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

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| **Title: Consultant- Growth Lead-Platforms** | **Type of engagement**  ☐Consultant | **Duty Station:**  **New Delhi** | |
| **Purpose of Activity/Assignment:**  The purpose of this assignment is to hire/engage a person with strong knowledge of technology for youth development, engagement and employment, latest developments and technology in education and skilling fields as well as strong technical aptitude and understanding of technology architecture principles to be able to Lead the discussions with the PMU, UNICEF and various stakeholders involved with the multiple platforms created for implementation of YuWaah programme including YouthHub. The consultant will support to ensure timely implementation of the project and smooth rollout of the planned targets of PMU.  The consultant will provide relevant technical and subject matter expertise, coordination, monitoring support and work closely with the Program Manager, Platforms Lead & YuWaah team for effective coordination of all platform & PMU related activities | | |
| **Scope of Work *(Include Background/Rationale/Key Objectives of the Assignment)*:**  **Background-** 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.  YuWaah recently launched a holistic technology platform YouthHub, for achieving fulfilling its vision across all three of its strategic pillars for empowerment of 300 million Young People by 2030, viz. 1) Employment and Economic Opportunities; 2) 21st Century Skilling and Learning and 3) Youth Engagement, Volunteering and Mentoring. The future expansion is envisaged in career guidance and mental health for young people as well.  YuWaah section has onboarded a Project Management Unit (PMU) to manage the nationwide project implementation of YouthHub. The PMU 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 are met.  **Objective**- Under the leadership of the Program Manager and guidance of the Platform Lead, the consultant will be expected to bring an understanding and experience of the systems as well the challenges associated with management of PMUs to ensure overall targets for the outreach at scale are met through rigorous follow-up and be the main link between the PMU agency, UNICEF and the stakeholders/partners. The consultant will play a critical role in assisting YuWaah in the oversight role to ensure the agency onboarded to implement the program objectives meet the planned targets for the outreach and overall scale primarily for the YouthHub and other platforms used by YuWaah. | | |

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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    ☒   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: 2024** | **Requesting Section/Issuing Office: YuWaah** | **Reasons why consultancy cannot be done by staff: The engagement requires a dedicated resource with technical knowledge of technology architecture principles for youth development, employment, education and skilling. which existing staff in YuWaah team do not have.** | |
| **Included in Annual/Rolling Workplan***:* ☐Yes ☒ No, please justify | | | |
| **Consultant sourcing:**  ☒ National ☐ International ☐ Both  **Competitive Selection:**  ☒ Advertisement ☐ Desk review ☐ Roster  **Single Source Selection** ☐ (Emergency - Director’s approval) | | | **Request for:**  ☒ New SSA – Individual Contract  ☐ Extension/ Amendment |
| **If Extension, Justification for extension:** | | | |

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| **Supervisor: Program Manager** | **Start Date:**  01 Apr 2024 | **End Date:** 31 Mar 2025 | |
| **Minimum Qualifications required:** | **Years of Experience/Knowledge/Expertise/Skills required:** | |
| ☐ Bachelors ☒ Masters ☐ PhD  ☐ Other  Enter Disciplines: An advanced management degree or an Engineering in IT or Technology stream | * The individual must have 7-10 years of progressive experience in the field of technology project management/program management with a particular emphasis on skilling/training, employment and youth engagement. * Strong management skills with ability to manage complex projects, including developing project plans and schedules, managing budgets, and coordinating with stakeholders * Strong communication and reporting skills, including the ability to develop clear and concise reports, presentations, and other materials that effectively communicate project progress and performance to stakeholders * Analytical skills – with data analytical skills is preferred * Strong technical aptitude and understanding of technology architecture principles is preferred * Prior experience in working with various technology platforms as well as with Open Source and Open API technologies * Knowledge of the latest developments and technology in related fields. * Ability to work and adapt professionally and effectively in a challenging environment; * Ability to work effectively in a multicultural team of international and national personnel * Fluency in English & Hindi (written and verbal) is required | |
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| [**Competitive Selection Criteria**](https://unicef.sharepoint.com/:x:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7Bda0b1215-ade3-4345-8188-e2b7df9b2fa4%7D&action=default&uid=%7BDA0B1215-ADE3-4345-8188-E2B7DF9B2FA4%7D&ListItemId=353&ListId=%7B465BE47D-174D-4461-B4D6-18B9FC34CB32%7D&odsp=1&env=prod&web=1&cid=a9bfc2d5-3213-4b69-9b04-acb0c830c6d1) **(for clarification see** [**Guidance)**](https://unicef.sharepoint.com/:w:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7BB3E3517A-8BBF-4368-90FE-7DBCD31544EA%7D&file=Guidance%20on%20Completing%20the%20Selection%20Matrix%20for%20Consultants%20and%20Individual%20Contractors.docx&action=default&mobileredirect=true)  **A) Technical Evaluation (e.g. maximum of 80 Points) B) Financial Proposal (e.g. maximum of 20 Points)**  a) Educational Qualification (20)   * An advanced management degree preferred or an Engineering in Technology stream.10) * Cover letter detailing/describing the nature and complexity of projects handled, including developing project plans and schedules, managing budgets, and coordinating with stakeholders (10)   b) Relevant Experience (30)-   * The individual must have 7-10 years of progressive experience in the field of technology project management/program management with a particular emphasis on skilling/training, employment and youth engagement. (20) * Prior experience in working with various technology platforms and knowledge of the latest developments and technology in related fields. (10)   c) Interview (30)- only candidates those score 35 points (out of 50) will be called for interview  Qualifying score in technical evaluation is 56 out of 80. | | |
| **Administrative details:**  Visa assistance required: ☐  ☒ Home Based ☐ Office Based: | **If office based,** seating arrangement identified: ☐  IT and Communication equipment required: ☐  Internet access required: ☐ | |

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.

The General Terms and Conditions of Contract (Consultants) are [**ATTACHED**](https://unicef.sharepoint.com/sites/DHR/DocumentLibrary1/Forms/AllItems.aspx?id=%2Fsites%2FDHR%2FDocumentLibrary1%2FTalent%20Acquisition%2FConsultant%20and%20Individual%20Contractor%20CoE%2FHRD%20GTCs%20consultants%2Epdf&parent=%2Fsites%2FDHR%2FDocumentLibrary1%2FTalent%20Acquisition%2FConsultant%20and%20Individual%20Contractor%20CoE) ***(please attach the GTCs while advertising or sharing the TOR with candidates).***