

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE :	
Technical support for the development of a Youth Development Strategy for the Eastern Cape Department of Social Development	
Hiring Office:	UNFPA South Africa
Introduction and Background	<p>UNFPA is the United Nations reproductive health and rights agency that contributes to the expansion of possibilities for women and young people to lead healthy and productive lives. It is the leading United Nations agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA, South Africa Country Office in partnership with the Eastern Cape department of Social Development is seeking services of an organization to support the development of a Youth Development Strategy, implementation plan and M&E framework.</p> <p>South African population is at an estimated 61 million with approximately 20,5 million of the population constituted by youth (15-34 age group). The South African youth faces a myriad of challenges such as high unemployment, poverty, education inequality, lack of access to services, political turmoil, climate change and many others. In an effort to address such anomalies, the South African government developed a The National Youth Policy, 2020-2030, which is informed by various national and international frameworks, inclusive of the RSA Constitution, National Development Plan (Vision 2023), National Youth Service Development Policy Framework (2022), National Youth Development Agency(NYDA) Act 2008, United Nations World Programme of Action for Youth to the year 2000 and beyond, Sustainable Development Goals(SDG's) as well as other relevant legislations.</p> <p>The Eastern Cape Department of Social Development has an overall responsibility of coordinating all youth related matters in the province and the development of a provincial Youth Development Strategy, aligned to the National Youth Policy, with an implementation and M&E plan will ensure implementation of the key priority areas.</p>
Purpose of consultancy:	<p>The overall objective of the assignment is to develop a Youth Development Strategy, implementation plan and M&E framework for the Eastern Cape Department of Social Development.</p> <p>The expected outcome will be an approved Youth Development Strategy with an implementation plan and an M&E framework for the Department of Social Development in the Eastern Cape province.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The scope of work for the consultancy will include:</p> <ul style="list-style-type: none"> • Work in consultation with a Technical working group from DSD Youth Directorate and UNFPA • Undertake a literature review of relevant documents, inclusive of situational analysis, to determine the current state of youth development in the Eastern Cape province. • Review and align national Youth policy with EC DSD Youth development strategy aligning with the Theory of Change, interview focal points, review programs and projects of the provincial DSD • Consultation sessions with key stakeholders for data/information collection from young people, civil society organisation and other key partners • Analysis of primary data collected from relevant stakeholders at departmental, district and civil society levels on the state of youth development in the province • Develop the DSD Youth Development Strategy considering the data findings and ensure alignment to the National Youth Policy and all other relevant policies • Present the revised draft EC DSD Youth Development Strategy to the appointed Technical working group and Executive Management • Produce a ready to print final EC DSD Youth Development Strategy for approval by UNFPA

and EC DSD Executive Management.

Key deliverables

- Inception meeting with the appointed DSD Technical Team and UNFPA
- Inception report with detailed work plan, approved by partners
- A draft EC DSD Youth Development Strategy with draft implementation plan and M&E Framework presented to the Technical Team and Executive Management
- Final EC DSD Youth Development Strategy with an accompanying implementation plan and M&E Framework.

Duration and working schedule:

The duration of this assignment is 35 working days

ACTIVITY	NUMBER OF DAYS
Inception Meeting	1 working day
Inception Report	1 working day
Literature Review and situational analysis	5 working days
Engagements with youth formations and relevant stakeholders	15 working days
Consolidation of information into a draft document	5 working days
Presentation to the Technical Task Team and Departmental Executive Management	2 working days
Amend the draft strategy, considering inputs from the sessions with Technical Task Team and Executive Management	2 working days
Feedback session to the consulted stakeholders	2 working days
Presentation of final ready to print Document to Technical Task Team and Departmental Executive Management	2 working days
TOTAL NUMBER OF DAYS	35 working days

Place where services are to be delivered:

Consultancy will be both physical and virtual with the closeout meeting physical. The consultant may be expected to travel to for consultations with the district partners.

Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):

See above work schedule and deliverables

Supervisory arrangements:

The consultant will be managed under the UNFPA Country Representative and will work closely with the UNFPA Youth and Adolescent specialist, UNFPA Program Officer in the Province, Provincial Department of Social Development : Youth Directorate and the Provincial Population Unit, under the overall Supervision of the UNFPA Assistant Representative.

Expected travel:

The consultant is expected to work both remotely (off-site/virtually) and be available to travel for field work and stakeholders engagement as appropriate

Required expertise, qualifications and competencies, including language requirements:

The project requires a suitable Individual Consultant who has extensive knowledge on Youth development issues internationally, nationally and provincially
The Individual Consultant may include co-consultants with the same expertise.

The Individual Consultant must demonstrate the following attributes:

- Education: Post-graduate University Degree or equivalent in Social Sciences, Developmental studies, Programme and Project management, or other related field.
- Extensive experience in strategy development for youth programs
- Demonstrate evidence in carrying out similar work assignments.

	<ul style="list-style-type: none"> • Have a least 5 years of experience in management and development of Youth and Adolescent programmes • Be familiar with government Youth policies, systems and structures • Excellent writing skills and development of reports. • Familiarity with South African Government, UN development programmes will be an asset • Experience in working with UNFPA as well as knowledge of the Eastern Cape Youth development dynamics • Capacity to produce quality content under short deadlines • Knowledge of key issues in the Youth Development sector
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA will provide all relevant information required to produce a successful mapping report while the Consultant is expected to use his/her own tools like laptop/mobile phone/ access to the internet and work remotely.
Evaluation criteria and payment terms	<p>The evaluation of the bids will be conducted according to UNFPA prescripts.</p> <ul style="list-style-type: none"> • 30%: proposal relevance to the project. • 40%: professional experience and experience in working on similar projects. (attach a similar deliverable from a previous assignment) • 30%: Technical approach based on proposed methodology. <p>Payment will be made in accordance with the completion of work to the satisfaction of both the UNFPA and the Eastern Cape Department of Social Development based on the agreed project milestones</p> <p>The total amount for the assignment will be disbursed in three tranches as follows:</p> <ul style="list-style-type: none"> • 30% upon submission of the inception report and clearance of all tools (data gathering tools, methodology etc.) • 40% upon submission of the draft report • 30% upon submission of final report and summarized print ready version
Other relevant information or special conditions, if any:	Interested candidates are requested to submit CVs and proposals to (zaf.admin@unfpa.org) by 20 May 2023
Signature of Requesting Officer in Hiring Office: Date: 04-May-2023	<p>DocuSigned by: <i>Vive Dnywa</i> B30F50047C2449B...</p>