<u>**TERMS OF REFERENCE**</u>

Individual Consultant: Consultant - Technology for Digital Aggregator Platform (open to National Consultants only)

Duty Station: New Delhi (home based)

Contract Duration: 09 months

Closing Date: 23rd May 2024

1. BACKGROUND AND PURPOSE

UNICEF global Generation Unlimited partnership intends to meet the urgent needs of expanding education, skill development and employment opportunities for young people across the world. YuWaah (Generation Unlimited/GenU) is a UNICEF-initiated multi-stakeholder global platform, that aims to prepare young people to transition from education and learning to productive work and active citizenship.

YuWaah is working to focus on engagement, learning, skill development and employment of young people. Envisaged as a strategic, long-term initiative, YuWaah will serve as the much-needed bridge between solution providers, private sector, Government of India, academia and civil society organizations to fund and scale-up innovative and effective solutions.

YuWaah has developed a digital aggregator platform, YouthHub - which puts young people at the center of the solution and brings together government, industry and civil society to offer economic, skilling, and social impact opportunities, enabling young people to realize their full potential. Youth Hub serves as a bridge to employment, seamlessly connecting young talents with job opportunities through integrations with leading job portals in India.

Simultaneously, YuWaah aims to nurture continuous growth and development with the tailored learning pathways, career guidance & mental wellbeing functionalities, providing tailored courses and resources to equip youth for success in today's competitive landscape.

The Consultant, Technology for Digital Aggregator Platform is expected to spearhead the development of new functionalities of YouthHub in coordination with key stakeholders, YuWaah Technology and Platform within UNICEF and YuWaah ecosystem for youth development.

2. OBJECTIVES

The consultant will anchor the work on use of technology for YuWaah, Generation Unlimited in India and coordinate the development of new functionalities in YouthHub in coordination with key stakeholders.

3. MAJOR TASKS AND ACTIVITIES TO BE ACCOMPLISHED

Work Assignments Overview (*Include Major Tasks and Activities*)	Deliverables/Outputs	Timeline/Date for submission of Deliverable
Play a pivotal role in overseeing the Governance of the Technology and YuWaah platform by providing strategic guidance to the core governance group. Additionally drive product development initiatives, including overseeing the development of SRS, UI-UX, and content	Project Plan submitted with timelines in coordination with the tech agency for features to be developed for different stakeholders	20th July 2024
	Software Requirement Specifications (SRS) document for YouthHub Pathways Submitted	24th August 2024
	Progress Web Application developed and taken LIVE Report entailing the screenshots of the developed application	14th October 2024

	YouthHub Pathways developed and taken LIVE Report entailing the screenshots of the developed application	6th December 2024
Coordinating API Integration with Partner Portals for seamless data exchange and functionality across all quarters.	a) AI-Based Integration between 3 Pillars for smart recommendation is completed. Report entailing the screenshots of the Integrated system.	16th September 2024
	b) Yoma integration High Level design Completion SRS document for YouthHub Pathways	11th November 2024
	c) Yoma Integration taken LIVE Report entailing the screenshots of the Integrated system	10th January 2025
Support mapping and pitching to partners for Technology for youth development and YuWaah platform. Share Bi-Monthly reports (5 Reports) shared from calls and meetings on areas of alignment and next steps.	Knowledge Transfer document shared with the new development agency	3rd March 2025
	Security Audit completed to ensure compliance with Indian IT Laws and fixes required by the security audit addressed. Security Audit Clearance report shared	4th February 2025
	Report detailing identified areas for improvement and implementation of accessibility features for differently abled users	20th February 2025
	Report entailing the initiated and completed customized solutions tailored to the specific needs of 1 to 2 government agencies, for seamless adoption	17th March 2025

4. DUTY STATION
New Delhi (home-based)

5. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)
No travel anticipated.

6. ESTIMATED DURATION OF CONTRACT
9 months, from 1st July 2024 to 31st March 2025.

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

Qualification:
Master's degree or equivalent in Engineering and /or Technology stream

Years of Experience/Knowledge/Expertise/Skills required:
 i. At least 10 years of experience in the field of technology project management/ program management for large-scale technology solutions, requiring multi-stakeholder consultations and coordination.
 ii. Prior experience in managing at least 2 large scale technology-based solutions with multiple modules and stakeholder/user groups

iii. Must have strong technical aptitude and understanding of technology architecture principles
iv. Prior experience in working with various technology platforms as well as with Open Source and Open API technologies
v. Ability to translate organizational goals into technology solutions.

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.	**Educational Qualification** Master's degree or equivalent in Engineering and /or Technology stream	10	37.5
2.	**Relevant Experience** - At least 10 years of experience in the field of technology project management/ program management for large scale technology solutions, requiring multi-stakeholder consultations and coordination. (10) - Prior experience in program managing at least 2 large scale technology-based solutions with multiple modules and stakeholder/user groups (10)	20	
3.	**Cover Letter** Cover Letter which demonstrates strong technical aptitude and understanding of technology architecture principles, with examples of the pointers listed below: - Prior experience in managing large techno-functional teams working together for development, implementation and adoption of large-scale technology solutions. - Prior experience in working with various technology platforms as well as with Open Source and Open API technologies - Prior experience in coordinating with multiple partners and external groups for undertaking integration with various third-party systems and platforms - Ability to translate organizational goals into technology solutions.	20	
	Sub-Total	50	37.5
3.	**Interview**	25	n/a
	Total	75	56

Note: Applicants scoring 37.5 marks (out of 50) will be called for interview. Qualifying score in technical evaluation is 56 out of 75 marks.

9. PAYMENT SCHEDULE

Payment will 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) which demonstrates strong technical aptitude and understanding of technology architecture principles, with examples of the pointers listed under Technical Evaluation Criteria **(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