NATIONAL INDIVIDUAL CONSULTANCY

National Consultant to develop Strategic Programme and projects to support the creation of decent jobs for youth

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>National consultant</th>
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</thead>
<tbody>
<tr>
<td>Category:</td>
<td>Youth Employment &amp; Entrepreneurship</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Kigali, Rwanda</td>
</tr>
<tr>
<td>Type of contract:</td>
<td>Individual contract</td>
</tr>
<tr>
<td>Expected starting date:</td>
<td>Immediately</td>
</tr>
<tr>
<td>Duration of assignment:</td>
<td>40 working days</td>
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1. Background

The One UN Joint Programme “Youth and Women Employment Programme” which is a 5 year Programme initiated in 2013, and expected to end by June 2018. The Joint Programme brought together 12 sister UN agencies based on their comparative advantages (ILO, UNDP, UNCDF, UNECA, FAO, UN-WOMEN, UN-HABITAT, UNIDO, UNV, UNCTAD, UNESCO and ITC) under the coordination of ILO and UNDP to support 7 ministries (MYICT, MINECOFIN, MINICOM, MIGEPROF, MINFOTRA, MINEDUC, MINAGRI), the Private Sector Federation, the City of Kigali, WDA and BDF. The evaluation of the joint programme is currently ongoing and the final report will feed into the designing of the next programme cycle. In this regard the Ministry of youth in partnership with UNDP are recruiting a consultant to design: 1) Some youth empowerment interventions; and 2) Develop youth micro industry development strategy.

The new programme outcomes will be aligned and responds to the UNDAP, CPD and NST1 targets and strategic interventions especially creating sufficient jobs that are adequately remunerative and sustainable across the economy; equipping the workforce with vital skills and attitude for increased productivity that are needed for the private sector growth; and providing a national framework for coordinating all employment and related initiatives.

One of the main challenges facing young entrepreneurs is the access to capital and infrastructures. The most affected sector for youth is the manufacturing industries and this same sector has potential for young entrepreneurs due to the fact that the government has established Economic zone (Industrial zone) in Kigali City and other secondary cities. Youth Micro industry development programme tends to incubate young entrepreneurs in manufacturing through the support in whole value chain.
As highlighted above, the consultant will provide key two deliverables; a youth empowerment programme and youth micro industry development strategy.

2. **The Purpose of the Assignment**

The purpose of the assignment is to design and formulate a youth micro industry development strategy as well as some national Youth empowerment interventions.

3. **Objective, Scope of Work and Responsibilities**

3.1 **Youth micro industry development strategy**

Backward and forward integration of the value chain is very critical to create youth opportunities in terms of employment creation and entrepreneurship development. Youth micro industry holds the potential to be a best strategy to reduce market transaction cost, improve competitiveness, access to downstream distribution channels and improved coordination of supply and demand along the chain.

The objectives around this component will include the following:

1. Promote the skills and knowledge transfer from big and medium companies to micro-industries
2. Improved standardization and quality products by micro-industries
3. Access to sustainable infrastructure opportunities which in end will reduce the cost of production
4. Implanted innovation culture among young entrepreneurs
5. Increased competitive advantages for young entrepreneurs
6. Rise of local production and fall of balance of trade deficit

3.1 **Youth Empowerment interventions**

Based on a detailed review of the national context of youth empowerment (including challenges faced by youth and needs) and the existing national youth empowerment initiatives such as YouthConnekt, etc, the aim of the consultancy is to recommend some youth empowerment interventions. The designing and development of some national youth empowerment initiatives will be done through participatory approach and desk review of the CPDs and strategic documents of all concerned partners as indicated above and also programme evaluation findings. The objectives to achieved under this component includes:

1. Conduct review of Youth employment and empowerment context in Rwanda including a situation analysis and the challenges faced by youth
2. Develop costed interventions for promoting employment intensive growth and mainstream youthemployment in programmes and budgets across mentioned partners;
3. Develop costed interventions for improving youth employable skills and competences
4. Develop costed interventions for improving youth enterprises competitiveness and entrepreneurship development;
5. Develop costed interventions on youth inclusive financial services;
6. Develop the intervention on youth mindset and attitude change towards employment
7. Ensure that the youth empowerment interventions developed are inclusive, promote gender and sex-equality
4. Deliverables

More specifically, this consultant is expected to produce the two deliverables in series:

- Youth Micro industry development strategy
- Youth Empowerment programme interventions

The consultant will deliver the following documents:

- Inception report for both assignment including a detailed Work Plan, methodology, table of contents, strategy, description of activities, timeline, stakeholders to be consulted, etc.

- The development of some recommended interventions in the field of youth empowerment based on the situation analysis, existing national youth empowerment challenges and existing successful national programme, youth empowerment initiatives across Africa and the identified priorities. This assignment will include the following elements among others:
  - Situational analysis including the review and best practices of existing national and continental youth empowerment initiatives including concrete recommendations to improve the impact of existing initiatives on creation of decent jobs and scale up the initiatives at the national level including responsible parties and suggested time frame;
  - Objectives and strategies;
  - Potential interventions for youth empowerment including potential partners;
  - Inclusion of how to address cross cutting issues in the deliverables (gender, environmental sustainability, human rights, etc.)

