

# TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Albania Country Office
Purpose of consultancy:	<p>The Ministry of State for Youth and Children of Albania is in the process of the youth policy development for the period 2022-2029. The draft Strategy, including the monitoring framework has already been developed by the group of experts (national and international). Recognizing the important role of UN Agencies in strategic guidance in youth policy development, the Ministry of State for Youth and Children has relied on UNICEF, UNFPA and UNDP for guidance and technical support in the development of the National Youth Strategy 2022-2029.</p> <p>The progress of the development of National Youth Strategy 2022-2029 has included among other things:</p> <ul style="list-style-type: none"> <li>• Desk review of existing and emerging youth policies for alignment of policies and activities between such documents in Albania;</li> <li>• Analysis of key findings and key recommendations derived from Assessment of National Youth Action Plan 2015 – 2020;</li> <li>• Engagement of the consultants' team in a participatory and inclusive country dialogue in order to clarify interventions, results and expected impact in Youth in the period 2022-2029 and identify gaps;</li> <li>• Longlisting, shortlisting and prioritizing interventions based on the current evidence and the vision and strategic priorities agreed with the Working Group;</li> <li>• Development of the M&amp;E framework of the strategy, adjusting for the standard indicator framework templates of the GoA.</li> </ul> <p>As a result:</p> <ol style="list-style-type: none"> <li>1. Discussion of the preliminary draft has been conducted through online communication and meetings as well as in person communication, meetings and workshops during a country mission of the international consultant during 7 – 11 February 2022;</li> <li>2. Pre-final draft of National Youth Strategy 2022-2029 has been prepared and will be shared with stakeholders.</li> </ol>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>In order to finalize the process, the following actions are needed:</p> <ul style="list-style-type: none"> <li>• Development of the Action Plan of National Youth Strategy 2022-2029, according to the guidance and templates of the Council of Ministers of the Republic of Albania;</li> <li>• Budgeting / costing of the Action Plan of National Youth Strategy 2022-2029;</li> <li>• Analysing and assuring the financial sustainability of the Albanian National Youth Strategy 2022-2029;</li> <li>• Harmonizing the budget lines with other action plans and with the economic and financial outlook of Albania until 2030;</li> <li>• Ensuring the communication and the dialogue on the financial sustainability of National Youth Strategy among stakeholders;</li> <li>• Consultations with stakeholders.</li> </ul> <p><b><i>This consultancy has as objective</i></b> to Provide technical support in the development of the budget of the National Youth Strategy 2022-2029 and linkages with other sectorial plans.</p>

	<p><b>Specific objectives/tasks:</b></p> <ol style="list-style-type: none"> <li>1. In line with the IPSIS (Integrated Planning System Information System) models of methodologies for costing GoA strategies financially, develop the budget of the implementation plan of the draft National Youth Strategy and support the development of the relevant documents in line with IPSIS.</li> <li>2. Contribute to the development of the budgeted action plan of the National Youth Strategy.</li> <li>3. Advise and provide inputs for harmonizing the budget lines with other action plans and with the economic and financial outlook of Albania until 2030;</li> <li>4. Support the communication and the dialogue of the National Youth Strategy working group, on the financial sustainability of the strategy among stakeholders: Ministry of State for Youth and Children, Ministry of Education and Sport, Ministry of Health and Social Protection, other line ministries, donors, and other partners.</li> </ol>
Duration and working schedule:	<p>The duration of the consultancy contract is 17 days, and requires the engagement of a range of national partners and stakeholders – who provide data and information.</p> <p>Period of implementation within April 2022.</p> <p>For a total of 17 working days.</p>
Place where services are to be delivered:	Albania
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p><b>DELIVERABLES</b></p> <ol style="list-style-type: none"> <li>1. Budget of the implementation plan of the draft Albanian National Youth Strategy.</li> </ol> <p>Deadline: 4 April 2022</p> <p>All deliverables will be written in Albanian. The final documents will be summarized into English.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The National Consultant will directly report to the UNFPA Sexual and Reproductive Health and Youth Programme Analyst. UNFPA will provide reporting templates, while reporting dates will be included in the respective contract.
Supervisory arrangements:	The National Consultant' overall supervision and quality assurance rests with the UNFPA Head of Office.
Expected travel:	Home based.
Required expertise, qualifications and competencies, including language requirements:	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>○ Advanced qualification in social affairs and/or business administration or related field (At least Master's degree).</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>○ At least 7 years prior experience in the development and monitoring and evaluation of youth or social budget programmes</li> <li>○ Prior experience in development of the strategic action plans;</li> <li>○ Experience in collaborating with UN or other international organization on similar tasks;</li> <li>○ Prior collaboration with central government institutions;</li> </ul>

	<p><b>Skills/Knowledge</b></p> <ul style="list-style-type: none"> <li>○ Good communication, facilitation, planning and analytical skills.</li> <li>○ Proven technical writing skills;</li> <li>○ Good understanding of the Youth Policy Framework, the Agenda for Sustainable Development 2030 (SDG-s);</li> </ul> <p><b>Languages</b></p> <p>Excellent writing skills in English.</p>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA will provide all the necessary and relevant resources and facilitation for data collection, organization of meetings with stakeholders, focus groups, interviews etc. as per agreed methodology.
Other relevant information or special conditions, if any:	<p>COA to be charged for this assignment: FPA90/ALB05YAH/YOUTHSTRATEGY</p> <p>The interested candidates are invited to apply no later than <b>Friday, 11<sup>th</sup> of March 2022</b>, at the following email address: <a href="mailto:procurement.alb@unfpa.org">procurement.alb@unfpa.org</a></p> <p>The documents to be submitted:</p> <ul style="list-style-type: none"> <li>• Letter of Interest</li> <li>• Updated CV</li> <li>• 3 professional references, relevant with the field of expertise</li> </ul>
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Date: 01 March 2022</p>	