

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

NATIONAL CONSULTANCY- Volunteer Engagement

1. Background:

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child. To achieve this, UNICEF works with key youth networks in the country to give adolescents space, voice, audience, and influence the narratives that act as barriers to achieving their aspirations. One of such youth initiatives is Volunteer engagement, which UNICEF would like to leverage upon for impactful results for children.

Generation Unlimited — In April 2021, Minister of Labor and Social Protection, Ms. Ariunzaya Ayush expressed her interest to be involved in GenU initiative on behalf of Mongolian Government. Since then UNICEF in partnership with Ministry of Labor and Social Protection (MLSP) led the process of conducting analysis of country situation related to youth connectivity for learning, acquisition of skills for employability, entrepreneurship and youth participation. Based on the analysis, the draft Country Investment Plan was developed. This Plan includes an operational framework which sets out youth engagement model, financing model, and other elements related to operationalization of country investment agenda. It aimed to leverage partner collaboration, mobilize financing, and achieve scale by providing models of shared-value partnerships, expand existing efforts across the partnership, and improved coordination.

Volunteer engagement, as a new and promising strategy for improving program effectiveness was used by Mongolia CO during the COVID-19 pandemic response and in some program areas such as Climate Change Education, WASH, Mental Health, Child Protection. It has been acknowledged by partners and showcased globally that Mongolian youth have enormous potential to increase program impact and sustainability. There is a growing need to continue to strengthen volunteer engagement capacity of the government and create a sustainable mechanism at the national and sub-national level to support continuous volunteer engagement.

Therefore, the purpose of the consultancy is to contribute to the creation and operationalization of sustainable structure, which will enable young peoples' volunteering,

networking, sharing knowledge and partnerships for promoting child rights on participation. It will help Mongolian Government in creating platform for implementing Country Investment Plan developed under the GenU initiative.

2. Purpose of Assignment:

The consultant will provide professional technical assistance and support for the conceptualization, design, planning, implementation, monitoring, management and evaluation of volunteer engagement initiatives, review and finalize the GenU report on Country Assessment and Investment Plan, contribute to fundraising and implementation of the GenU initiatives in Mongolia. In addition, the consultant may be asked from time to time to support with oral or written translation of key points from local language to English or vice versa.

Summary of key functions/accountabilities:

1. Conceptualise, design and implement volunteer initiatives with government, CSOs, academia, and private sector with the aim of furthering Child Rights and Child Participation
2. Support Government in implementing Country Investment Plan through operationalizing of GenU Platform
3. Monitor and document ongoing volunteer projects and explore new opportunities for future engagement with volunteers:

3. Scope of Work:

Conceptualise, design and implement volunteer initiatives with government, CSOs, academia, and private sector with the aim of furthering Child Rights and Child Participation:

- Effective mechanisms to implement volunteer programs at national and subnational levels will be in place
 - Effective mechanisms for continuous capacity building of volunteers will be established at the AFCYD and/or MNUE
- Knowledge hub on volunteering expertise, which will entail best practices and success stories from national and international field of volunteering will be created

Support Government in implementing Country Investment Plan through operationalizing of GenU Platform:

- Common fundraising and oversight platform for implementation of Country Investment Plan will be created at MLSP

- At least two funding proposals will be developed to support implementation of Country Investment Plan
- At least 2 innovative solutions will be designed and tested nationwide within Country Investment Plan
- At least 1 learning/knowledge product, covering innovative approaches and good practices on youth engagement will be developed

Monitor and document ongoing volunteer projects and explore new opportunities for future engagement with volunteers:

- Support implementation of YouCCAN and peer education on hygiene, SRH, STEM and climate change initiatives
- Conduct field trips to monitor volunteer engagement project progress as needed
- 2 human interest stories and 1 ICON story will be developed to showcase achievements of volunteer engagement

4. Programme Area and Specific Project Involved:

Adolescents Development and Participation.