5. Required Skills, Experience and Competencies

The Individual consultant should have the following skills/competencies and characteristics:

- At least master’s degree in Public Policy and Management, Development studies, International Development, Economics or/and Management and Business;
- At least 7 years accumulated experience in project/programme evaluation.
- At least 10 years accumulated experience in programme management support, programme/project formulation, monitoring and evaluation and RBM implementation;
- Proven expertise, knowledge and experience in the field of Youth Employment/Empowerment/entrepreneurship and business development;
- Good understanding of gender equality, human-rights based approach and environmental sustainability concepts;
- Strong interpersonal and managerial skills, ability to work with people from different backgrounds and evidence of delivering good quality evaluation and research products in a timely manner
• Proven understanding of key elements of result-based programme management in International development cooperation;
• Fluent in English and working knowledge of French would be an added advantage;
• Excellent written and verbal communication skills in English

6. Duration of the Contract

The planned duration of the assignment is 40 days. The consultant is expected to spend time working on-site in Kigali, in the Ministry of Youth. The consultant will include the following phases with their respective time frame.

Table 2: Consultancy Time frame

<table>
<thead>
<tr>
<th>No</th>
<th>Number of days</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5 days</td>
<td>Inception report including Work Plan, methodology, table of contents, strategy, description of activities, timeline, stakeholders to be consulted, etc.</td>
</tr>
<tr>
<td>2</td>
<td>15 days</td>
<td>Production of Youth Micro industry development strategy</td>
</tr>
<tr>
<td>3</td>
<td>20 days</td>
<td>Submission of draft document; Presentation of draft document to relevant stakeholders for inputs; Submission of final document; Presentation of all deliverables to stakeholders for final approval; Submission of all final documents</td>
</tr>
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</table>

Total number of days 40 days

7. Institutional Arrangement

This section describes the organizational and management structure for the consultant and outlays the roles, key responsibilities and lines of authority of all parties involved in the evaluation process. Implementation arrangements are intended to clarify expectations, eliminate ambiguities, and facilitate an efficient and effective evaluation process.

UNDP

UNDP is responsible for the management of this consultancy and will contract independent consultant to undertake the consultancy work on behalf of the Government of Rwanda. UNDP will ensure that all issues pertaining to the contract with the consultant, including payments are completed on schedule and will be responsible for facilitating the work of the consultant.

Ministry of Youth
Day-to-day management of the consultant will be provided by The Ministry of Youth with the support of UNDP Country Director or by his representative (Poverty and Environment Unit Team) overseeing the project. The Ministry of Youth will be the government focal point for the evaluation and will facilitate the logistical requirements and provide technical assistance during all phases of the process. The Ministry of Youth will provide all documentation to the team for the desk review, support the setting up of interview appointments and field visits and convene focus group meetings.

Technical Working group

A Technical working group led by UNDP composed of representatives of Ministry of Youth and UNDP (Poverty and Environment Unit), will oversee the conduct of the evaluation at the technical level. The team will provide quality assurance and guidance to the consultancy to ensure that it meets quality criteria. The technical committee will oversee the implementation of the agreed schedule of consultation activities, ensure wide stakeholder consultations, will be in charge of verifying all facts in the report and oversee the production of the final reports and the drafting and implementation of follow up actions.

8. Duty Station
The duty station of the work is Kigali, Rwanda.

9. 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 draft documents of all the deliverables.
- 40% after the submission and validation of the Final report, including specific inputs under the different sections to be inserted in the final document.

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

10. Application Procedure
Interested companies should apply by presenting the following documents:

- Personal CV or P11, indicating education background/professional qualifications, all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidates and at least three (3) professional references;
- 3 portfolios in color indicating similar projects conducted from the past;
- Brief description of why the consultant considered herself/himself as the most suitable candidate for the assignment including a methodology on how they will approach and complete the assignment as well as a financial proposal of all breakdown costs for the assignment
11. Evaluation Criteria

The consultant will be evaluated against a combination of technical and financial criteria, using the Combined Scoring Method. Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%. For each of the 3 profile candidates of the consultancy firm, the technical evaluation will include the following:

Table 3: Selection criteria technical evaluation

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
</tr>
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<tbody>
<tr>
<td>At least master’s degree in Economics, Business Administration, Public Policy and Management, Development studies.</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>At least 7 years of experience in designing/ managing Youth employment programmes/projects/initiatives</td>
<td>25%</td>
<td>25</td>
</tr>
<tr>
<td>Proven expertise, knowledge and experience in managing programs touching African youth such as entrepreneurship development, incubation, business competition, etc.</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Overall Methodology (clear demonstration of evaluation methodology and understanding of the ToR)</td>
<td>30%</td>
<td>30</td>
</tr>
<tr>
<td>Experience leading similar assignments in Africa and a global experience with similar initiative</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>Fluent in English and Kinyarwanda (written and verbal skills)</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
<td>100</td>
</tr>
</tbody>
</table>

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated.
Annex:

Documents to Review are listed below, although not limited to:

- Districts Potentials Jobs
- Made in Rwanda Strategy
- Macro-Employment Strategy,
- Job Mainstreaming strategy,
- National Employment Policy,
- Establishment census
- Private Sector Employment Report
- Women and Youth access to finance strategy 2016
- EDPRS 2
- National Strategy for transformation
- Vision 2020
- UNDAP 2018-2023

Partner Institutions

1. MINICOM
2. MINEDUC
3. MININFRA
4. MINALOC
5. MINIYOUTH
6. MIFOTRA
7. RDB
8. WDA
9. BDF
10. PSF
11. UNDP