

TERMS OF REFERENCE

Individual Consultant: Manager - Government Partnerships (open to Indian Nationals only)

Duty Station: New Delhi

Contract Duration: 12 months

Closing Date: 29th May 2023

1. BACKGROUND AND PURPOSE

The Manager will support the collaboration with strategic Government partners i.e. Central Ministries (including Ministry of Skill Development and Entrepreneurship, Ministry of Labour and Employment, Ministry of Education, Ministry of Youth Affairs and Sports etc.) to explore pathways of engagement between UNICEF Yuwaah's programmes, projects and policies, schemes of Government of India that are focused on strengthening young people's linkages/pathways to learning, skilling, employment and entrepreneurship. The Manager will support the coordination with key government (ministry) stakeholders and UN agencies, informing national flagship programs and schemes of ministries working on skilling, employment and entrepreneurship, such as MSDE, MoE, MoLE, MoYAS to begin with.

The consultant will also be expected to lead collaboration and facilitating inter-linkages on the shared mandates and projects across UNICEF and other UN agencies and sister organizations, with partner Ministries, especially, effectively addressing the designing, contextualising and implementing of the same across national, state and district levels, in close coordination with and consultation of stakeholders from across all agencies.

The Manager is expected to not just co-ordinate existing engagements with these Ministries, partner UN agencies and UNICEF, but intentionally drive a collaboration on the overlapping areas of these organizations on initiatives that enable and strengthen young people's linkages/pathways to learning, skilling, employment and entrepreneurship. Hence, the Manager is expected to explore, identify and facilitate synergies of inter-connected collaborations between these actors, towards impacting UNICEF YuWaah's goals on career guidance, skill development and economic opportunity connect.

2. MAJOR TASKS AND ACTIVITIES TO BE ACCOMPLISHED

The Manager supports the development and preparation of the skilling, work-based learning and employment programmes and its visibility among various initiatives/schemes/programs of Government of India, especially Ministry of Skill Development and Entrepreneurship, Ministry of Labour and Employment, Ministry of Education, and Ministry of Youth Affairs and Sports, etc. The Manager provides technical guidance and management support throughout the programs and processes to facilitate better livelihood outcomes through inclusive skilling for young people specially for children who are marginalized, disadvantaged and excluded in society. The Manager will provide overall support and expert technical advice to YuWaah at UNICEF, for collaborating and liaising to enhance the visibility of Yuwaah's initiatives across the programs of the partner Ministries, especially the four identified.

The overlaps and intersections in terms of vision, mandate and result areas between MSDE, MoE, MoLE and MoYAS (and other upcoming ministry partnerships) and United Nations organizations such as UNICEF, UNDP and sister organizations such as ILO, lends opportunity for this to be a very synergistic and catalytic partnership for more impactful implementation of Skill Development efforts. Thus, the Manager will enable collaboration pre-identified areas of priority, including but not limiting to the below scope:

- a. Upskilling of young people on 21st century skills, including life skills, financial skills, digital skills, and entrepreneurial skills through online and offline channels and support them through self-learning, for their productive lives and the future of work.
- b. Facilitate linkages with aspirational economic opportunities to connect young people with employment opportunities, including building pathways to connect them with jobs, self-employment, entrepreneurship, and apprenticeships. For this, innovative solutions and technology platforms to be explored to maximize the scale and reach. Additionally, Handholding support to jobs seekers through one-on-one expectation setting, awareness about new age job portals, writing job applications, matching their qualification and aspirations, and interview preparation.

- c. Facilitate career guidance and counselling and empower young people with career guidance, including live sessions with successful professional from varied fields, classes/videos on job-readiness, linking young people with career guidance portals, live sessions and awareness creation on how to navigate through new age job portals access to apprenticeship opportunities, as well as through other effective solutions and innovations mapped through mutual networks.
- d. Supporting direct dialogue and the establishment of a feedback mechanism between youth and policy stakeholders towards ensuring that schemes and programmes are consistent with young people's priorities and aspirations as well as Collaborate on digital platforms to support young people on skilling, learning, volunteering and employment/internship/apprenticeship opportunities.
- e. Collaborate on thought leadership, including generating and disseminating knowledge products such as reports, whitepapers, polls as well as organizing workshops and seminars to build capacity of various stakeholders in the skilling ecosystem, livelihood, entrepreneurship and other common mission areas.
- f. Knowledge exchange and support to strengthen and promote international mobility with the vision of making India the source nation of quality skilled workforce.
- g. Other emerging areas of importance to the skill development of young people, including work-based learning opportunities, as well as further linkages to opportunities such as entrepreneurship support programs, job connects etc.

