


## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE	
Hiring Office:	UNFPA Cambodia Office
Purpose of consultancy:	This consultancy service is being sought as part of an effort to further support the National Youth Development Council (NYDC) to develop an online platform and dashboard for Results Planning, Monitoring and Reporting ( <i>myYOUTHresults</i> <sup>1</sup> )
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>The National Policy on Cambodian Youth Development was developed in 2011, aiming at providing youth with opportunities for enthusiasm, perseverance, and professionalism in their capacity development. The National Policy on Cambodian Youth Development and the National Action Plan for Cambodian Youth Development 2021-2025 are a roadmap for providing comprehensive youth services and support at both the national and sub-national levels. To achieve the objectives set out in the National Policy and National Action Plan on Cambodian Youth Development, the Cambodian National Council for Youth Development has developed a system framework for monitoring and evaluating the implementation of the National Action Plan on Cambodian Youth Development. The framework focuses on strengthening the monitoring and evaluation systems at the national and sub-national levels ensures a clear harmonization of the reporting flow system, and develops the capacity of institutions, entities, and officers in charge of monitoring and evaluation. Planning for, monitoring of and reporting on results are key elements of results-based management under the coordination of NYDC.</p> <p>As part of a formal mechanism for the implementation of the National Policy on Cambodia Youth Development (NP-CYD), NYDC is mandated to provide direction to Youth Development in Cambodia and play a coordination role in monitoring, reporting and evaluation (M&amp;E) and to assist government with youth development matter in Cambodia.</p> <p>All members of NYDC are required to systematically plan for and report their results in <i>this new proposed development online platform (myYOUTHresults)</i>. This platform shall consists of <b>3 modules representing 3 distinct stages in the overall process— planning, monitoring and reporting</b>. Each stage shall require quality assurance and formal approval by the concerned department of NYDC.</p> <div style="text-align: center;">  <pre> graph TD     AOP[Annual Operational Plan (AOP)] --&gt; Monitoring[Monitoring]     Monitoring --&gt; AR[Annual Reporting]     AR --&gt; AOP </pre> </div> <p>The <b>planning module</b> is where the <b>Annual Operational Plan (AOP)</b> is developed by the line ministries and members of NYDC annually.</p> <p>The <b>monitoring module</b> becomes accessible after the <b>Annual Operational Plan (AOP)</b> is uploaded by the line ministries and members of NYDC and verified by the Planning Department of NYDC/MoEYS. During the monitoring process, the line ministries and members of NYDC report on the achievement of the milestones planned for each quarter and make adjustments (in consultation with NYDC) of their plans, if appropriate.</p>

<sup>1</sup> This propose name is subject to be changed by NYDC.

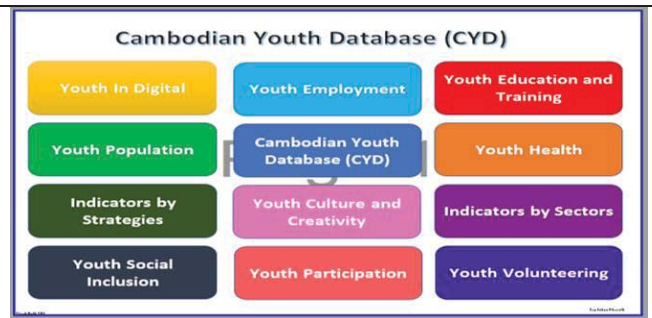


Figure 1. Sample of Cambodia youth database design framework (CYD)

The **reporting module** allows the line ministries and members of NYDC to report on results achieved, lessons learned and challenges encountered during a particular year.

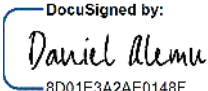
The overall purpose of this consultancy is to support the NYDC to improve and strengthen the current systems for monitoring, reporting and performance information of the implementation of the National Youth Policy and National Action Plan on Cambodia Youth Development, through the design and development of an integrated online (web-enabled) *myYOUTHresults*.

More specifically, the objectives of this consultancy are:

1. To define requirements for an integrated online (web-based) *myYOUTHresults* to make it accessible to different line ministries, members of NYDC and relevant stakeholders with varying levels of access, to enhance the ability of GS-NYDC to monitor results periodically;
2. To design and develop the system as a common tool for monitoring, reporting and assessing performance and development results;
3. To clearly define roles and responsibilities for the system users at the national, sub-national and secretariat levels;
4. To build the capacity of the relevant NYDC staff to manage the system on a sustainable basis through specific training, documents and tutorials; and
5. To provide ongoing maintenance of the *myYOUTHresults* for whole year in 2022, including smooth operation and fixing bugs until the technical handover is completed by 31 December 2022.

