

### TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

<b>Title :</b> <b>Gender and Adolescent Development Consultant</b>	<b>Funding Code</b> SC220102 (55%) FR# 9000029300 SC229904 (45%) 0660/A0/06/882/002/012	<b>Type of engagement</b> <input checked="" type="checkbox"/> Consultant	<b>Duty Station:</b> Phnom Penh, Cambodia or remote working
<b>Purpose of Activity/Assignment:</b>			
<p>UNICEF Cambodia is seeking an International Consultant to provide technical support for the implementation of two initiatives - Skills4Girls and the Life Skills for Girls - to address gender stereotypes and support the skills development of adolescent girls.</p> <p>The Skills4Girls programme activities include overseeing the localisation and implementation of a girl-centered curriculum in targeted schools across Cambodia, onboarding experts from the tech and gaming industry as mentors and oversee the execution of a hackathon event. The Life Skills for Girls activities include expanding LLS to three new provinces by integrating established, girls-education or girl-led Generation Future projects into targeted schools, engaging relevant mentors to support the young project leaders, and reviewing existing materials to ensure quality, gender-responsiveness and continued relevance.</p> <p>Under the general guidance of the Education Specialist, this assignment includes leading on the above activities while ensuring the work is completed through meaningful engagement of adolescent girls at all stages and applying a gender transformative lens to relevant materials.</p>			
<b>Scope of Work:</b>			
<p>The Consultant will work with the Cambodia Country Office Education Team and the Office of Innovation to provide technical support for the implementation of Skills4Girls and the Life Skills for Girls activities. The Consultant will:</p>			
<b>Skills4Girls:</b>			
<ul style="list-style-type: none"> <li>▪ Update and maintain a work plan for Skills4Girls activities and timeline of each core component, including U-Report polls for monitoring and evaluation, curriculum implementation, mentor onboarding, and hackathon.</li> <li>▪ Liaise closely with the Office of Innovation (OOI) and MoEYS, including in the curriculum review and piloting, and support logistics around travel and preparation for the OOI-led hackathon in Q4 2023.</li> <li>▪ Create and execute a co-design workshop with young people and stakeholders, including MoEYS representatives (e.g. MoEYS-DIT and VOD) and relevant development partners (including NGOs/CSO/s), to gather ideas on methods for localising the Skills4Girls global curriculum to the Cambodian context.</li> <li>▪ Identify and onboard experts from the tech and gaming industry and MoEYS as company and government partners and mentors for the young leaders to support the development and implementation of the curriculum and hackathon.</li> <li>▪ Work closely with MoEYS to produce a contextualised skills curriculum, including modules that match the skills required by the gaming industry, to address gender stereotypes and enhance STEAM education for young girls.</li> <li>▪ Oversee the development and execution of an in-country hackathon event and support the logistics of Cambodia's participation in the OOI hackathon, in collaboration with MoEYS and relevant stakeholders.</li> </ul>			
<b>Life Skills for Girls:</b>			
<ul style="list-style-type: none"> <li>▪ Develop a work plan in consultation with MoEYS (DIT and VOD) for the first phase of the Life Skills for Girls activities and a timeline for each component, including the identification of Generation Future projects, onboarding of youth and mentors, and the development and review of materials.</li> <li>▪ In consultation with MoEYS, identify and onboard Generation Future project leaders and, young volunteers, including youth from Technovation Cambodia, to implement their initiatives in targeted schools and provinces.</li> </ul>			

- In consultation with MoEYS, identify and onboard expert professionals as Generation Future mentors to support the young project leaders to localise and scale their activities.
- Oversee the development of project materials, ensuring quality and relevance by aligning with LLS assets, and produce a plan for the dissemination of seed funding, travel to provinces, logistics and manage communication between relevant Ministry representatives and school focal points.
- With support from UNICEF’s Education Team, work closely with MoEYS to create collaborative opportunities and build the capacity of Ministry representatives (specifically DIT, VOD and the Youth Department) to work with young people delivering community projects under the framework of the LLS programme.
- Onboarding a National UNV to support the implementation of Generation Future integration with LLS in targeted provinces in collaboration with MoEYS, creating a sustainable and scalable model of practice which strengthens youth-led projects.

**Child Safeguarding**

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

YES  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:

The Consultant will be responsible for communicating regularly with young people aged 16-18 throughout the course of the contract, including direct contact during workshops, meetings, and hackathon.

The Consultant will also have direct contact with school-aged children (from 11-16 years-old) while on field visits in targeted provinces. The Consultant will be accompanied by a UNICEF staff member during these visits. The Consultant will also complete the UNICEF PSEA course and adhere to all relevant procedures and child protection guidelines.

**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):

The Consultant will be responsible for handling the data of children and young people throughout the course of the contract.

