



## TERMS OF REFERENCE:

### **NATIONAL CONSULTANT: Partnership Specialist to develop a YouthConnekt national partnership strategy and support the establishment of MoUs with private sector**

<b>Contract Type:</b>	National consultant
<b>Duty Station</b>	Rwanda
<b>Type of contract</b>	National consultant
<b>Languages Required:</b>	English, Kinyarwanda
<b>Duration of Assignment</b>	50 working days
<b>Expected starting date and timing</b>	October 2019

#### 1. BACKGROUND AND CONTEXT

YouthConnekt was launched in Rwanda in 2012 by the Government of Rwanda through the Ministry of Youth in partnership with UNDP as a multifaceted initiative aimed at connecting young people with peers and role models, skills development, access to finance and entrepreneurship. The programme is aimed at empowering young people and connecting them with their peers, leaders from both the public and private sector, and civil society organisations that can help youth realise their potential and gain meaningful employment and entrepreneurship opportunities. By combining elements of skills development, entrepreneurship, access to jobs and finance, sexual and reproductive health, awareness raising on issues related to youth development, and promotion of youth citizenship through community work and inclusion in local and national policy dialogue, the YouthConnekt initiative has proven to be a very innovative and effective way of empowering youth, generating productive off-farm jobs, and helping Rwanda reap the demographic dividends of its large youth population. Since its inception in 2012, the YouthConnekt initiative has resulted in the creation of more than 8,000 jobs and has engaged more than 1 million youth in civic engagement activities. Building on this success, YouthConnekt has since been endorsed by the African Union, and 9 other African countries have now launched the initiative. YouthConnekt has proven to be an innovative and effective way of unlocking the potential of youth and bridging the gap between their aspirations and the limitless opportunities that their continent has to offer, therefore facilitating the demographic transition and creating highly productive off-farm jobs.

In 2019, MINIYOUTH, UNDP, UNFPA signed an agreement with the Korea International Cooperation Agency (KOICA) to support the scaling-up of the YouthConnekt initiative in Rwanda through a 4-year

programme (2019-2022). The programme seeks to extend the YouthConnekt achievements to reach three key objectives: (1) increased youth (girls and boys) access to decent jobs in Rwanda with a concrete goal of creating more than 20,000 decent jobs for young men and women; (2) empowerment of youth to fully engage in policy-making and civic engagement; and (3) increased number of youth using health services and adopting healthy lifestyle practices through the scale up of UNFPA's Innovation Accelerator model.

More specifically, the strategy for the scaling-up of the YouthConnekt initiative focused on strengthening the partnership with the private sector which is the main driver of job creation and economic growth. It is within that context that YouthConnekt aims at recruiting a national consultant to support the strengthening of the partnership with the private sector and other national stakeholders.

## **2. OBJECTIVE, SCOPE OF WORK AND RESPONSIBILITIES**

### **Objective**

The national consultant will be responsible for the development of a National YouthConnekt Partnership Strategy and for the establishment of Partnership/Memorandum of Understanding (MoU) with the private sector

### **Scope/Responsibilities**

More specifically, the consultant assignment should consist to the following main tasks:

- Develop a detailed National YouthConnekt Partnership strategy including but not limited to:
  - Detailed YouthConnekt Partnership Strategy with concrete actions, measurable impactful indicators, baseline, targets, etc.
  - The Identification of opportunities for partnering with the different organizations in Rwanda with special focus on private sector through a mapping exercise and the development of a comprehensive database of all potential partners from the private sector (list, contact, field of work, potential areas of collaboration, etc.) and other partners.
  - Identification and build on the best practices and lessons learned directly in relation with resource mobilization and partnership-building activities within the private sector
  - Support the development of outreach/publicity material geared towards partners
- In coordination with the National YouthConnekt team, support the implementation of the approved national partnership strategy through:
  - The establishment of contact with the private sector, donors and other partners
  - Securing partnerships (including but not limited to financial) from private sector for the scaling-up of YouthConnekt
  - Organization of training/briefing for the YouthConnekt team on resource mobilization/partnership management issues with a focus on work with private sector

## **3. DELIVERABLES**

- **Inception report** including a clear methodology to be used, the understanding of the consultant of the TORs, detailed work plan, timeline, logistics, organization, etc. *To be delivered latest 1 week before the launch of the study start of the assignment.*
- **YouthConnekt Partnership Strategy**, including the background, methodology, data collection tools, detailed strategy including a mapping of all potential partners, contact, field of work, potential areas of collaboration, concrete actions, implementation and coordination mechanism etc.
- **Progress Report- Implementation of National YouthConnekt Partnership Strategy**, including the background, progress made towards implementation of National YouthConnekt Partnership Strategy, recommendations, training report, etc.

#### 4. REPORTING AND INSTITUTIONAL ARRANGEMENTS

UNDP will contract the best and most competitive consultant according to the proposals submitted and the relevant experience/qualities of the consultant. The consultant will report to UNDP/MINIYOUTH.