5. Contract duration (start and end date):

The consultant will work for 11.5 months. The consultancy will begin from 21st November, 2022.

6. Type of engagement:

☒ Deliverable based(home based) ☐ Full-time, office based ☐ Part-time, office based

Deliverable based consultant: Consultants are responsible for their own time management. The time invested for each deliverable is at discretion of the consultant, in consultation with the supervisor. Consultants are not entitled to Paid Time Off.

7. Deliverables, Timeframe and Payment Schedule:

Deliverables	Timeline					Payment Schedule
	Q4 '22	Q1	Q2	Q3	Q4	
<ul style="list-style-type: none"> Contribute to development of Implementation Plan for Targeted Program on Human Development. 	x					20% of the total amount

1.Deliverable: Final draft of the Implementation plan for targeted program on Human Development submitted.						
<ul style="list-style-type: none"> Training of youth development officers in Youth Development Centers on volunteer engagement (recruitment, supervision, ethics and maintenance of the volunteers) 		x	x	x		
2.Deliverable: Training Report submitted						
<ul style="list-style-type: none"> Situation report on existing volunteer engagement practices in the universities. 		x				
3.Deliverable: Final situation Analysis report submitted						
<ul style="list-style-type: none"> Support the development of training module/ curriculum on volunteer engagement and child participation at the MNUE. 		x	x			15% of the total amount
4.Deliverable: Training module/curricula developed.						
<ul style="list-style-type: none"> Support improvement of the website dedicated to the youth and volunteer engagement. 			x	x		
5.Deliverable: Final version of improved website dedicated to youth volunteer engagement shared.						
<ul style="list-style-type: none"> Common fundraising and oversight platform for implementation of Country 		x				20% of the total amount

Investment Plan will be created at MLSP						
<ul style="list-style-type: none"> At least two funding proposals will be developed to support implementation of Country Investment Plan. 6.Deliverable: 2 funding proposals developed and submitted to the donor.		x		x		
<ul style="list-style-type: none"> At least 2 innovative solutions will be designed and tested nationwide within Country Investment Plan. 7.Deliverable: Report of the tested innovations.		x	x	x	x	20% of the total amount
<ul style="list-style-type: none"> At least 1 learning/knowledge product, covering innovative approaches and good practices on youth engagement will be developed. 8. Deliverable: Completed, submitted, and signed off knowledge product.				x	x	
<ul style="list-style-type: none"> Progress report on the support to implementation of YouCCAN and peer education on hygiene, SRH, STEM and climate change initiatives 9. Deliverable: Progress report submitted and cleared.	x	x	x	x	x	10% of the total amount

<ul style="list-style-type: none">Conduct field trips to monitor volunteer engagement project progress as needed		x	x		x	15% of the total amount
<ul style="list-style-type: none">2 human interest stories and 1 ICON story will be developed to showcase achievements of volunteer engagement. <p>10.Deliverable: Human interest story developed, submitted, and cleared by UNICEF.</p>			x	x	x	

If Full-time consultant: (suggest)

The consultant will be paid upon the presentation and acceptance of the satisfactory monthly progress report with the completion of key deliverables.

10. Project Management:

Direct supervisor: Bolorchimeg Dagva, Adolescent Development Specialist

Frequency of performance review: Mid-year and Final review

11. Qualifications and requirements:

- Minimum qualifications required: University degree in the social/behavioural sciences (communication, marketing, public health), international relations or in a related technical field. Advanced university degree in relevant field is added advantage. Knowledge in HRBA, Results-based management, Child Rights, gender issues, child participation and strategic partnerships is an asset.
- Relevant working experience: Minimum three years of professional work experience in programme design, management, implementation, monitoring and evaluation related to networking and partnerships for child rights.
- Knowledge/expertise/ skills required: Work experience related to advocacy, communication, social mobilization and partnerships, including proven experience of working with government and civil society groups. Field work experience. Background/familiarity with Emergency situations is an asset.