As part of the job responsibilities, the Consultant will report to Programme Manager (COO), YuWaah with overall guidance from Chief, YuWaah and technical guidance from Education Specialist (NOC), YuWaah and Economic Opportunities Lead (NOC), YuWaah

3. DELIVERABLES AND DEADLINES

Work Assignments Overview	Deliverables/Outputs	Timeline/Date for submission of Deliverable
To provide technical support, develop operations and implementation guidelines for programs, strategies, schemes, knowledge products for adolescent and youth empowerment to the Ministries. This will also include informing the plans, programs and schemes of the ministry, as directed by the Ministry. Under upcoming areas of collaboration under India's G20 Presidency, candidate is also expected to facilitate and engage in relevant national and global meetings in relation to the 2030 Agenda, G20 and other multilateral engagements.	<ul style="list-style-type: none"> 12 policy briefs (one per month) capturing key recommendations, whitespaces and opportunities noted in leading work with Ministries 	End of each Month for 12 months
<p>Support in joint planning with UN agencies to seek required support for strengthening of various programs and schemes implemented by the ministry. Bring in expert knowledge and connects through UN ecosystem for project/event/initiative etc.</p> <p>Development of need-based resources and communication material for new strategies and programmes for adolescent, youth development and participation – including self-led creation of material and in co-ordination with media agency</p>	<ul style="list-style-type: none"> One report quarterly (four reports in total) with key actions and recommendations emerging from convergence meetings held separately or with a collective set of representatives with UN agencies 2 policy notes/briefs on recommendations for skill development and entrepreneurship ecosystems, emerging from observations, meetings and discussions with MSDE stakeholders, private sector, academia, and young people 	<p>Quarterly</p> <p>Half-yearly</p>

<p>To develop innovative approaches and concepts for promoting adolescent and youth participation in development processes.</p> <p>This will include working with the youth network of ministries, for example the Mahatma Gandhi National Fellows in MSDE, NSS of MoYAS to understand bottom up scenario and work with beneficiaries. Consultation with 50 fellows, an idea document/bank that share lessons from the states.</p> <p>To drive innovations and ideation on key schemes, policies, programs that can strengthen or improve the outcomes.</p>	<ul style="list-style-type: none"> Quarterly report capturing deliberations and outcomes from consultation workshops (minimum 4) with Ministry youth network, held on quarterly basis, to capture challenges, opportunities and whitespaces on the field (in the areas of skill development and entrepreneurship) 	<p>Quarterly Report (4 reports in total)</p>
<p>Specific to MSDE, coordination and Implementation support to MSDE and its allied bodies and coordination with UN agencies on areas of collaboration, as identified by MSDE. Activities could include,</p> <ul style="list-style-type: none"> Organise workshops, webinars, meetings and other consultations especially those connecting young people to skilling, career advancement and civic leadership or volunteering opportunities to promote cross learnings, sharing of best practices and capture voices of adolescent and youth on programs and schemes implemented by the ministry Coordination with states to ensure proper nomination for various trainings to be organized by the ministry. Coordination with states and sector skill councils for industry connect, best practices, curriculum – for enriching MSDE’s initiatives and schemes 	<ul style="list-style-type: none"> Summary report capturing discussion points, actions agreed to and outcomes of delegation meetings (minimum 1 per quarter) conducted, with participation of at least 3 UN Agencies. Atleast 4 workshops + workshop reports to be submitted 	<p>1 workshop + summary report every quarter</p>
<p>Design and implement mentoring systems for building skills and efficiency of the youth volunteers.</p> <p>Mentoring and skill building of youth volunteers engaged under different programs and schemes by the ministry.</p> <p>Identifying gaps in the current skilling space and suggesting recommendation</p>	<ul style="list-style-type: none"> 3 Policy notes or whitepaper on mentoring systems for building skills and efficiency of the youth volunteers, Identifying gaps in the current skilling space and suggesting recommendation and any other emerging area of skill development. Livelihood generation and entrepreneurship 	<p>1 paper every 3 months – 3 papers in all</p>
<p>Establish regular programme review at national and state level and participate in these meetings.</p> <p>Coordinate and exercise quality control over scheduling, proceedings, documentation etc. of</p>	<ul style="list-style-type: none"> 4 Review Reports capturing reflection on challenges, opportunities and next steps on strengthening partnership with MSDE. 	<p>Quarterly</p>

meetings conducted, especially with UN agencies and stakeholders. As and when required, field visits to states and districts to oversee various adolescent and youth empowerment programmes and strategies on connecting young people to skilling, career advancement and civic leadership or volunteering opportunities.		
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4. DUTY STATION

New Delhi (home based with travel)

5. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)

There will be 6 air travel trips of 4 days each (total 24 days).

6. ESTIMATED DURATION OF CONTRACT

12 months, from June 2023 to May 2024

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

Minimum Qualifications required:

Masters' in Social Sciences, Masters in Rural Development, Masters in Development Studies, Masters in Public Policy. Education/Economics/Public Administration and MBA are also acceptable.

Knowledge/Expertise/Skills required:

- (a) Minimum 7 years' experience of working in field of Adolescent and Youth empowerment/Skill Development,
- (b) Minimum of 3 years' experience of working with international agencies or with Government.
- (c) At least 1 year of experience in Skill Development especially field work 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)

1. Educational Qualification (15 points)

- Masters' in Social sciences, Masters in Rural Development, Masters' in Development Studies, Masters in Public Policy. Education/Economics/Public Administration and MBA are also acceptable

2. Relevant work experience (25 points)

- Minimum 7 years' experience of working closely in field of Adolescent and Youth empowerment/Skill Development,
- Minimum of 3 years' experience of working with international agencies or with Government.
- At least 1 year of experience in Skill Development especially field work is preferred.

3. Interview (35 points)

Note: Applicants scoring 32 out of 40 points in technical evaluation will be invited for interview. Qualifying score in overall technical evaluation is 60 out of 75 points.

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) 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. 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

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