

TERMS OF REFERENCE FOR INDIVIDUAL INTERNATIONAL CONSULTANT


TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Cambodia Office
Purpose of consultancy:	<p>The Directorate General for Youth with direct advice and guidance from the Minister for Education, Youth and Sport (MoEYS) is establishing a National Task Force (NTF) with the tasks to consult, support and coordinate the development of the Cambodian Youth Development Index (CYDI), which will support the ongoing implementation of the 2011 National Policy on Youth Development and the 2016-2018 National Youth Action Plan. The CYDI will be a useful tool for measuring development equalities, including, but not limited to, health, education, social, cultural and economic equality. It will be based on existing official data (e.g. the Cambodian Demographic and Health Survey reports).</p> <p>The objectives of the Youth Development Index (YDI) are:</p> <ul style="list-style-type: none"> • To provide Cambodia with indicators and information on the status of Youth Development, including the development gaps among young people that exist in all the sectors of development. It will help the Government to develop youth related policies and strategies that would enable the country to reap the benefits of a demographic dividend. • To compare the achievement of youth development in Cambodia with other countries, particularly in the ASEAN region, and to advocate for a national commitment to implementing international, regional and national agreements, including the National Youth Development Policy, National Youth Action Plan and SDGs. <p>Under the direction of the MoEYS, Director and Deputy Director-General of Youth, the NTF will consist of representatives from MoEYS, the Ministry of Labour and Vocational Training, Ministry of Planning, National Institute of Statistics, non-government partners, along with technical and financial support from UNFPA and the inclusive and meaningful engagement of young people. The YDI will build and measure Cambodian youth development indicators under six key domains: education; health and wellbeing; employment and opportunity; youth participation and engagement; Identity; and Inter-Ministerial Cooperation.</p> <p>MoEYS has requested technical support from UNFPA to research and develop a comprehensive YDI Report, based on the six key domains, which will be used by the NTF as technical guidelines for the collection of data based on appropriate indicators. It is for this reason that UNFPA is seeking to recruit an experienced international consultant to support a UNFPA-funded national consultant in completing the YDI Guideline and delivering a draft YDI report which is localised to the Cambodia context, see more details are below.</p> <p>At the outset the consultant is expected to deliver an inception report that describes the proposed structure of the report for review and endorsement by MoEYS and UNFPA. The inception report should make reference to other authoritative reports on YDI from other countries, the proposed data sources to be used and give illustrative examples of tables and charts to be presented in the YDI. The inception report is to be provided by the consultant within five working days of being accepted to do this consultancy work.</p>

	<p>As the development of YDI will require information, inputs, and consensus from various stakeholders and a thorough analysis on the indicators and data, the YDI report is expected to be finalized by 2018. In 2017, it is expected that the draft report of YDI is available. In 2018, it is expected to establish a consensus for Youth Development Index Report which should clearly outline the extent to which Cambodia has advanced youth development under the six key domains.</p>
<p>Scope of work: (Description of services, activities, or outputs)</p>	<p>The international consultant plays a role in leading, advising, and supporting the whole YDI process, with support of a national consultant who has clear terms of reference, and makes a good draft of high quality report of YDI acceptable by UNFPA and MoEYS and appropriate for the Cambodian context with alignment to global and regional YDI.</p> <p>The outputs of the consultancy in 2017 are:</p> <ol style="list-style-type: none"> 1. A guideline to develop the YDI Report, which contains: <ol style="list-style-type: none"> a. A work plan to develop YDI in 2017 and 2018; b. List of topics in youth development; c. List of indicators, the operational definition and metadata of the indicators, potential data sources, and information regarding the sustainability of the data availability. The indicators should be aggregated by age and sex, and should be generated through various national sources to produce the YDI and to enable effective youth development planning; d. As necessary, the guideline should also provide guidance on secondary data collection tools; e. Methodology to collect and analyse the data. 2. A draft report on the YDI in Cambodia within the context of the demographic dividend, containing: <ol style="list-style-type: none"> a. Introduction: At a glance of Youth Development (YD) in Cambodia. It would include definition of youth; what is youth development; prioritising youth development in policy and action; introducing YDI: what can be measured? How it will be interpreted? And basis for selecting domains and indicators. b. Methodology and any research approach used c. Cambodia YDI - Results: This chapter includes trends of youth development; inequalities in youth development; YDI results by region of Cambodia d. Cambodia YDI – Analysis by YDI domains and correlation e. Cambodia YDI – Regional ranking and domain scores f. Analysis of the linkages between the national YDI and SDGs in Cambodia g. Recommendations; h. A list of recommended indicators for future YDIs; <p><u>Duties and Responsibilities:</u></p> <p>The consultant will work with the NTF under the immediate supervision of the MoEYS Deputy Director-General of Youth and with overall guidance and support from the UNFPA Deputy Representative and UNFPA Programme Officer (Youth and HIV Prevention) and work in detail with the national consultant to provide technical assistance for developing the YDI Guideline and draft report.</p>