#### 5. DURATION, TIMING

The assignment is scheduled to be undertaken by a national Partnership specialist consultant. The study should take place in October, for a maximum duration of 50 working days.

The schedule for deliverables is as follows:

<b>Deliverable</b>	<b>Suggested Time frame</b>	<b>Responsible party</b>
Inception report including the methodology Plan and timeline	3 days	Consultant
National Partnership Strategy including validation workshop	25 days	Consultant
Progress Report on the implementation of Partnership Strategy- establishment of MoU partnership with private sector	20 days	Consultant
Training YouthConnekt team on partnership and resource mobilization	2 day	Consultant
<b>TOTAL</b>	50 working days	

#### 6. DUTY STATION

Kigali, with field visits to Private sector

#### 7. DOCUMENTATION

For provisional list, see Annex I.

#### 8. Payment Modality

The company shall be paid the consultancy fee upon completion of the following milestones:

- 20% after the submission and acceptance of the Inception Report.
- 40% after the submission and validation of the National Partnership Strategy.
- 40% after the submission and validation of the Final report, including a report on progress made towards implementation of the national Partnership Strategy, training report, etc.

The remuneration stated above is subject to applicable taxes in accordance to the laws of the Republic of Rwanda.

## 9. REQUIRED COMPETENCIES

### Consultant Requirements:

#### Education:

- Minimum MA in Business Administration, Finance, Public Policy and Management, Public Administration, Economics, Management or related fields

#### Experience:

- Minimum of 5 years of relevant experience at the national or international level in the development of partnership/ resource mobilization Strategy
- Proven/Demonstrated expertise, knowledge and experience in building and maintaining partnerships/relationships with Private Sector, investors, Philanthropic Organizations, Funds and Programmes and other potential partners;
- Experience in and knowledge of youth development, investment, entrepreneurship, institutional development;
- Experience working with private sector, Government entities, youth, CSOs, International organizations and other relevant stakeholders;
- Fluency in Kinyarwanda and English.

## 10. CONSULTANT EVALUATION CRITERIA

CRITERIA	WEIGHT	POINTS
Minimum MA in Business Administration, Public Policy and Management, Public Administration, Economics, Management or related fields	10%	10
Minimum of 5 years of relevant experience at the national or international level in the development of partnership/ resource mobilization Strategy	25%	25
Proven/Demonstrated expertise, knowledge and experience in building and maintaining partnerships/relationships with Private Sector, investors, Philanthropic Organizations, Funds and Programmes and other potential partners;	20%	20
Overall Methodology (clear demonstration of evaluation methodology and understanding of the ToR)	25%	25
Experience in and knowledge of youth development, investment, entrepreneurship, institutional developmen	10%	10
Fluent in English and Kinyarwanda (written and verbal skills)	10%	10
<b>TOTAL</b>	<b>100</b>	<b>100</b>

## 11. APPLICATION PROCEDURE

interested Consultant Firm should apply by presenting the following documents:

- (i) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;

- (ii) **Personal CV of the National Lead-Consultant** indicating all past experience from similar projects as well as the contact details (e-mail and telephone number) of the candidate and at least three (3) professional references;
- (iii) **Brief description** of why the firm considers him/herself as the most suitable for the assignment and a methodology, if applicable, on how he/she will approach and complete the assignment;
- (iv) **Methodology** that describes the way the assessment will be undertaken in terms of staff (data collectors), costs, logistics, time, organization and realization of the study, questionnaires...;
- (v) **Financial Proposal** that indicates the all-inclusive fixed total contract price supported by a breakdown of costs, as per template provided;
- (vi) presentation society, understanding of the assignment, methodology (data collection), budget proposal - data requirement - references to be mentioned (2).

Interested individuals are required to submit an expression of interest and relevant Curriculum Vitae that demonstrates the qualifications, skills, experience and track record to deliver the services required and that reflects an understanding of key issues relating to the scope of work. Please also provide three contactable references.

Submissions are to be made by email to: [procurement.rw@undp.org](mailto:procurement.rw@undp.org) Note that no hard copy submissions will be accepted.

Technical enquiries can be directed to Nicolas Schmids at [nicolas.schmids@undp.org](mailto:nicolas.schmids@undp.org), operational enquiries and enquiries about the procurement process to [mbasa.rugigana@undp.org](mailto:mbasa.rugigana@undp.org).

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply. All applicants will be treated with the strictest confidence.

#### **ANNEX I (cf excel table)**

List of provisional documents to be consulted:

<b>Documents</b>
YouthConnekt Booklet
YouthConnekt Project Document
List of National partners- MoUs
Other relevant published and unpublished documents

#### **Annex II: Information to be included in the Partnership Strategy**

- Name of Private sector
- Name and contact of CEO, Partnership focal point
- Phone Contact

- Email Contact
- Business name
- Sector
- Legal entity
- Business sector
- Potential areas for collaboration