

TERMS OF REFERENCE FOR CONSULTANTS

1. The regional knowledge and support technical assistance (TA) will be carried out over 24 months, from August 2018 to July 2020, with Asian Development Bank (ADB) as the executing agency. The TA will mobilize and engage an International Project Management, Supervision, and Implementation Consultant through an international firm together with 8 person-months of individual international consultants and 3 person-months of an individual national consultant; resources persons and research assistants will also be engaged as required.¹

2. Consultants will be recruited to (i) mobilize and project manage a core youth team to support TA implementation and support operational initiatives empowering, mobilizing, and skills-building of DMC youth into ADB operations; (ii) support youth inputs into TA partnership demonstrations and identify upscaling opportunities; (iii) undertake initial data analysis into Solution for Youth Employment (S4YE) study; (iv) support partnerships and regional working groups and networks, activities of ADB resident mission with DMC youth groups, youth communications through social media channels, and partnering and networking with universities; (v) mobilize local DMC youth partners to build soft-skills through participating in SDGs-related activities; (vi) support implementation of employability and skills-focused youth-led events and workshops including ADB's flagship Asian Youth Forum; and (vi) undertake specialist studies related to youth employment and education.

3. Output-based (lumpsum) contracts will be considered in all consulting services as the default (preferred) contract form for individual contracts.²

I. Consulting Firm: International Project Management, Supervision, and Implementation Consultant (30 person-months)³

A. Background

4. Asia and the Pacific is home to more than 720 million young women and men: widely viewed as the region's greatest asset in achieving a shared goal of a prosperous region. Comprising 60% of the global youth population, Asia's young people have the potential to drive economic development, positive social change, environmental sustainability, and technological innovation—contributing to the realization of the Asian Century.

5. The current generation of young people will mature during the period covered by the SDGs. Involving young people in development efforts and active citizenship at a transformative period in their lives would enhance their willingness and capacity to contribute to long term inclusive development. To achieve a prosperous region, young people's participation and

¹ Resources persons will be recruited using the prevailing procedures to support events, workshops, meetings, and dialogues for up to a maximum of 10 working days. Occasional (1 to 3 person-months) research assistants may be used to support national and international individual consultants or NGOC managed TA implementing activities under a maximum OPE monthly budget of \$900/month (as amended from time to time by Procurement, Portfolio and Financial Management Department (PPFD)).

² In close coordination with CTL and PPF, all contracts will use expense items which aim to minimize time consuming administration (e.g. use of lump sum OPEs for small expenditures). To smoothly implement and administer events and for efficiency and effectiveness, events management service providers may be retained under a management services consultancy or partnerships to implement events using quasi-lump sum output-based budget contracts/agreements. Non-consulting contracts will be used in accordance with PPF guidelines as appropriate.

³ Indicative estimate of person-month input. The terms of reference may be revised based on TA requirements determined during TA implementation.

leadership must be harnessed and mobilized strategically to contribute to good governance which is essential in building a better a climate for investment and innovation.

6. Asia's continuing growth and prominence in the global economy also brings a new responsibility—being accountable to global issues such as climate change and contributing to the achievement of the SDGs. As youth are active members of civil society, youth and youth-driven civil society organizations (CSOs) are key development stakeholders and thus, key ADB stakeholders. As active members in civil society, youth have concrete contributions and a stake in securing an Asia and the Pacific free from poverty.

7. The TA builds on lessons from ADB NGO and Civil Society's (NGOC) Youth for Asia (YfA) initiative launched under TA 8595: Civil Society Participation for Development Effectiveness,⁴ and supports ADB's proposed Education Partnership Platform.⁵ Experience from TA 8595 shows that youth have much to contribute to sustainable development concluding, "the significant relevance of youth to the development process and their potential contribution to the SDGs...ADB may well... support youth contribution to project operations, increase support to youth employability in the region, and further support initiatives such as the Youth for Global Goals initiative."

