**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

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| **TERMS OF REFERENCE Lisbon+21 Roadmap development Local 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 technical support to the Working Group in preparation of Roadmap on Lisbon + 21 Declaration.  The engagement of an expert, who would work in close cooperation with the international consultant and Working Group throughout the process of establishing the Roadmap document would enable effective and timely information exchange between the working group and the international expert. Considering that the Working Group is comprised of representatives from various backgrounds and interests, the national expert guidance would enable objective and focused contribution and work that is in compliance with the youth regulative framework. Additionally, considering the current epidemiological situation, the working group meetings might have to be held online. In this case, the national expert would have a coordination role, making sure all the representatives provide their inputs, are timely informed about the planned activities, equally represented and included in the process and consulted on further steps. |
| Scope of work:  *(Description of services, activities, or outputs)* | The Consultant will perform the following tasks:   * Collect, review and share available information/mapping about the youth sector and regulatory framework in Bosnia and Herzegovina, as well as relevant international standards and initial consultations with Ministry of Civil Affairs and UNFPA team; * Provide inputs and assist the international consultant in drafting the roadmap document; * Co-present the draft roadmap document to the working group and facilitate the strategic discussion at the online meeting; * Coordinate inputs from the Working Group to the draft Roadmap, arrange meetings and provide ongoing support to the working group * Review and provide comments for the final Roadmap document.   Indicative timeframe and deliverables:   |  |  |  | | --- | --- | --- | | **Key Activity** | **Deliverable** | **Indicative Timeline** | | Data collection and desk review | Relevant data collection | 3 days | | Provide inputs to the international consultant to the draft Roadmap | Draft roadmap document | 2 days | | Arrange the consulttive meeting, co-present the draft roadmap and facilitate discussion with the members of the working group | Presentation and facilitation | 2 days | | Coordinate inputs to the draft Roadmap an provide ongoing advisory/technical support | Collated inputs | 3 days | | Provide comments for the final Roadmap document | Comments and suggestions reflected in the Roadmap | 1 day | |
| Duration and working schedule: | Up to 11 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 |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | The Consultant will be expected to deliver services and provide feedback to the final Roadmap (in line with above mentioned outputs) 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. |
| 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.  - Five years research experience, with specific experience on youth issues and programs in Bosnia and Herzegovina;  - Demonstrable previous experience in undertaking assessments and developing concepts and/or strategic documents on 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***  - Fluency in B/C/S and 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: | 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 local 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. |
| Other relevant information or special conditions, if any: |  |
| Signature of Requesting Officer in Hiring Office:  Date: 7th October 2020 | |