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

<b>Budget Year:</b> 2023	<b>Requesting Section/Issuing Office:</b> Education, Phnom Penh	<b>Reasons why consultancy cannot be done by staff:</b> the assignment requires specific expertise related to the development of innovative solutions and building new relationships with tech companies that is currently not held by staff members.
<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:		
<b>Consultant sourcing:</b> <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both  <b>Competitive Selection:</b> <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster  <b>Single Source Selection</b> <input type="checkbox"/> (Emergency - Director's approval)		<b>Request for:</b> <input checked="" type="checkbox"/> New SSA – Individual Contract  <input type="checkbox"/> Extension/ Amendment
<b>If Extension, Justification for extension:</b>		
<b>Supervisor:</b> <i>Channra Chum, Education Specialist</i>	<b>Start Date:</b> <i>3 July 2023</i>	<b>End Date:</b> <i>29 March 2024</i>

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
1. Inception report, which contains clearly identified activities (workplans and timelines) for: <ul style="list-style-type: none"> <li>a. Skills4Girls; and</li> <li>b. Life Skills for Girls</li> </ul>	Inception report with workplans and timelines	4 August 2023	10%
2. Identify and onboard <ul style="list-style-type: none"> <li>a. Generation Future project leaders and young volunteers for the Life Skills for Girls</li> <li>b. Expert professionals as Generation Future mentors to support the young project leaders for the Life Skills for Girls</li> <li>c. Identify and onboard experts from the tech and gaming industry as company partners and mentors for Skills4Girls</li> </ul>	Progress report with clear lists of identified and onboarded participants	1 September 2023	15%
3. Oversee the development of Life Skills for Girls project materials, ensuring quality and relevance by aligning with LLS assets, and produce a plan for the dissemination of seed funding etc	Progress report with clear lists of identified and onboarded participants  Plan for the dissemination of seed funding to Generation Future mentees	29 September 2023	15%
4. Create and execute a co-design workshop with young people and stakeholders to gather ideas on methods for localising the Skills4Girls curriculum	Report of the co-design workshop with clear next steps	27 October 2023	10%
5. Produce a contextualised Skills4Girls curriculum, including modules that match the skills required by the gaming industry	Draft contextualized curriculum, meeting the requirements set by OOI and localized to Cambodia	24 November 2023	15%
6. Oversee the development and execution of an in-country Skills4Girls hackathon event and support the logistics of Cambodia's participation in the OOI hackathon	Report of the hackathon event plan and summary of progress, including with clear next steps	1 December 2023	15%

	Materials for Cambodia's participation in OOI's hackathon		
<p>7. Produce a detailed report of the Skills4Girls hackathon event and support the preparation and logistics of Cambodia's participation in the OOI hackathon</p> <p>Produce a PowerPoint presentation, including slides and notes, to summarise the progress of implementation and achievements for Life Skills for Girls</p>	Report of hackathon and powerpoint slides detailing implementation progress and next steps	23 February 2024	10%
8. Onboarding a National UNV and/or relevant staff to support the implementation of Generation Future integration with LLS in targeted provinces	Progress report with clear list of work assigned and work completed by the UNV	29 March 2024	10%

**Minimum Qualifications required\*:**

Bachelors  Masters  PhD  Other

Enter Disciplines:

Bachelor's degree or above in relevant fields, such as international development, social sciences, public policy, education, or other relevant areas

\*Minimum requirements to consider candidates for competitive process

**Knowledge/Expertise/Skills required \*:**

Qualifications and Experience:

- Minimum 3 years of relevant experience and expertise with youth engagement, gender-transformative programming, co-creation or co-design processes, writing and editing in the region
- Demonstrable experience in adolescent participation and youth-related gender issues
- Demonstrable experience in organising events, such as hackathons or similar co-creating workshops/events
- Experience planning and managing events in Cambodia is desirable
- Experience working with UNICEF or other UN agencies is a plus

Knowledge and Skills:

- Excellent writing and analytical skills, especially to synthesize complex information for multiple audiences
- Excellent communication skills and the ability to work with a range of stakeholders, including Government representatives, private sector actors and young people
- Excellent organisational skills and ability to handle and complete multiple assignments with competing deadlines
- Knowledge and understanding of Cambodia and its development context
- Knowledge of UNICEF Cambodia programmes and child rights issues is desirable

Competencies:

- Ability to work quickly, responsively and independently
- Demonstrates integrity and high ethical standards
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment

Languages:

- Fluency in English is required. Knowledge of Khmer is highly desirable.
- NOTE: "Fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and "Knowledge of" equals a rating of "confident" in two of the four areas.

\*Listed requirements will be used for technical evaluation in the competitive process

**Evaluation Criteria (This will be used for the [Selection Report](#) (for clarification see [Guidance](#)))**

A) Technical Evaluation (75 Points)

- Degree Education in international development, social sciences, public policy, education or other relevant areas (10 points)
- Experience in youth engagement, gender-transformative programming, writing and editing in the region (25 points)
- Knowledge of Cambodia and its development context (15 points)
- Quality of past work, with focus on similar events and assignments (e.g. understanding, methodology) (25 points)

B) Financial Proposal (25 Points)

<sup>1</sup> 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.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance 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.