

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Two national consultants to develop a Guideline and a Training Module for the government to develop and using the Youth Development Index (YDI) at the national level and sub-national level	
Hiring Office:	Youth and ASRH unit; UNFPA Indonesia CO
Purpose of consultancy:	To develop the guideline and training module for the government to develop and implement Youth Development Index (YDI) at the national level and sub-national level.
Background:	<p>The Government of Indonesia (GoI) has set up the target in the five years National Medium-term Development Framework (RPJMN) on youth development, which is to increase the youth development index from 51.50 (2018) to 57.67 (2024) and Age Specific Fertility Rate aged 15-19 from 36 (2017) to 18 (2024). UNFPA will continue to support the commitment and initiative of the Bappenas to generate evidence regarding the situation of adolescent and youth development in Indonesia.</p> <p>As stated in the 10th Country Programme Action Plan, UNFPA will continue to support the commitment and initiative of the Bappenas to generate evidence regarding the situation of adolescent and youth development in Indonesia, particularly through updating the YDI and SDGs on Adolescent and youth progress reports. Since 2017, UNFPA has supported Bappenas and the Ministry of Youth and Sports (MoYS) in developing YDI reports. The YDI has provided evidence on the impact of COVID-19 on young people from five aspects (domains), which are health and wellbeing, education, employment and entrepreneurship, participation and leadership, gender and discrimination. The YDI report has been used for advocacy to the government at national and sub-national levels to ensure the determinants of youth development are mainstreamed and addressed in the government multi-stakeholder, including to respond to the needs of young people during the COVID-19 pandemic. The reports have created interest of governments at national and subnational levels to develop the YDI for their own programmes and areas.</p> <p>Therefore, UNFPA will support BAPPENAS and the Ministry of Youth and Sports (MoYS), in building up the capacity of government at the national and subnational levels to develop and use YDI for policy and programmes. Furthermore, UNFPA will hire two national consultants for the development of a Guideline and a Training Module for the government to develop and use YDI at the national level and sub-national level using the 2019 and 2017 YDI as part of the main references.</p>
Scope of work: (Description of services, activities, or outputs)	<p><u>Objective:</u></p> <p>To develop the Guideline and the Training Module for the government to develop and using the YDI at the national and sub-national levels, which covers five domains, namely health and wellbeing, education, employment</p>

and entrepreneurship, participation and leadership, gender and discrimination.

Intended Audience:

The deliverables will be widely available to stakeholders but will be mainly used by ministries and government at national and subnational levels, also for youth networks.

Methodology:

The development of the guideline and the training module will be based on the good practices of Indonesia and several countries (please see the link [REFERENCES](#)). One of the good practices from Indonesia is the commitment and leadership of the Government to produce the 2017 and 2019 YDI and ongoing development of the 2021 YDI. The diversity of data availability and quality of each level (national/ provincial/ district) will be highlighted in the guideline. Also, the guideline will provide guidance on how the YDI results could be translated into the policies and programmes on youth. The consultants are expected to triangulate and consolidate different content from Bappenas, BPS, MoYS and other organizations into one guideline and module. The draft guideline and training module will then be field-tested to understand the acceptability and effectiveness of content and based on the findings the guideline and the training module will be adapted for finalization and approval by Bappenas, MoYS and UNFPA.

Please see annex 1 for the proposed outline of the guideline and the training module.

Outputs:

The consultants will produce the following deliverables:

1. Guideline for the government to develop and use the YDI at the national and sub-national levels in the Indonesian Language, with an English executive summary.
2. Training module for the government to develop and use the YDI at the national and sub-national levels in the Indonesian Language, with an English executive summary .
- 3.

Duties and Responsibilities:

To produce a guideline and training module on YDI, two individual consultants will be hired, with details:

1. Team leader (consultant 1- responsible for guideline and training module development):
 - a. To develop a guideline for the government personnels to develop the YDI by using the available data and undertaking the data calculation with the standardized calculation