B. Objective of the Assignment

8. The assignment involves 3 core components:

- a. Support ongoing operational youth initiatives empowering, mobilizing, and skills-building of youth into ADB operations;
- b. Mobilize and manage a core youth team by providing youth-led capacity building, mentoring, and knowledge transfers on the ADB's project life cycle and business processes, organizational structure, and funding mechanisms; and
- c. Provide overall youth perspectives into activities implemented under the TA.

9. An international NGO consulting firm with youth experts with relevant experience in engaging youth into ADB projects is required to provide project management of development of terms of reference, advertising, evaluation, and on-boarding of youth consultants, project management, team leadership, mentoring and supervision including review and evaluation of services provided. The International Project Management, Supervision, and Implementation Consultant will also be responsible for the financial management of project-related activities including using the management information system (Microsoft 365), ensuring ADB business processes, reporting, and communication guidelines and mission protocols are adhered to, visa, and insurance are issued and assistance in accounting, etc.

C. Scope of Work

10. The assignment is based in ADB Headquarters in Manila, Philippines. The NGO consulting firm will work within the Youth for Asia (YfA) office based in Manila, and be responsible for supervision of the implementation youth-related project work facilitated through the TA including field visits, attendance of events, etc., ensuring youth on the ground have adequate capacity and works are implemented in accordance with the designs and specifications and terms required by the relevant project officers. The consultants would ensure procurement of services

⁴ ADB. 2018. *Technical Completion Report: Civil Society Participation for Development Effectiveness*. Manila.

⁵ ADB. 2017. *Technical Assistance on Innovation in Education Sector Development in Asia and the Pacific*. Manila (TA 9415). The proposed TA will be implemented closely with the Education Partnership Platform to leverage opportunities for youth engagement.

are in accordance with ADB's procedures and guidelines. The services to be provided by the consulting firm include but are not limited to the following:

- a. Support project officer in management of contracts awarded under this TA;
- b. Establish TA support to ADB operations to include youth engagement for skills building and improved employability;
- c. Recruit, interview, and shortlist youth candidates to support TA activities based on pre-identified criteria, satisfactory to the project officer;
- d. Manage youth selected including mobilization, reception, onboarding, training, monitoring, coaching and ensuring youth understand the ADB project lifecycle and methods of procurement;
- e. Ensure that the mobilized youth are from ADB member countries and comply with the letter of agreement to be jointly agreed between the Parties;
- f. Facilitate the necessary clearances and visas with governments for youth mobilized;
- g. Ensure adequate medical and health insurances are provided for all mobilized youth;
- h. Provide milestone reports of activities undertaken and activities planned in form and substance as satisfactory to ADB;
- i. Implement specific output-based work orders as agreed by ADB;
- j. Support the supervision of youth engaged in ADB operations through ADB TAs and projects (loans and grants); and
- k. Provide status reports on progress in implementation of the activities in relation to the delivery of the Outputs, and the latest approved budget for the Outputs with the progress reports to a format satisfactory to ADB.

D. Qualification of the Firm

11. The firm shall be a youth-led or youth-focused NGO with at least 20 years of experience in mobilizing and developing youth leadership, managing, and supervising mobilized youth, youth communications, and youth project management. The firm must have access to a large pool of young people from ADB member countries and be able to advertise and recruit using web-based digital platforms available to young people throughout Asia and the Pacific. The firm shall have experience in conducting knowledge work on youth related subjects especially on topics surrounding youth employability, youth entrepreneurial activities and be experienced in the SDGs. The firm shall have international youth consultants with experience working with ADB operations and be well versed in ADB procurement and reporting methods. The firm shall have experience working with youth and educational institutions in ADB developing member countries.

II. International Consultants (8 person-months)

12. A total of 8 international person-months of consulting services will be required for the Youth Employment Solutions Researcher and Youth Employment Solutions Senior Expert.

