


TERMS OF REFERENCE FOR INDIVIDUAL NATIONAL 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 Youth Development Policy and the 2016 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 pre-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 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; and 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 national consultant to complete the YDI Guidelines and deliver a draft YDI report –more details are below.</p> <p>At the outset the consultant is expected, in collaboration with the supporting international consultant, 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</p>

	<ol style="list-style-type: none"> 1. With assistance from the international consultant, 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. The YDI will be the reference for national stakeholders to develop future policies to ensure that the demographic dividend will indeed become a bonus for Cambodia. 2. Facilitate consultative meetings with 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 and alignment with relevant Cambodian and international youth policies. 3. Provide technical inputs, particularly within the Cambodian context, for the indicators that should be included in the YDI Report in accordance with the international, regional and national commitments. 4. Provide regular updates on progress and consulting with MoEYS, UNFPA and other implementing partners 5. Develop the guideline including the tools, methods and timeline to be utilised for collecting and analysing the existing data in the development of the Cambodian YDI 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 input in recommendation on tools and methods of regular data collection. 6. Assist the Directorate General for Youth in organising consultation workshops with all relevant stakeholders, including youth, during the YDI development. 7. Submit the Guideline, both English and Khmer versions, for the YDI development in the coming years to MoEYS and UNFPA. 8. With assistance from the international consultant, develop and submit the English and Khmer version of draft Cambodia Youth Development Index Report to MoEYS and UNFPA.
Duration and working schedule:	The national consultant will carry out the consultancy assignment for a period of ten months, starting from March until December 2017. Full-time presence on a daily basis according to the official hours of the MoEYS is highly expected from the successful candidate
Place where services are to be delivered:	The consultant will be based at the Directorate General for Youth of MoEYS and occasionally at UNFPA office.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Throughout the 10 months assignment of the consultancy, the following proposed deliverables should be produced:</p> <ul style="list-style-type: none"> • The inception report submission by 15 April; • The draft YDI Guideline submission by 30 April • The final draft of the YDI Guideline (English and Khmer versions) 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 (English and Khmer versions) ready for submission by 20 Oct 17; • Periodic reports highlighting results achieved, challenges faced and ways forward to the UNFPA Cambodia office by 10 July, 10 October and 30 Dec 17; and • End of consultancy report highlighting key policy achievements, lessons

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	<p>Khmer.</p> <ul style="list-style-type: none"> • Availability to work full time throughout the assignment and be based at MoEYS.
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>The consultant will be based at the Directorate General for Youth, MoEYS. All secretarial support will be provided by the Directorate General. However, occasionally the consultant will be required to work at the UNFPA office.</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 national consultancy will require the professional function at the level of specialist (NOB). The consultant will be entitled to DSA while traveling to sub-national level. UNFPA will not cover the living allowance, local transportation and health insurance.</p>
<p>Signature of Requesting Officer in Hiring Office: </p> <p>Date: <i>2nd March 2017</i></p>	