	<p>methodology. The guideline will also assist the government in using the YDI for policies and programmes development.</p> <ol style="list-style-type: none"> b. To develop a training module (including the training programme the flow of the sessions, potential resource persons, methodology and training materials) to build up the capacity of the government to develop and use the data. c. To facilitate consultative discussions with various stakeholders including youth networks, government and UN Agencies, and incorporate the feedback from stakeholders into the guideline and training modules d. To develop the executive summary of the guideline and training modules in English. e. To finalize and submit the guideline, training module and executive summary (point number 1 and 2) to UNFPA. <p>2. Team member (consultant 2- responsible for organizing the trial of the training and training materials):</p> <ol style="list-style-type: none"> a. In collaboration with Bappenas, to lead the process in organizing the training for the government to develop and use the YDI and to develop the report on the training including the achievement, gaps and recommendations. b. To lead the development of the training materials, including the slide presentations and other interactive platform(s) for the training. c. To facilitate consultative discussions with various stakeholders including youth networks, government and UN Agencies, and incorporate the feedback from stakeholders into the guideline and training modules.. d. To provide technical assistance in finalizing the guideline and training module (point number 1 and 2). <p><u>Proposed Outline of the Report:</u> The proposed outline of the guideline and the training module can be found in <u>annex 1</u>.</p> <p><u>Review Process:</u> The products will be reviewed by the CO Internal Review Committee - please see the approved CO Knowledge Management Application Form. Also, the product will be reviewed by a technical team of UNFPA, Bappenas, BPS and the Ministry of Youth and Sports. Depending on the nature and level of comments received, UNFPA, Bappenas, BPS and the Ministry of Youth and Sports will determine whether a further follow up review process should be adopted or not. This mechanism provides an opportunity to provide constructive input to enrich the review and perform a quality check on the</p>
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	guideline and training module. Endorsement for the products will also be obtained from Bappenas and the Ministry of Youth and Sports.												
Duration and working schedule:	Duration of the consultancy is 60 working days for the team leader (consultant 1) and the team member (consultant 2), commencing on 1 August 2021 and to be completed on 30 November 2021. Please see the detailed timeline in annex 2 .												
Place where services are to be delivered:	Home based.												
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p><u>General requirements</u></p> <p>The consultants are to develop a guideline and training module for the government to develop and use the YDI at the national and sub-national levels in the Indonesian Language and an executive summary in English. In relation to copyright, all materials or documents resulting from these consultation services will remain the property of UNFPA, Bappenas, BPS and the Ministry of Youth and Sports. The consultants are obliged to provide soft copies of the deliverables, including all annexes, so that all results can be independently verified for their accuracy before the publication is finalized and released.</p> <table border="1"> <thead> <tr> <th>No</th> <th>Deliverables</th> <th>Deadlines</th> <th>Terms of Payment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Submission the draft of a) the guideline and b) the training module in Indonesian Language.</td> <td>27 September 2021</td> <td>40% of total payment</td> </tr> <tr> <td>2</td> <td>Submission a) the guideline in Indonesian Language, with an English executive summary and b) the training module in Indonesian Language, with an English executive summary.</td> <td>30 November 2021</td> <td>60% of total payment</td> </tr> </tbody> </table>	No	Deliverables	Deadlines	Terms of Payment	1	Submission the draft of a) the guideline and b) the training module in Indonesian Language.	27 September 2021	40% of total payment	2	Submission a) the guideline in Indonesian Language, with an English executive summary and b) the training module in Indonesian Language, with an English executive summary.	30 November 2021	60% of total payment
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Monitoring and progress control, including reporting requirements, periodicity format and deadline:	A team of UNFPA, Bappenas, BPS and Ministry of Youth and Sports is established to provide directions and review the deliverables. Every two weeks, UNFPA and Bappenas will organize a discussion with the consultants to monitor the progress and review the contents with a view to producing authoritative publication.												
Supervisory arrangements:	Under the overall guidance of the Representative, the consultants will report and be supervised directly by Programme Analysts for Youth and ASRH, with quality assurance from the Assistant Representative. The consultants are expected to report the progress to the Programme Analyst												

	for Youth and ASRH every two weeks. The Programme Analyst for Youth and ASRH will facilitate the communication between the consultants with Bappenas, BPS and Ministry of Youth and Sports.
Expected travel:	Home-Based. Both consultants may be required to travel to facilitate workshops and training. However, those travels are subject to the condition of the pandemic and the policies of UNFPA and Bappenas. Travel costs will be covered by UNFPA
Required expertise, qualifications, and competencies, including language requirements:	<p>Team leader (Consultant 1)</p> <ol style="list-style-type: none"> 1. Competencies <ol style="list-style-type: none"> a. Proven excellent demographic technique analysis skills; b. Strong background the demographic situation in Indonesia particularly on youth-related population issues; c. Organizational qualities and excellent communication skills, and experience in working with either government institutions and/or UN agencies is an advantage. d. Excellent skills in working in a team. e. Excellent written English for report writing. f. Excellent analytical skills. g. Excellent facilitation skills. 2. Required Skills and Experience <ol style="list-style-type: none"> a. Master's degree in Economic Development, Demography and Population Studies, Social Sciences, Statistics, Gender and Development Studies, other related fields. Ph.D is preferable. b. Minimum of 5 (five) years of relevant experience in conducting situation analysis, programme evaluation or developing policy brief or background study on issues related to demographic/ population issues (preferably on issues related to young people). c. Proven knowledge or experience in developing index reports on issues related to population and/ or social development. d. Familiarity with the policy on youth development at national and subnational levels would be useful e. Familiarity with the training module development would be useful f. Knowledge of the broader issues related to UNFPA's mandate on adolescent sexual and reproductive health, youth leadership and participation, population, human rights and gender issues. 4. Language <ol style="list-style-type: none"> a. Fluent in spoken and written Indonesian Language and English.

