

## TERMS OF REFERENCE

**Individual Consultant: Government Partnerships Coordinator (open to National Consultants only)**

**Duty Station:** New Delhi

**Contract Duration:** 12 months.

**Closing Date:** 15 November 2024

### **1. BACKGROUND AND PURPOSE**

Launched in 2019, UNICEF's YuWaah (Generation Unlimited India), is a multi-stakeholder (public, private, CSO, youth) partnership platform that is focused on accelerating adolescent and youth transitions from learning to earning and leadership. As a partnership platform, government relationships especially across areas of skilling, career guidance and awareness, employment and civic leadership become critical. The evolving landscape of social development and public policy requires non-governmental organizations to work closely with government agencies to achieve meaningful, large-scale impact. The **Government Partnerships Coordinator** will catalyze i collaborations that align UNICEF-Yuwaah's mission with government priorities and initiatives. This role will serve as a strategic bridge, enabling our programs to integrate more deeply with national and state government agendas and unlocking the potential for scaling up our interventions for every adolescent and youth.

The role of the Government Partnerships Coordinator would entail identifying national and state government departments whose priorities align with UNICEF-Yuwaah's mission and objectives, mapping areas of convergence where the organization's programs can support or complement government initiatives, policies, or mandates, facilitating program expansion to scale up the YuWaah's knowledge assets as well as digital public goods across relevant geographies through government channels. Additionally, this role would facilitate formalization of partnerships with government bodies through agreements, support sustained relationships with government stakeholders, ensuring that collaboration strengthens the joint mandates of both the organization and the government.

### **2. OBJECTIVES**

1. **Alignment of Priorities and Resources:** Government agencies at both national and state levels often have overlapping goals with our organization's mission, and the Government Partnerships Coordinator will identify the right departments, programs, and schemes where our expertise and interventions can complement their efforts. A dedicated focus on **mapping these alignment opportunities** is essential to maximize the impact of both parties' resources.
2. **Leveraging Government Scale and Reach:** With the relevant partnerships, our programs can move from being localized initiatives to national or state-level interventions, thereby **expanding our footprint** and impact across multiple geographies. The **Government Partnerships Coordinator** will facilitate these opportunities for growth by identifying key entry points and fostering relationships with decision-makers in relevant departments.
3. **Catalyzing Collaboration and Innovation:** Designing and formalizing partnerships, developing Memorandums of Understanding (MoUs), and facilitating workplans that bridge our organization's capabilities with government initiatives. Such collaborations can help unlock new opportunities for funding, technical assistance, and shared resources.

4. **Policy Advocacy and Influence:** The Government Partnerships Coordinator will be responsible for scoping out and supporting UNICEF-YUwaah’s participation and perspectives in key government forums, **advocating for policies** and strategies that reflect our mission and expertise.
5. **Strengthening Strategic Linkages and Long-term Sustainability:** Establishing government partnerships helps to **build long-term sustainability** for our programs. By embedding our work into government strategies and securing formal partnerships, we ensure that our initiatives can continue to grow and sustain impact, even beyond project timelines. This role will focus on cultivating these deep-rooted, strategic linkages that will sustain our work over the long term.

### 3. MAJOR TASKS AND ACTIVITIES TO BE ACCOMPLISHED

Work Assignments Overview (Major Tasks and Activities)	Deliverables/Outputs	Timeline/Date for submission of Deliverable
<p><b>Develop at least 3 new partnerships with Central Ministries with mandates of skill development, employment &amp; entrepreneurship</b></p> <ul style="list-style-type: none"> <li>• Scoping study on the policies/schemes of the Government for new opportunities of partnerships</li> <li>• Draft concept notes, briefs and strategy presentation for discussions with potential Government partners</li> <li>• Coordinating and ensuring timely signing of agreements with Government partners</li> <li>• Reporting the funds leveraged from Government partners.</li> <li>• Communicate/ coordinate &amp; support the pillars to address the uptake of their offerings mapped to the relevant Government partner.</li> </ul>	<p>3 Concept notes and 3 strategy presentation for discussions with potential Government partners at national level.</p> <p>Partnership finalised with one Government department (MSDE, MoE, MoLE and MoYAS) and agreement (MoU or Statement of Intent) as well as one workplan developed.</p> <p>Partnership finalised with second and third Government department (MSDE, MoE, MoLE and MoYAS) and agreement (MoU or Statement of Intent) as well as two workplans developed.</p> <p>3 Policy notes or whitepapers (10 pages each) on potential government systems for building skills and efficiency of youth. Identifying gaps in the current landscape of learning to earning programs and suggesting recommendations and any other emerging area of skill development, livelihood generation and entrepreneurship.</p>	<p>20 Dec 2024</p> <p>10 Jan 2025</p> <p>19 Feb 2025</p> <p>20 Jan 2025</p> <p>20 Mar 2025</p> <p>20 May 2025</p>
<p><b>Support the development of at least 6 new partnerships developed with State Government Departments. Indicative states : Rajasthan/ Jharkhand/Odisha/UP/Bihar/Assam</b></p>	<p>6 Concept notes and 6 strategy presentation for discussions with potential Government partners at state level .</p> <p>Partnership finalised with at least two state-level Government departments and agreement (MoU or Statement of Intent) as</p>	<p>25 Mar 2025</p> <p>14 Apr 2025</p>

