

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT  
(NATIONAL)**

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	United Nations Population Fund (UNFPA) Country Office, Mongolia.
Purpose of consultancy:	The overall objective of this consultancy is to prepare factual evidence for the establishment of a fully functional Youth Development Centre (YDC) at the provincial and district level based on local functionality assessment with cost projection.
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p><b>Background</b></p> <p>In 2013, the CO started piloting an establishment of Youth Development Centres (YDC) to support youth-centred activities in local setting and continued it until 2017. With technical and financial support from UNFPA, Mongolia developed and approved its first Law on Supporting Youth Development by the Parliament of Mongolia in 2017. The Law has institutionalized the centres as part of the government structure to contribute in the development of youth at central and local level.</p> <p>As a result, the YDCs are now officially part of the public services and functions, and the administrative costs, including staff salaries, are covered by the state budget.</p> <p>Therefore, the national, sub-national level government is responsible for the effective and sustainable functioning of the YDC to deliver services that bring about positive change in the lives of young people, in line with the YDC guideline approved by the Ministry for Labour and Social Protection (MLSP).</p> <p>There are currently 36<sup>1</sup> YDCs operating in Mongolia in all 21 provinces as part of the Government of Mongolia structure. Since their establishment, YDC has delivered services for young people to build resilience, gain life skills, and realize their potential as shapers and leaders of Mongolia's future; but much remains to be done to utilize the YDCs to their fullest for the benefit of youth development. Some barriers persist, limiting the full coverage and impacting the quality of standard operations of the YDCs. These are, among others, varying operational performance across provinces; lack of space/location/environment for YDCs, a lack of capital investment in the already established YDCs; poor salary provision for working professionals; overlapping of services; weak coordination between institutions, all of which are having a compounded adverse effect on the condition of the quality service to the youth.</p> <p>The success of the YDC largely depends on the commitment of national and local governments to youth development. However, the current legal and policy documents for YDC operation showed a lack of comprehensive cost analysis for YDCs for budgeting and programming purposes.</p> <p>A comprehensive analysis of the mapping of the current operating functionality and the cost of establishing and running the YDC at the province, district, and soum level will help the Government and relevant stakeholders project the overall cost of the YDCs.</p> <p>Therefore, UNFPA CO seeks individual consultant who will work closely with UNFPA and provide technical assistance to the MLSP and the Family Children and Youth Development Agency (FCYDA) to conduct a cost analysis for the Youth Development Centres (YDC) and project the overall</p>

<sup>1</sup>In all provinces, 5 soums of Umnugobi province and districts of Ulaanbaatar

and per-service cost of the YDC at the province and district level. The result of the analysis will be used for advocacy to sensitize the Government for increased budget allocation for youth development through the YDCs and to improve the YDC service quality.

The specific tasks to be carried out by the consultant would be as follows:

### **1. Functionality assessment of existing YDCs**

The consultant is expected to work closely with the staff of existing YDCs, MLSP and FCYDA, and the UNFPA CO to conduct the functionality assessment of the existing YDCs at the province and district level with following tasks:

- Prepare a functionality assessment tool to be used in collecting the data on different functionality dimensions of the existing YDCs. For field level data collection, YDC staff in each province and district YDC will act as a data enumerator for the respective YDC and collect data using the tool provided by the consultant for the consultant's incorporation and further assessment.
- Based on field level data collected by YDC staff, the consultant will check the existing province and district level YDCs in 21 provinces and 9 districts against expected and required functionality elements specified in relevant laws, regulations and standards<sup>2</sup>.
- The functionality assessment will focus on the different functionality dimensions such as infrastructure, human resource, financial resources, equipment and assets, service types and forms of service delivery, management and coordination, reporting and monitoring, and ethical standards, among others.

### **2. Cost analysis**

- Based on the functionality analysis of existing YDCs, the consultant will carry out a cost analysis to estimate: a) the overall YDC administrative cost and b) per-service\*per person\*per time cost of each core service<sup>3</sup> offered by the YDC at the province and district level.
- Develop the methodology for costing the YDC services for further use by relevant stakeholders in budgeting, programming, and advocacy;

### **3. Cost projection for establishing YDC**

- Based on the functionality and cost analysis of the existing YDCs, the consultant will conduct the cost projections for establishing and running the YDC at the province and district level in two scenarios: a) establishing and running the YDC at the state-owned premises, and b) establishing and running the YDC at the rental premises;

### **4. Dissemination of factual evidence**

Support dissemination of the factual evidence generated through the functionality assessment, cost analysis, and cost projections:

- Develop a policy brief for use in advocacy efforts;
- Present the results at the stakeholders' workshop and/or meeting (whichever is applicable).

<sup>2</sup> The SOPs on YDCs are being produced by MLSP. The SOPs will be approved by Standard Committee within 2022.