The Duration and working schedule:	The consultant will carry out the consultancy assignment for a period of max. 65 working days, starting in August to December 2022.
Place where services are to be delivered:	The consultant will be mainly based at the GS-NYDC office and at the UNFPA office if required.
Delivery dates and how work will be delivered:	<p><b>Deliverable 1: Prototype,</b></p> <p>Within August – 24 September 2021, 20 days, the Individual Consultant will deliver:</p> <ul style="list-style-type: none"> <li>● <b>Inception Report</b> – the consultant should produce an Inception Report within 3-7 days after the contract is signed. The report should provide a clear picture of how the consultant understands the ToRs and intends to achieve the expected tasks. It should identify those who will be consulted and should propose methodology for the assignment. The report should also include a work plan with timelines for all the tasks that the consultant will undertake during the assignment.</li> <li>● <b>Prototype with proposed system consulted and agreed</b> – the consultant should present a report determining the requirements to the system and a prototype model within 15-20 work-days after commencement of the assignment. The report will be presented for validation by GS-NYDC and UNFPA. The consultant will incorporate feedbacks and comments from the discussion.</li> </ul>

	<p><b>Deliverable 2: User-friendly online platform and dashboard for Results Planning, Monitoring and Reporting (<i>myYOUTHresults</i>)</b></p> <p>Within September – 19 November 2021, 25 days, the Individual Consultant will deliver:</p> <ul style="list-style-type: none"> <li>● <b>myYOUTHresults</b> - The consultant will develop a user-friendly online platform and dashboard for Results Planning, Monitoring and Reporting (<i>myYOUTHresults</i>), and make it accessible to different stakeholders, with varying levels of access and authority. The system must be designed in a way that all core monitoring and evaluation tasks can be easily undertaken by national and national stakeholders. The new system will be a web-based platform that contains and tracks down the achievement of performance indicators and targets of major planning and reporting such as the Results Framework, national, sub-national implementation plans, programme based budgets and relevant information on performance of operations. The system should work both offline and online.</li> </ul> <p><b>Deliverable 3: Staff training, training modules, help systems and technical documents completed.</b></p> <p>Within 19 November – 31 December 2021, 10 days: Sustainability is an important aspect of the assignment and it is important that relevant GS-NYDC staff members are fully trained and engaged with the system developed. With this in mind, the consultant will be expected to hold multiple planning sessions and review dialogues with key stakeholders in order to ensure that the system is both relevant and useful to partners and that a sustainability plan is in place. the Individual Consultant will deliver:</p> <ul style="list-style-type: none"> <li>● Develop training handbooks “How to Guides”;</li> <li>● Develop video tutorials and other help systems;</li> <li>● Develop technical documents including requirement analysis, design documents and user/admin manuals;</li> <li>● Conduct specific training to relevant GS-NYDC staff and partners on each area of the assignment;</li> <li>● Ensure relevant GS-NYDC staff members are in a position to manage all components of the system upon inception and modify them as needs arise.</li> </ul> <p><b>Deliverable 4: Maintenance of the <i>myYOUTHresults</i></b></p> <p>Upon the completion of the above activities, this activity will be carried for the year 2022:</p> <ul style="list-style-type: none"> <li>● Provide the ongoing maintenance of the <i>myYOUTHresults</i> for whole year in 2022 (with max. 10 days), including smooth operation and fixing bugs until the technical handover is completed by 31 December 2022.</li> </ul>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will report the progress to the GS-NYDC and UNFPA. The consultant is expected to work closely with MoEYS/NYDC-Planning Department Director and his team, and UNFPA Programme Officers (Youth Specialist, M&E Analyst and Youth/CSE Program Analyst) for matters related to relevant deliverables. In addition, work outputs should be shared on a monthly basis to ensure alignment between the ToRs and actual work completed.
Supervisory arrangements:	During the course of the assignment, the consultant will work under the immediate supervision of the Deputy Representative of UNFPA and Youth Specialist.
Expected travel:	n/a

<p>Required expertise, qualifications and competencies, including language requirements:</p>	<ul style="list-style-type: none"> <li>● Master's degree in IT, Information management, or another related discipline</li> <li>● At least seven years' experience in developing IT solutions and providing IT support and maintenance services;</li> <li>● Proven professional experience in developing and managing databases within the non-profit sector;</li> <li>● Proven professional experience in web technologies, including their development and deployment, and development of web-based information systems;</li> <li>● Good understanding of development results and Results Based Management Concepts;</li> <li>● At least four years of experience in working with M&amp;E programme establishment; organizational development, policy formulation/program implementation; research/survey; data collection and analysis/reports</li> <li>● Extensive experience in working as technical advisor for government line-ministries or/and other similar tasks in development fields.</li> <li>● Experience in facilitating multi-stakeholder dialogues is desirable</li> <li>● Experience working in or familiarity with the education system in Cambodia is an advantage.</li> <li>● Good communication skills and proficiency in Khmer and English languages</li> </ul>
<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 expected to have his/her own computer and other equipment needed for this assignment.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>Representatives of the GS-NYDC will be invited to be part of recruiting process, including reviewing the ToR, candidate shortlisting, assess, and interview candidates, if it is needed. The scale of fee will be at NoB, step 4 of the UN salary scale.</p>
<p>How to apply:</p>	<p>Application shall be submitted to UNFPA Country Office at <a href="mailto:cambodia.office@unfpa.org">cambodia.office@unfpa.org</a> or UNFPA Country Office, Phnom Penh Centre, Room 526, Building A, no later than <b>19 August 2021 by 5 p.m. Phnom Penh local time</b>. ToR can be obtained from UNFPA Website at <a href="http://cambodia.unfpa.org/">http://cambodia.unfpa.org/</a></p> <p>All applications must include (as attachments): CV, copies of educational qualifications, P11, Conceptual idea address to the TOR (max. 5 pages), and the financial proposal.</p>
<p>Signature of Requesting Officer in Hiring Office: Daniel Alemu, Representative a.i.</p> <p>Date: 05-Aug-2021</p> <div style="text-align: center;"> <p>DocuSigned by:</p>  <p>8D01E3A2AE0148F...</p> </div>	