

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT (NATIONAL)

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Hiring Office:	UNFPA Country Office, Mongolia
Purpose of consultancy:	To provide technical support in developing youth related sections of the medium and long term strategy of the newly-established Family Children and Youth Development Authority (FCYDA); to integrate key elements and services which have been introduced by the Youth Development Programme, into the strategies and functions of this agency, with special focus on quality, effectiveness and sustainability of services, as well as with special attention to marginalized youth.
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>The Youth Development Programme (YDP) (2013-2017), which has been funded by the Swiss Agency for Development and Cooperation, Government of Luxembourg, Oyu Tolgoi, and the United Nations Population Fund (UNFPA), and jointly implemented by the Government of Mongolia and UNFPA, has been delivered in the last four years with the aims to build the resilience of young women and men, reduce their vulnerabilities to gender-based violence, unplanned pregnancies, STIs and HIV, and increase their capacity to benefit from Mongolia's rapid socio-economic change, particularly related to intensified extractive industries.</p> <p>The YDP aimed at serving youth aged 15-34 in 16 locations with specific interventions such as supporting adolescent and youth friendly health services, setting up youth development centers, mobilizing peer educators' networks, conducting GBV awareness workshops and Safe School initiatives, and facilitating youth participation and youth-led advocacy efforts in the country.</p> <p>The Ministry of Labour and Social Protection has been one of the main implementing partners for the YDP, and some of its functions were transferred to the FCYDA, newly created agency by the Government in August 2016, with expanded roles as far as youth issues are concerned. The agency's governance and human resource structures were approved by 26 August 2016, and the agency is now at the stage of developing medium and long term strategic directions.</p> <p>With this ToR, UNFPA is looking for the national consultancy service which will support the administration of the FCYDA in developing its organizational mid and long term strategy, which integrates main policy interventions and services, introduced by the YDP.</p> <p>The selected consultant will be tasked to carry out the following functions:</p> <ol style="list-style-type: none"> <li>1. Leading the development of the youth-development related sections of the organizational strategy for FCYDA, in close coordination with UNFPA and MLSP;</li> <li>2. Leading the finalization of a Standard Operating Procedure/formal operational procedure on YDC functions and services, and accompanying guidelines in consultation with key stakeholders, including through piloting at UB-based YDCs;</li> <li>3. Supporting the effective functioning, availability, accessibility, acceptability, supportive supervision and sustainability of existing Youth Development Centers established under the Ministry of Labour and Social Protection and FCYDA building on the achievements and lessons learnt, feedback from stakeholders, with clear focus on the strategic targeting of marginalized youth populations;</li> <li>4. Leading the conduct of a training workshop for YDCs, and FCYDDs on the finalized SOPs;</li> <li>5. Supporting the development of the M&amp;E framework and tools to assess the implementation, quality and outcomes of life skills education programme and other services at the Youth Development Centers, with a focus on the</li> </ol>

	<p>targeting of marginalized youth populations;</p> <p>6. Supporting the development of youth database at FCYDA, and integration of youth development indicators into routine administrative data collection mechanisms based on the Youth Development Indexes in Mongolia's context;</p> <p>7. Supporting the organization of a research symposium on youth development with FCYDA; and</p> <p>8. Providing technical support to all activities related to YDCs and FCYDA within the youth programme for the remaining period of the project.</p>
Duration and working schedule:	The consultancy period will be from 15 June to 31 December 2017, following the same office hours of UNFPA Country Office (CO), but regularly working at the FCYDA.
Place where services are to be delivered:	Ulaanbaatar, Mongolia
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<ul style="list-style-type: none"> <li>- Detailed recommendations developed on ensuring the sustainability of the youth development functions, policies and services through FCYDA and YDCs – July 01;</li> <li>- Draft provisions developed on youth development in the organizational strategy of FCYDA – July 15;</li> <li>- Strategies to ensure sustainability for the life skills-based health education programme and other services at YDCs– August 30</li> <li>- Operational procedures and guideline finalized for Youth Development Centers and advocated for approval – by October 30;</li> <li>- At least 2 additional concrete tools (1 M&amp;E guidance document for FCYDA and FYCDDs, and 1 technical guidance document for FYCDD and YDC staff) developed to support the effective functioning, accessibility, supervision and sustainability of the YDCs – by September 30;</li> <li>- Training sessions for key stakeholders, including YDC staff – by November 15;</li> <li>- Compilation of relevant research papers on youth development from the research symposium for dissemination amongst YDCs and youth NGOs;</li> <li>- Final report – by 31 December 2017;</li> </ul>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<ul style="list-style-type: none"> <li>- Bi-Monthly consultancy reports on progress made in the deliverables, as per a template jointly agreed upon at the start of the consultancy, by the 25th day of each month;</li> <li>- Other updates and reports as needed in UNFPA CO programme team meetings, other meetings with stakeholders, and as inputs into project reports and updates;</li> </ul>
Supervisory arrangements:	The consultant will be under the direct supervision of the YDP Manager at UNFPA CO, and also receive overall guidance from UNFPA Assistant Representative.
Expected travel:	Some in-country travel may be required as part of field missions to YDP target provinces and districts.
Required expertise, qualifications and competencies, including language requirements:	<p><b>Required Skills and Experience</b></p> <p><b>Education</b> Advanced degree in social work, social sciences, or related fields.</p> <p><b>Experience</b></p> <ol style="list-style-type: none"> <li>1. At least 10 years of experience working in the social work sector (primary experience requirement);</li> <li>2. At least 5 years of experience working on youth development;</li> <li>3. At least 2 years of experience in research;</li> <li>4. Experience working in complex, multi-stakeholder environments.</li> </ol> <p><b>Language</b></p> <ol style="list-style-type: none"> <li>1. Mongolian native speaker</li> </ol>

	<p>2. Fluency in English (reading, writing, speaking), including ability to interpret and translate from English to Mongolian and vice versa;</p> <p><b>Competencies</b></p> <p>1. High-level of understanding of human rights, youth development, life skills education, and comprehensive sexuality education;</p> <p>3. Excellent skills in research, facilitation of workshops, consultations;</p> <p>5. Excellent skills in participatory methodologies and working with diverse stakeholders;</p> <p>6. Ability to work under pressure and adhere to strict timelines.</p>
<p>Inputs/services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>It is anticipated that the consultancy will be governed by an Individual consultancy contract under standard UNFPA/UNDP terms and conditions. UNFPA will pay a consultancy fee according to the current UNFPA/UNDP approved schedule of rates at a level to be negotiated.</p> <p>UNFPA reserves the right to withhold up to 30% of the total fee in the case that the deliverables are not submitted on schedule or do not meet the required standard. Copyright and ownership of all documents produced will remain with UNFPA.</p> <p><b>Logistical arrangements</b></p> <p>The UNFPA Country office with its support to the MLSP will be responsible for arranging all logistical matters related with the consultation meetings, working group sessions including venue, stationery and refreshments.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>Given growth of young population in recent years, Mongolia is facing challenges in terms of safeguarding health for youth, in particular sexual and reproductive health. These include an increase in STI prevalence rates amongst youth, adolescent birth rate, and abortion rates, compounded with the early start of intercourse. Youth Development Centers have been established under the provincial and district FCYDDs as part of the project to reach out to youth in each locality, with more focus on those who are out-of-school, unemployed, with disabilities, and otherwise marginalized.</p>
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Date:</p>	