**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

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| **TERMS OF REFERENCE Lisbon+21 Roadmap development International Expert** | |
| Hiring Office: | UNFPA Bosnia and Herzegovina |
| Purpose of consultancy: | At its 177th session held on 19 September 2019, the Council of Ministers of Bosnia and Herzegovina considered and adopted by Conclusion the Information on the Declaration on Youth Policies and Programmes (Lisbon + 21 Declaration), and instructed the Ministry of Civil Affairs of Bosnia and Herzegovina to form a Working Group with the competent ministries of the entities, cantons, the Department for Professional and Administrative Affairs in the Government of Brcko District of Bosnia and Herzegovina, the Youth Council of the Federation of Bosnia and Herzegovina, the Youth Council of the Republika Srpska and the Youth Council of Brcko District of Bosnia and Herzegovina, with recommendations for the implementation of the measures set out in the Declaration on Youth Policies and Programs (Lisbon + 21 Declaration).  All relevant authorities, as well as umbrella youth organizations, have appointed their representatives to the Working Group. The aim of the Working Group is to develop a Roadmap with recommendations for the implementation of measures set out in the Declaration on Youth Policies and Programmes (Lisbon + 21 Declaration). Ministry of Civil Affairs approached UNFPA for partnership in the process and provision of technical support to the Working Group in preparing the Roadmap on Lisbon + 21 Declaration.  The engagement of an international expert, who would draft a roadmap document prior to the working group meetings, would ensure that the meeting and further development of the document are in compliance with previously established standards and UN and Ministry regulations. Additionally, considering the current epidemiological situation, the working group meetings might have to be held online. In this case, having already established roadmap document draft and distributed prior to the online meeting would enable better understanding and more constructive discussion in online space. The International expert will be supported by the local expert, who will provide key background reading documents for desk review. |
| Scope of work:  *(Description of services, activities, or outputs)* | The Consultant will perform the following tasks:   * Conduct desk review and initial consultations with Ministry of Civil Affairs and UNFPA team; * Develop methodology and timeline for Roadmap document; * Develop concise draft roadmap document; * Present the draft roadmap document to the working group; * Facilitate the strategic discussion at the online meeting; * Finalize draft roadmap document with inputs received at the meeting; * Provide ongoing advisory support to the working group, and * Provide comments for the final roadmap document.   Indicative timeframe and deliverables:   |  |  |  | | --- | --- | --- | | **Key Activity** | **Deliverable** | **Indicative Timeline** | | Desk review and Methodology development | Methodology | 4 days | | Develop concise draft roadmap document | Draft roadmap document | 4 days | | Present the draft roadmap document to the working group | Presentation and facilitation | 1 day | | Facilitate the strategic discussion at the online meeting | Final draft document | 1 day | | Provide ongoing support to the working group | Technical advice | 2 days | | Provide comments for the final roadmap document | Comments and suggestions directly in the roadmap document | 1 day | |
| Duration and working schedule: | Up to 13 working days, in the period November – December 2020 |
| Place where services are to be delivered: | The bulk of services are expected to be delivered from home and online meetings |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | The Consultant will be expected to deliver services (in line with above mentioned outputs) and final version of the Roadmap by the end of December 2020 |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | Weekly progress monitoring and coordination will be done by Focal Point from the Ministry of Civil Affairs and designated UNFPA team working on Youth Portfolio |
| Supervisory arrangements: | Overall supervision by Project Manager |
| Expected travel: | No travel is expected |
| Required expertise, qualifications and competencies, including language requirements: | **Expertise and qualifications**:  - Advance degree in social science, political science, economics; BA Degree in social science, political science or economics with additional two years of working experience in lieu for Advance degree.  - Minimum five years of research experience, with specific experience on youth issues and programs  - Demonstrable previous experience in undertaking assessments and developing concepts and strategic documents relating to youth.   |  | | --- | | **Competencies and values**:  ***Core values***  - Demonstrates integrity and fairness by modelling UN values and ethical standards;  - Demonstrates professional competence and its conscientious and efficient in meeting  commitments, observing deadlines and achieving results;  - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.  ***Core competencies***  - Results-Orientation: Plans and produces quality results to meet established goals, generates innovative, practical solutions to challenging situations;  ***Quality of work***  Consistently ensures timeliness and quality of work;  ***Communication***  - Excellent knowledge of English language;  - Excellent communication and presentation skills;  - Ability to assess complex concepts and environments and turn them into clear and logical  recommendations. | |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: |  |
| Other relevant information or special conditions, if any: | UNFPA reserves the right to offer to the selected candidate the rate in accordance with UNFPA consultant rates and UNFPA available budget. Payment for contractor will not exceed average UNFPA rates for international consultants.  Where the contractor fails to deliver the required quality of products, the rate payable will be reduced. UNFPA reserves the right to assess the quality of products. Contractor has obligation to finalized products/documents to the full UNFPA satisfaction. |
| Signature of Requesting Officer in Hiring Office:  Date: 7th October 2020 | |