<sup>3</sup> As per the Law on Youth Development, YDCs offer following seven core services: life skills training /12 modules/; facilitation of support groups, clubs and councils; career advice and counselling; provision of psychological support and advice.

Duration and working schedule:	The national consultant is expected to work for 20 working days. The consultant's work is planned to be started on October 1, 2022.
Place where services are to be delivered:	The consultant will work from his/her own place and travel to the countryside during the field phase (as relevant and agreed with UNFPA CO). In case of travel to the countryside, UNFPA CO will be responsible for the logistic arrangement and will cover the cost of the transportation and DSA in accordance with its policy.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>All deliverables need to be submitted in electronic and hard copies. A consultancy service timesheet will be developed in consultation with a selected consultant. The consultant will complete and submit the following deliverables within the specified deadlines:</p> <ol style="list-style-type: none"> <li><b>1. Functionality assessment</b> <ul style="list-style-type: none"> <li>- A report on the functionality assessment of existing YDCs within 5 working days upon signing of the consultancy contract;</li> </ul> </li> <li><b>2. Overall and per-service cost of existing YDCs</b> <p>Within 5 working days after the delivery of a report on the functionality assessment, the consultant will deliver the following deliverables:</p> <ul style="list-style-type: none"> <li>- A report on detailed estimation of the a) overall YDC cost, and b) per service*per-person*per time cost of each core YDC service at the province and district level;</li> <li>- A methodology for costing the YDC services;</li> </ul> </li> <li><b>3. Cost projection for establishing YDC</b> <p>Within 5 working days after the delivery of the overall and per-service cost of YDC, the consultant will deliver the following deliverables:</p> <ul style="list-style-type: none"> <li>- Cost projections for establishing and running the YDC at the province and district level in two scenarios: a) establishing and running the YDC at the state-owned premises, and b) establishing and running the YDC at the rental premises;</li> </ul> </li> <li><b>4. Dissemination of factual evidence</b> <ul style="list-style-type: none"> <li>- A policy brief based on the factual evidence generated through the functionality assessment, cost analysis, and cost projections for use in advocacy efforts;</li> <li>- When relevant and needed, the consultant will present the results of the functionality and cost analysis and cost projections at the stakeholders' meeting, capacity-building workshops, and webinars.</li> </ul> </li> </ol>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant should closely consult the Adolescents and Youth (AY) team of UNFPA CO and provide regular written (an email) progress updates when necessary. UNFPA CO has a right to request additional information.
Supervisory arrangements:	Under the overall guidance of the Assistant Representative, UNFPA Mongolia CO, the consultant will report to Programme Analyst for AY, and closely work with the UNFPA CO AY team, relevant government officers of Ministry of Labour and Social Protection (MLSP), Family Children and Youth Development Agency (FCYDA) and YDC staff.
Expected travel:	In-country fieldwork (travel) is expected during the consultancy service.

<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p><b>Education:</b> An advanced university degree in relevant field, such as social science, economics, policy analysis and public health is required.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum 5-year experience in leading the project/program evaluation</li> <li>- Minimum 5 years experience in designing and producing costing analysis in social science field;</li> <li>- Minimum 5 years experience conducting project/programme monitoring and evaluations, including practical field experience;</li> <li>- Proven experience in producing policy briefs, policy analysis and other analytical documents in social science, economics field;</li> <li>- Experience in data analysis, both quantitative and qualitative;</li> <li>- Experience in working with United Nations and engaging with Government and ministries is desirable;</li> <li>- Advanced and demonstrable analytical and writing skills;</li> <li>- Fluency in English and Mongolia (both oral and written) is required.</li> </ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>- Excellent skills in teamwork;</li> <li>- An adequate level of communication skills;</li> <li>- Ability to work under pressure with a strict timeline;</li> <li>- Knowledge of human rights, sexual and reproductive health, gender equality, population, statistics and research in general.</li> </ul>
<p>Inputs/services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>1. The consultancy service will be governed by UNFPA’s terms and conditions for the Individual consultant contract.</p> <p>2. The price offer is subject to negotiation by UNFPA should it exceed the allowed threshold.</p> <p><b>Schedule of payment:</b></p> <ol style="list-style-type: none"> <li>1. 30% of the payment shall be paid upon the acceptance of a report on the functionality assessment of existing YDCs;</li> <li>2. 20% of the payment shall be paid upon the acceptance of the report on the overall and per-service cost of existing YDCs and the methodology of costing YDC service;</li> <li>3. 20% of the payment shall be paid upon the acceptance of the report on cost projections of establishing and running the YDC in two scenarios;</li> <li>4. 30% of the payment shall be paid upon acceptance of the policy brief based on the factual evidence generated through the functionality assessment, cost analysis and cost projections for use in advocacy efforts.</li> </ol> <p>UNFPA reserves the right to withhold up to 30% of the total fee if 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>Other relevant information or special conditions, if any:</p>	<p>N/A</p>

