and adapt professionally and effectively in a challenging environment;
- xiii. Ability to work effectively in a multicultural team of international and national personnel
- xiv. Fluency in English & Hindi (written and verbal) is required

## 8. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)

Technical and Financial ratio is 80:20 (technical proposal-80 points and financial proposal-20 points)

S. No.	Evaluation Criteria	Max. Marks	Min. Marks
1.	<b>Educational Qualification</b> An advanced university degree (Master's or higher) in Business Administration/social development/social services/public policy or other relevant field	20	35
2.	<b>Relevant professional experience</b> <ul style="list-style-type: none"> <li>The individual must have 5+ years of progressively responsible professional experience at national/international level in program or project planning and implementation with particular emphasis on youth livelihoods, employment, apprenticeship and entrepreneurship (15)</li> <li>Experience of working with central or state ministries (10)</li> <li>Experience of working with Adolescents and youth programs (5)</li> </ul>	30	
	<b>Sub-Total</b>	<b>50</b>	
3.	<b>Interview</b>	<b>30</b>	<b>n/a</b>
	<b>Total</b>	<b>80</b>	<b>56</b>

**Note:** Applicants scoring 35 marks (out of 50) will be called for interview. Qualifying score in technical evaluation is 56 out of 80 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

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