**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

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| **Title**  **Adolescent Development Officer (Generation Unlimited)** | **Funding Code**  **0610/AO/09/115/001**  **RR** | **Type of engagement**  Consultant  Individual Contractor Part-Time  **Individual Contractor Full-Time** | **Duty Station:**  Bujumbura – Burundi |
| **Purpose of Activity/Assignment:**  One in every four Burundians is an adolescent. This cohort is growing faster than all the other age groups and is projected to reach 3.4 million in 2030 (ISTEEBU 2017). When this phenomenon called the “demographic dividend” occurs in a population, a window of opportunity opens for spectacular economic growth through increased productivity, greater household savings, and lower costs for basic social services provided to children. However, this demographic dividend will be acquired only if a strategic investment is made towards equipping this important cohort of adolescents with skills and knowledge enabling them to contribute fully to the development of their families and communities while reaching their full potential. Unfortunately, there are significant barriers to young people accessing education and training. Additionally, there are widespread concerns about the relevance and the quality of the education and training they receive.  According to the Adolescent Investment Case commissioned by UNICEF in 2019, in partnership with the Government of Burundi and UNFPA, investments in key social sectors like education and health will result in multiplying effects on the well-being of adolescents and the development of the country. The study finds an overall benefit-cost ratio of 16.4 for health interventions, 10 for formal education and 5.3 for non-formal education interventions.  A study conducted by CENAP (Centre d’Alerte et de Prevention des Conflits) in 2017, found that 57% of youth in Burundi aspire to live and grow old in peace, without fear, in financial security and reconciled with their past.  UNICEF globally has been engaged with a range of public and private sector partners as well as with CSOs and other UN agencies in developing a concept called [Generation Unlimited](http://www.genunlimited.org). This global partnership is born out of a recognition that alack of secondary age education, skills for employability and empowerment, especially for girls, keeps young people from achieving their goals and contributing to a more peaceful and prosperous future**.** The initiative recognizes that with education, skills and empowerment, young people can make the most of their talents and potential by contributing to the peace and prosperity of their communities. *Generation Unlimited* aims at ensuring that by 2030, all young people are either enrolled in education, vocational learning, training programmes, or they are employed. This can be done by promoting participation, scalable solutions, partnerships and learning, while providing a path for employability. | | | |
| **Scope of Work:**  The Adolescent Development Officer (ADO) will provide technical support to the Burundi Country Office to ensure that more adolescents girls and boys will be prepared for the transition to work, have access to opportunities for skills development and trainings and ultimately have access to work and livelihoods opportunities. The Officer provides professional technical, and operational assistance to support adolescent’s participation and civic engagement within the Country Programme and in the Generation Unlimited (GenU) partnership. The Officer is responsible for preparing, executing, managing and implementing technical and operational tasks to support adolescent civic engagement and skills development. The ADO will report to the Chief of the Adolescent Empowerment and Community Resilience section. | | | |
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| **Child Safeguarding**  Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective?       YES,    X   NO     If YES, check all that apply:      **Direct contact role** YES       NO   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:     |  | | --- | |  |     **Child data role** YES      NO   If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):     |  | | --- | |  |   More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf) | | | |

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| **Budget Year:** | **Requesting Section/Issuing Office:** | | **Reasons why consultancy cannot be done by staff:** | | | |
| *2021* | *Adolescent Empowerment and Community Resilience* | | *The outlined deliverables require experiences and knowledges on private/public partnership and none of the current STAFF in the section have these experiences.* | | | |
| **Included in Annual/Rolling Workplan***:*  Yes  No, please justify: | | | | | | |
| **Consultant sourcing:**  National  International  Both  **Consultant selection method:**  Competitive Selection (Roster)  Competitive Selection (Advertisement/Desk Review/Interview) | | | | | **Request for:**  New SSA – Individual Contract  Extension/ Amendment | |
| **If Extension, Justification for extension:** | | | | |  | |
| **Supervisor: Nirisoa Razafinimanana** | | **Start Date: April 2021** | | **End Date: September 2021** | | **Number of Days (21,75 working days per month** |
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| **Work Assignment Overview** | | | |
| Tasks/Milestone: | Deliverables/Outputs: | Timeline | Estimate Budget |
| * Signature of the contract | * Work plan | April 2021 | 10% |
| * In collaboration with all stakeholders develop a multisectoral action plan for adolescent and youth employment and entrepreneurship. * Run adolescent and youth consultations on U-report to identify their key priorities and aspirations for education/ employability and entrepreunership | * The GenU Burundi concept note updated with non UNICEF and Government led initiatives that include specific activities and investments by partners that can be taken to scale- especially those pertaining to digital skilling and learning * A GenU Burundi result framework with evaluation matrix | April – May 2021 | 20% |
| * Collaborate with the Ministry of Youth and other key partners to create and operationalize a referral pathway to increase opportunities for work opportunities for adolescents. | * A referral pathways to increase opportunities for skills development and work opportunities | May 2021 | 10% |
| * Support the outreach to all partners who are already part of the Gen U movement at the global level * Map potential other public sector partners based on the context in Burundi and the partners interest and engagement in issues affecting young people. * Map potential private sector partners present in Burundi and identify priority actors to engage with including business associations and platforms. | * Mechanism and process to join the GenU partnership communicated to prospective partners * GenU partnership members identified | June 2021 | 10% |
| * In consultation with partners and based on best practices from other countries, set up a GenU partnership that will have lasting impact and can already show results during the launch of GenU. | * An operational framework of in-country governance model, country team structure, youth engagement model, financing model, and other elements related to operationalization of the country investment agenda * First interim board meeting | June 2021 | 10% |
| * Lead the development of communications and advocacy strategies around country operations of GenU to enhance GenU’s visibility and influence with existing and prospective partners | * A joint communication strategy for GenU Burundi involving all GenU partnership members developed and implemented | July 2021 | 10% |
| * Organise an event to launch of GenU in Burundi | * GenU launched | August 2021 | 10% |
| Document the lessons learnt of the GenU launch in Burundi and share with the region and beyond | * Final report with recommendations on sustaining the partnership in the long term is available | September 2021 | 20% |

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| **Estimated Consultancy fee** |  |  |  |
| Travel International (if applicable) | UNICEF will reimburse the cost of economic flights |  |  |
| Travel Local (please include travel plan) | No travel outside Bujumbura is expected |  |  |
| DSA (if applicable) |  |  |  |
| **Total estimated consultancy costs[[1]](#endnote-1)** |  |  |  |
| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:** | | |
| Bachelors  Masters  PhD  Other  Enter Disciplines  Social sciences, communication, marketing, management, anthropology, community psychology, social marketing | * At least five years of progressively responsible professional work experience in either private sector engagement, project management, partnerships, youth-centred programmes or a related field. * Substantial demonstrable experience of managing complex multi-stakeholder projects. * Knowledge of the Burundi education and skills landscape is mandatory and previous experience with UNICEF or a UN agency in a Country Office setting would be a strong advantage. * Fluency in English and French is required | | |
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| **Administrative details:**  Visa assistance required:  Transportation arranged by the office: | Home Based  Office Based:  If office based, seating arrangement identified:  IT and Communication equipment required:  Internet access required: | | |
| **Request Authorised by Section Head** | **Request Verified by HR:** | | |
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| *Approval of Chief of Operations (if Operations): Approval of Deputy Representative (if Programme)*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Representative (in case of single sourcing/or if not listed in Annual Workplan)*    *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | |
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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. [↑](#endnote-ref-1)