A. Youth Employment Solutions Researcher (Individual, 6 person-months)

13. The consultant's work will build upon research and other activities carried out under TA 8595 by collecting and reviewing data from Solutions for Youth Employment (S4YE) coalition relevant to ADB operations. The S4YE Impact Portfolio is a group of 19 projects spread around the world which have been selected to maximize learning about what works to generate quality jobs for young people. The consultant will review documentation and analyze the experience from

S4YE pilots and other innovative approaches to YES, review ADB's education and portfolio and identify opportunities for new YES demonstrations and/or pilots. He/she will also identify and develop a database of going innovative entrepreneurial and skills-based learning and training programs in ASEAN. The youth consultant will use these components to undertake initial analysis and assist the YES Senior Expert in identifying a new pipeline of projects of operational relevance to ADB regional departments.

14. The consultant shall hold a university degree in social science, social work, sociology, economics, management development studies, or other related fields suitable for the assignment and should preferably have: (i) 3 to 5 years of relevant experience of working with local and/or civil society organizations, youth groups, and multilateral development organizations; (ii) strong database research and analytical skills with familiarity of ADB project cycle and databases; (iii) excellent written and oral communication skills in English, including report writing and media articles; (iv) an understanding of youth training material development and training skills; (v) international youth training and entrepreneurial development experience; (vi) leadership and team skills, experience working with Youth for Asia and other international youth organizations; and (vii) knowledge management skills, including updating and management of databases.

B. Youth Employment Solutions Senior Expert (Individual, 2 person-months)

15. The Youth Employment Solutions Senior Expert's work will build upon the work of the Youth Employment Solutions Researcher by conducting an in-depth analysis of the work of the Solutions for Youth Employment (S4YE) coalition relevant to ADB operations.⁶ The consultant will design, evaluate, and recommend options for ADB pan-regional investment in youth employment and entrepreneurship with a strong emphasis on knowledge creation and scalability. Multistakeholder partnerships, peer organization evaluation, cofinancing, and other forms of external collaboration will be encouraged. The consultant will evaluate a wide variety of approaches from across the full breadth of stakeholders delivering youth employment solutions. He/she will also review the ADB business model and project pipeline to ensure their recommendations are operationally relevant and scalable into ADB funded projects. He/she will prepare an ASEAN youth employment solution scoping report. He/She shall hold a masters degree or equivalent in social science, social work, sociology, economics, management development studies, or other related fields suitable for the assignment and should preferably have: (i) 15 years of relevant experience of working with local and/or civil society organizations, youth groups, and multilateral development organizations; (ii) extensive experience in the field of youth employment and entrepreneurship in developing countries, including having addressed these issues at the highest levels in multilateral and/or government settings, (iii) the gravitas to meet with senior people at ADB and in other organizations as required; (iv) strong experience of working across and between a variety of types of stakeholder in partnerships, coalitions, or other collaborations; (v) excellent written (including report writing) and oral communication skills in English; (vi) strong training and presentation skills; and (vii) demonstrate leadership and teamwork skills, including preferably with experience of working with young people

II. National Consultant

16. A total of 3 national person-months of consulting services will be required for the Youth Education Researcher.

⁶ This will include coaching and instructing the Youth Employment Solutions Researcher as required to carry out additional data gathering and analysis.

A. Youth Education Researcher (Individual, 3 person-months)

17. ADB's Youth for Asia has worked closely with the Secondary Education Sector Development Program (SESDP) project team since 2015 supporting the evaluation of the program with youth as its target beneficiary. The purpose of the consulting services is to include the voice of the youth in the project evaluation and proposed future projects related to education. The consultant's work will (i) support the project team and Ministry of Education in the analysis and report-writing of its research on the Information and Communication Technology for Lao PDR Education (ICT4LE); and (ii) pilot and showcase the involvement of the youth in ADB project evaluation.

18. He/She shall hold a university degree in social science, social work, sociology, economics, management development studies, or other related fields suitable for the assignment and should preferably have: (i) 3 to 5 years of relevant experience of working with local and/or civil society organizations, youth groups, and multilateral development organizations; (ii) strong database research and analytical skills; (iii) experience working with Youth for Asia and other international Youth organizations; and (iv) excellent written and oral communication skills in English, including report writing and media articles.