<ul style="list-style-type: none"> <li>• Draft concept notes, briefs and strategy presentation for discussions with potential Government partners</li> <li>• Coordinating and ensuring timely signing of agreements with Government partners</li> </ul>	<p>well as workplans developed around youth skilling.</p> <p>Partnership finalised with at least two Government departments and agreement (MoU or Statement of Intent) as well as corresponding workplans developed around <b>youth employment</b>.</p> <p>Partnership agreement finalised with at least two Government departments and agreement (MoU or Statement of Intent) as well as corresponding workplans developed around <b>youth leadership</b>.</p>	<p>5 May 2025</p> <p>2 June 2025</p>
<p><b>Supporting Field Offices to advance the youth learning to earning agenda and connect YuWaah’s solutions with State Governments . Indicative states :</b> Rajasthan/Jharkhand/ Odisha/UP/Bihar/Assam</p> <ul style="list-style-type: none"> <li>• Supporting Field Offices to introduce the youth and adolescent agenda in the workplan of the field offices to enable the uptake of YuWaah’s solutions with State Governments</li> <li>• Field the request from FO and identify the SPOC team in YuWaah for the support that can be extended to the Field Office</li> <li>• Managing Field Office relations for deep touch states <b>Indicative states :</b> Rajasthan/Jharkhand/ Odisha/UP/Bihar/Assam</li> </ul>	<p>Outcome report of meetings with at least 2 state government departments capturing their intention to pilot test and/or scale up the YuWaah solution related to <b>youth skilling</b>.</p> <p>Outcome report of meetings with at least 2 state government departments capturing their intention to pilot test and/or scale up the YuWaah solution related to <b>youth employment</b>.</p> <p>Outcome report of meeting with at least 2 state government departments capturing their intention to pilot test and/or scale up the YuWaah solution related to <b>youth leadership</b>.</p> <p>Concept notes and/or pitch decks to present relevant offerings related youth volunteering, upskilling and employment to at least 2 state government departments.</p> <p>At least 2 Standard Operating Procedures that detail the roles and responsibilities of state counterparts and YuWaah towards facilitating state programming, with assent from state government counterparts.</p> <p>At least two documents detailing funds leveraged from across state departments towards operationalising the joint program, as discussed and agreed upon by state government.</p>	<p>16 Jun 2025</p> <p>10 Jul 2025</p> <p>5 Aug 2025</p> <p>10 Sep 2025</p> <p>15 Oct 2025</p> <p>20 Nov 2025</p>

#### 4. DUTY STATION

New Delhi

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

Fifteen (15) air travel trips of 3 days each, total 45 days of travel.

#### 6. ESTIMATED DURATION OF CONTRACT

12 months, from 1<sup>st</sup> December 2024 to 30<sup>th</sup> November 2025.

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

##### Qualification:

Bachelor's in Development, social sciences, public policy, social work.

- 5-7 years of relevant work experience supporting state/national level government on programmes related to education, skilling and/or employment.
- Demonstrated experience in working with central ministries and/or state departments.
- Familiarity with multi-lateral agency programmes and processes is preferable.
- Proficiency in writing especially policy briefs, analysis and programme documents.
- Experience in networking and partnership management is essential.
- Demonstrated understanding of gender equality and social inclusion is preferred.

#### 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.	<b>Relevant Experience:</b> <ul style="list-style-type: none"><li>• 5-7 years relevant work experience in areas of education, skilling and/or employment</li><li>• Demonstrated experience in working with central ministries and/or state departments (At least 1 year of experience in Skill Development especially field work is preferred)</li><li>• Familiarity with multi-lateral agency programmes and processes</li><li>• Experience in networking and partnership management.</li></ul>	40	35
2.	<b>Writing Sample:</b>	10	

	<ul style="list-style-type: none"> <li>• Samples of policy briefs, white papers examining gaps/challenges and best practices/case studies addressing youth education, skilling and employment domains.</li> <li>• Samples of landscape analysis document and/or any formative research that critically evaluates systemic gaps (programatic/budget related) and promising strategies that could potentially address the areas around youth education, skilling &amp; employment domains.</li> </ul>		
3.	<b>Interview</b>	<b>20</b>	<b>n/a</b>
	<b>Total</b>	<b>70</b>	<b>49</b>

**Note:** Only candidates those score 35 points (out of 50) will be called for interview. Qualifying score in technical evaluation is 49 out of 70.

## 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. Writing Samples - (**to be uploaded online against “Other – Applicant” tab**).
4. 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 04 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](mailto:indconsultants@unicef.org)