	<p>The consultant will undertake the following tasks:</p> <ol style="list-style-type: none"> 1. Present the conceptual and theoretical framework of Youth Development Index at the global or regional level to the stakeholders in Cambodia. In addition, present the experiences of other countries that have developed their YDI. Analyse the data and respective indicators that should be included in the YDI in accordance with the international, regional and national commitments, including the National Youth Development Policy, National Youth Action Plan and SDGs. 2. Provide technical advice in the consultative meetings with the national stakeholders on the data availability and quality to select indicators for the index. Review the national SDG indicators to be used as part of the index. Ensure adherence to and alignment with NYDP, NYAP and SDGs. 3. Provide technical inputs, particularly within the Cambodian context, for the indicators that should be included in the YDI in accordance with the international, regional and national commitments. 4. Develop the guideline (including the tools, methods and timeline) to be utilised for the development of the Cambodian YDI (including analysing the existing data and/or data collection) and to design disaggregated data reporting format (tools) at least by age and sex as required in the reporting instrument of YDI. As the YDI needs to be repeated at regular intervals, the consultant should provide recommendation on tools and methods of regular data collection. 5. Develop the draft report of YDI, particularly to ensure that the draft report is in line with the YDI report at global and regional levels, and to enrich the draft report based on experiences of YDI development from other countries.
Duration and working schedule:	The consultant will carry out the consultancy assignment for 40 working days on an intermittent basis, and may take place any time between April until December 2017.
Place where services are to be delivered:	The consultant can be based in and out of the country according to real practice and actual needs.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Throughout the assignment of the consultancy, the following deliverables should be produced:</p> <ul style="list-style-type: none"> • The inception report (detailing key tasks, approaches, methodologies, timelines with clear deliverables, clear division of labour between the team leader and the national consultant, etc.) submission by 15 April; • The YDI Guideline submission by 30 April • The final draft of the YDI Guideline ready for submission to MoEYS and UNFPA by 15 May 17; • The first draft YDI report ready for submission by 15 Aug 17; • The second draft YDI report ready for submission by 20 Oct 17; • End of consultancy report highlighting key achievements, lessons learnt and good practices in developing the YDI Guideline and drafting YDI Report, submitted to MoEYS and approved by UNFPA Cambodia by 30 November 2017.

Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<table border="1"> <thead> <tr> <th>No</th> <th>Activities</th> <th>Length (days)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Analyse the indicators that should be included in the YDI in accordance with the international, regional and national commitments. This includes: a. Review the national SDG indicators to be used as part of the index. Ensure adherence to and alignment with the NYDP, NYAP and SDGs. b. Provide technical advice and facilitate the meetings of the NTF and consultative meetings with the national stakeholders on the data availability and quality to select indicators for the index. c. Present the conceptual and theoretical framework of Youth Development Index at the global or regional level to the stakeholders in Cambodia and the experiences of other countries who have developed YDI.</td> <td>10</td> </tr> <tr> <td>2</td> <td>Develop the guideline (including the tools, methods and timeline) to be utilised for the development of the Cambodian YDI (including analysing the existing data and/or data collection). This includes: a. Identifying the kinds of data that can be obtained at the provincial level and the mechanisms for obtaining the data. b. Design disaggregated data reporting format (tools) – at least by age, sex and province - as required in the reporting instrument (Youth Development Index). c. Revise the guideline based on inputs from national stakeholders and submit it in English to MoEYS and UNFPA.</td> <td>10</td> </tr> <tr> <td>3</td> <td>Develop the draft of the Cambodian Youth Development Index report and submit the draft report to MoEYS and UNFPA.</td> <td>20</td> </tr> </tbody> </table>	No	Activities	Length (days)	1	Analyse the indicators that should be included in the YDI in accordance with the international, regional and national commitments. This includes: a. Review the national SDG indicators to be used as part of the index. Ensure adherence to and alignment with the NYDP, NYAP and SDGs. b. Provide technical advice and facilitate the meetings of the NTF and consultative meetings with the national stakeholders on the data availability and quality to select indicators for the index. c. Present the conceptual and theoretical framework of Youth Development Index at the global or regional level to the stakeholders in Cambodia and the experiences of other countries who have developed YDI.	10	2	Develop the guideline (including the tools, methods and timeline) to be utilised for the development of the Cambodian YDI (including analysing the existing data and/or data collection). This includes: a. Identifying the kinds of data that can be obtained at the provincial level and the mechanisms for obtaining the data. b. Design disaggregated data reporting format (tools) – at least by age, sex and province - as required in the reporting instrument (Youth Development Index). c. Revise the guideline based on inputs from national stakeholders and submit it in English to MoEYS and UNFPA.	10	3	Develop the draft of the Cambodian Youth Development Index report and submit the draft report to MoEYS and UNFPA.	20
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Supervisory arrangements:	During the course of the assignment, the consultant will work under the immediate supervision of the Deputy Director-General of Youth and Deputy Representative of UNFPA, and work closely with the UNFPA Programme Officer (Youth and HIV Prevention), and other UNFPA and MoEYS colleagues.												
Expected travel:	The consultant will be expected to travel if required by the MoEYS.												
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> • Non-Cambodian nationality. • An advanced degree (Ph.D preferred) in demography and population studies, social sciences, statistics, human rights, gender and youth development studies or any other relevant area. • Proven five year experience in research and developing statistical tools, indices, indicators and M&E. 												

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	<ul style="list-style-type: none"> • Extensive previous experience of statistical data collection, analysis, manipulation and presentation using statistical software. • Experience in developing similar YDI is strongly preferred • Familiarity working with government institutions and young people is an advantage. • Excellent analytical, communication and writing skills in English. • Availability to work throughout the assignment.
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>With the support of UNFPA, MoEYS will organize a series of consultative workshops with relevant stakeholders including government institutions, UNs, Youth Network, and youth NGOs. The hired consultant will be required to assist the MoEYS in the meeting and the organization of such relevant workshops.</p> <p>The consultant will be expected to have his/her own computer.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>The international consultancy will require the professional daily rate at the level of specialist and will remain fixed throughout the consultancy period. The consultant will be entitled to DSA while staying outside the area of origin and return travel support (with most direct and economical flight) by plane from the area of origin to Phnom Penh. UNFPA will not cover the living allowance, local transportation and health insurance.</p>
<p>Signature of Requesting Officer in Hiring Office: </p> <p>Date: <u>2 March 2017</u></p>	

