

## Terms of Reference

<b>Terms of reference for a national consultant who will support the Ministry of Tourism and Youth in tracking the progress in the implementation of the multisectoral Youth policy framework by various relevant stakeholders in Serbia</b>	
<b>Hiring Office:</b>	UNFPA Serbia Country Office
<b>Purpose of consultancy:</b>	<p>UNFPA Serbia CO and the Ministry of Tourism and Youth have a long term close partnership, which has been additionally strengthened in recent years through cooperation in youth policy framework development and implementation of specific project activities related to youth wellbeing, empowerment and increased participation in various processes at national and local level.</p> <p>In the last two years, the Ministry led a broad and inclusive consultative process for improving youth policy framework, which was finalized by adoption of the new comprehensive Youth Strategy for period 2023 - 2030 in January 2023, and its first Action Plan 2023-2025 in July 2023. The new Youth Strategy set as an overall goal to improve the quality of life of young people and five specific objectives related to standardization of youth work, provision of youth friendly spaces, increased youth employment, improvement of spatial capacities and services, active youth participation, equal opportunities for young people to fulfill their potentials and improved conditions for healthy and safe environment and social welfare. The Action Plan, operationalizes the goal and objectives of the Youth Strategy, defining priority activities, responsible actors, time frame and necessary resources for the implementation of activities and measures set to achieve the Strategy objectives. In parallel with the development of the policy framework, the Ministry of Tourism and Youth and the UNFPA started developing the Youth Wellbeing Index, a composite Index whose structure corresponds to the structure of the Strategy and will enable monitoring of the status of youth and year to year progress in implementation of the youth policies at national and local (municipal) level.</p> <p>Given the complex multisectoral nature of the Strategy and Action Plan which require the active engagement and significant budget allocations of various stakeholders and partners in the implementation of activities, a detailed monitoring of the implementation of the multisectoral Action Plan is of key importance for depicting the real state of affairs related to youth. For that reason, UNFPA Serbia CO and the Ministry of Tourism and Youth partnered to support the monitoring of the Action Plan implementation by various stakeholders, focusing on the development of mechanisms and tools which would track the real-time progress in the Action Plan implementation and allocated resources.</p> <p><b>The purpose of this consultancy is to support the efforts of the Ministry of Tourism and Youth to improve the mechanism for daily monitoring and follow up of activities implemented and funded by various stakeholders involved in the Youth Strategy/Action Plan implementation. The consultancy will include creation of the repository of documents, knowledge products, reports, tools and other types of resources created during activities implementation, that will be available to all stakeholders actively working with youth. In addition, the consultant will support planning of new and implementation of ongoing joint activities of the Ministry responsible for youth and UNFPA Serbia Country Office.</b></p>

<p><b>Scope of work:</b></p> <p><b>(Description of services, activities, or outputs)</b></p>	<p><b>The consultant is expected to undertake the following tasks:</b></p> <ol style="list-style-type: none"> <li>1) Support planning of new and implementation of ongoing joint activities of the Ministry and UNFPA, including preparation of proposals or reports for partner meetings of Joint projects where the Ministry participates as a key national partner of UNFPA (Project Advisory Boards, Steering Committee meetings, etc).</li> <li>2) Develop a comprehensive Work Plan with a set dynamics, timeline and activities that should be carried out under this Consultancy;</li> <li>3) Review the relevant documents within youth policy framework - Youth Strategy and Action Plan, as well as various MoUs or Agreements of the Ministry with various stakeholders which are relevant for the implementation of activities; map potential difficulties in tracking the status of Action Plan and other policy documents - and propose measures to prevent them.</li> <li>4) Review existing methodologies and best practices for policy monitoring;</li> <li>5) Develop the methodology for regular monitoring of the Action Plan implementation and collect inputs and requirements from stakeholders to tailor the methodology ensuring the alignment with their priorities;</li> <li>6) Develop data collection methods, tools and templates for monitoring and reporting activities;</li> <li>7) Develop a detailed monitoring plan with timeline outlining roles, responsibilities and dynamics of reporting and monitoring providing a template for results communication;</li> <li>8) Track the monitoring tool impact and identify possible shortcomings;</li> <li>9) Explore with Ministry of Tourism and Youth opportunities to use technology (digital solutions) for a more efficient monitoring process;</li> <li>10) Collect all resources, knowledge products, research reports, policy documents, materials, analysis, guidelines, etc. which are relevant for the youth field;</li> <li>11) Draft proposal for data-base (interactive) repository of collected resources.</li> <li>12) Prepare the Final report on the outcomes of the consultancy</li> <li>13) Any other task if requested by UNFPA leadership and the Ministry, especially within the domain of the consultant’s expertise.</li> </ol>
<p><b>Duration and working schedule:</b></p>	<p>The consultant will perform planned tasks during the period of six months, from <b>5<sup>th</sup> March to 4<sup>th</sup> September 2024.</b></p> <p>A detailed working schedule will be agreed upon at the start of the assignment in consultation with the Ministry of Tourism and Youth and UNFPA Country Office.</p>
<p><b>Place where services are to be delivered:</b></p>	<p>Services are to be delivered remotely or within the premises of the Ministry of Tourism and Youth.</p>