	<p>Team member (Consultant 2)</p> <ol style="list-style-type: none"> 1. Competencies <ol style="list-style-type: none"> a. Strong background the demographic situation in Indonesia particularly on youth-related population issues; b. Excellent facilitation skills c. Excellent communication skills, and experience in working with either government institutions and/or UN agencies is an advantage. d. Excellent skills in working in a team. e. Excellent analytical skills. 2. Required Skills and Experience <ol style="list-style-type: none"> a. Master's degree in Economic Development, Demography and Population Studies, Social Sciences, Statistics, Gender and Development Studies, other related fields. b. Min. of 2 years experience in training module development on issues related with public policy development (preferably on issues related to young people). c. Familiarity in developing index reports on issues related to population and/ or social development would be useful. d. Familiarity with the policy on youth development at national and subnational levels would be useful e. Knowledge of the broader issues related to UNFPA’s mandate on adolescent sexual and reproductive health, youth leadership and participation, population, human rights and gender issues. 3. Language <ol style="list-style-type: none"> a. Fluent in spoken and written Indonesian Language and English.
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p>Bappenas, in collaboration with UNFPA, will organize the technical meetings and workshops to develop the guideline and training module. The documents that should be used as the reference for the development of concept note are:</p> <ol style="list-style-type: none"> 1) The 2019 Youth Development Index 2) The 2015 - 2019 SDGs Progress Report on Adolescent and Youth 3) The 2017 Youth Development Index 4) The UNFPA global strategy on adolescent and youth <p>Those documents will be provided by Bappenas and UNFPA in this link of REFERENCES.</p>

Annex 1: The proposed outline of the Guideline and the Training Module

Specific emphasis on the tentative components of the guideline and the training module may include, but not be limited to, the following:

1. Executive Summary
2. Introduction:
 - a. What is the youth development index?
 - b. Why youth development is important
 - c. Who could benefit from using the index
 - d. How is the YDI used?
 - e. Are the provinces at the bottom of the ydi to blame for their score?
3. Conceptual and theoretical framework
 - a. Who are youth?
 - b. What topics are important in youth development?
 - c. What national ydis or youth indicators are out there?
 - d. Where is the data sourced and why?
 - e. Why are certain indicators given greater weight in the ydi?
4. Preparation for the YDI development
 - a. Instituting broad-based consultation
 - b. Identifying national and subnational issues
 - c. Youth participation in the YDI development process
5. What should go into the index?
 - a. Composite index principles
 - b. How to choose provincial/ districts-specific indicators
 - c. Filling the gaps in your data
6. YDI aggregation and calculation
 - a. Weighting indicators and domains
 - b. Overview of data limitations
 - c. Data availability issues and imputations
 - d. Normalising
7. What conclusions can you draw from the index?
 - a. Comparisons
 - b. Conclusions and recommendations
 - c. How to use visualisation tools (infographics, website)
8. How to monitor and update over time
 - a. Comparable data
 - b. Evaluation tools you can use
9. Communications plan and publishing your youth development index in a report
 - a. Develop a stakeholder map
 - b. Ensure information is engaging for your stakeholders
 - c. Results and impact focused

Annex 2: Timeline

No	Activities	TL # days	TM # days	August				September				October				November			
				I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV
1	Develop and finalize the outline of the guideline and training module to develop and use YDI	2	2	x															
2	Draft the guideline and training module (including the training programme, the flow of the sessions, potential resource persons, methodology)	20	10	x	x	x	x	X											
3	Draft the materials of training module (slide presentation and other interactive platform to be used in the trial training)	10	20				x	x	x	X									
4	Facilitate the workshops with the government to get inputs on the challenges and potential resources in developing and using YDI	4	2							X									
5	Facilitate the workshops with Youth Networks to obtain the perspective of youth on youth roles in the YDI development.	2	4								X								
6	Submission the first draft of the guideline and training module in Indonesian Language.										X								
7	Review process by UNFPA and Bappenas, MoYS and BPS										x	X							
8	Revise the guideline based on inputs from UNFPA, Bappenas, MoYS and BPS	10	5										X	X					
9	Organize and facilitate two trial trainings	5	10												x	X			
10	Submission the 2 nd draft of guideline and training module in Indonesian Language															X			
11	Present and facilitate the discussions on the guideline and training module to the government, youth networks and UNFPA.	2	2														x		
12	Review process by UNFPA through Internal Review Committee																	x	

No	Activities	TL # days	TM # days	August				September				October				November			
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13	Review process by Bappenas, BPS and MoYS																	x	
14	Revise the guideline and training materials based on inputs from Bappenas, BPS, MoYS and UNFPA.	5	5																x
15	Regular discussion between Bappenas, BPS, MoYS and UNFPA and the consultants to review the progress.				X		X		X			X		X		X		X	
16	Submission the final deliverables.																		x
	Total working days	60	60																