<p><b>Delivery dates and how work will be delivered (e.g., electronic, hard copy, etc.):</b></p>	<p>Five deliverables are expected from the national consultant, as follows:</p> <p><b>1<sup>st</sup> Deliverable related to Tasks 1-3 as described above, to be completed by 30 April 2024 including:</b></p> <ul style="list-style-type: none"> <li>a) support to the joint activities of the Ministry and UNFPA Serbia CO;</li> <li>b) development of a comprehensive Work plan;</li> <li>c) review of the existing documents within youth policy framework with specific reference to the Action Plan, its parts and identification of potential obstacles in tracking the status of Action Plan</li> </ul> <p><b>2<sup>nd</sup> Deliverable related to Tasks 4, 5 and 6 as described above, to be completed by 31 May 2024 including:</b></p> <ul style="list-style-type: none"> <li>a) analysis of the existing methodologies related to the data collection tools and for policy monitoring;</li> <li>b) methodology and data collection tools for tracking and reporting activities recognized by the Action Plan developed;</li> </ul> <p><b>3<sup>rd</sup> Deliverable related to Tasks 7, 8, 9 to be completed by 30 June 2024 including:</b></p> <ul style="list-style-type: none"> <li>a) detailed monitoring plan developed;</li> <li>b) capacity building of the Ministry of Tourism and Youth staff to efficiently use the developed tools completed.</li> </ul> <p><b>4<sup>th</sup> Deliverable related to Tasks 10 and 11 to be completed by 31<sup>th</sup> July 2024 including:</b></p> <ul style="list-style-type: none"> <li>a) collection of all resources, knowledge products, research reports, policy documents, materials, analysis, guidelines, etc. which are relevant for the youth field;</li> <li>b) digital repository containing all the documents identified as relevant during the previous phase developed</li> </ul> <p><b>5<sup>th</sup> Deliverable related to Task 12 and 13, to be completed by 4<sup>th</sup> September 2024 including:</b></p> <ul style="list-style-type: none"> <li>a) finalized overall report of consultancy</li> </ul>
<p><b>Monitoring and progress control, including reporting requirements, periodicity format, and deadline:</b></p>	<p>The expert will work closely with the Ministry of Tourism and Youth, Sector for Youth and relevant UNFPA Serbia CO staff.</p> <p>A detailed working schedule will be agreed upon at the start of the assignment in consultation with the Ministry and UNFPA CO.</p>

<p><b>Supervisory arrangements:</b></p>	<p>Consultant will work under the overall supervision and guidance of the UNFPA Serbia Head of the Office, while daily monitoring will be done by the Ministry, Sector for Youth, in cooperation with UNFPA SRH and Youth Analyst and UNFPA Youth Project Assistant.</p>
<p><b>Expected travel:</b></p>	<p>No travel is envisaged through this consultancy, unless otherwise agreed with the Ministry of Tourism and Youth and UNFPA Serbia CO.</p>
<p><b>Required expertise, qualifications and competencies, including language requirements:</b></p>	<p><b><u>Qualifications and Experience:</u></b></p> <p><u>Consultant should fulfil following criteria:</u></p> <ul style="list-style-type: none"> <li>● University degree in social-humanistic, natural-mathematical or technical-technological sciences (equivalent to 240 ESP points)</li> <li>● At least 3 years of relevant experience in policy documents implementation, monitoring and evaluation;</li> <li>● Knowledge of national policies and procedures, regulatory frameworks and best practices in policy monitoring;</li> <li>● Strong quantitative and qualitative skills in data collection and analysis and interpretation,</li> <li>● Well-developed written and oral communication skills to effectively engage with stakeholders, present findings and write reports;</li> <li>● The ability to meet deadlines and dates and to prioritize multiple tasks;</li> <li>● Proven and demonstrated broad knowledge of and ability to utilize principles, methods, techniques, and systems of working with youth;</li> <li>● Ability to work independently and to meet deadlines;</li> <li>● Excellent written skills in Serbian and English</li> </ul>
<p><b>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</b></p>	<p>UNFPA will provide background information and support in communication with stakeholders, where appropriate and necessary.</p>
<p><b>Other relevant information or special conditions, if any:</b></p>	

Signature of Requesting Officer in Hiring Office:

Date: February 2024