



Youth Challenge Vanuatu

Date: 15 November 2022

Terms of Reference

Terms of Reference: Hire Consultant to develop MOU with partners and provide technical support on improving the relevance and effectiveness of YCV partnership network to support YCV employability and leadership services to young women and men, and the efficiency, quality and sustainability of its operations.

Location	Vanuatu
Organisation	Youth Challenge Vanuatu (YCV) as place of Work at NO#: 3 area in Port Vila
Timeline	1 st December 2022 – 31 st March 2023
Accountable To	Noel Steven Sawia – Executive Director, Youth Challenge Vanuatu (YCV)
Roles/Responsibilities	Consultant to assist YCV to develop MOU with selected partners to improve the relevance and effectiveness of its partnership to support YCV employability and leadership services to young women and men, and the efficiency, quality and sustainability of its operations.

Background

The Youth Challenge Vanuatu (YCV) is a charitable non-government organisation that has been supporting youth leadership program in Vanuatu since 2001. YCV delivers services to up skill and empower young women and men in leadership, employment, education and small business development, Oxfam in Vanuatu and YCV have worked in partnership since 2007.

YCV have designed a one year project, known as Strengthen engagement and relationship with MOYDS, provincial government and Municipalities (Port Vila and Lugainville) which to empower young women and men to lead economic and social development in Vanuatu. This project is funded by Pacific People Advancing Change (PPAC), basically to assist YCV improving and expanding its services in youth employability, entrepreneurship and leadership, strengthen its organisational, academic and programme management, and develop income generating products, by establishing strong networking and partnership with selected partners.



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Purpose

The purpose of hiring a consultant is to assist YCV developing an MOU to clearly defines how YCV and its partners will work together and lays out each one's expectations and responsibilities. The goal is to achieve a mutual understanding of the partnership, especially to improve the relevance and effectiveness of its employability and leadership services to young women and men, and the efficiency, quality and sustainability of its operations.

Objectives

The objectives and expected outcomes of the consultancy are as follows:

1. Strengthen engagement and relationship with the Ministry of Youth Development and Sport, National Youth Authority, Port Vila and Lugainville Municipalities and the Shefa and Sanma provincial government

Tasks – Priorities

The consultant will carry out the following tasks:

- I. Consultation meeting with selected partners
- II. Workshop and training with potential partners about the terms and conditions of working agreements
- III. Develop and signing of MOU with the selected partners
- IV. Prepare the final project report

Scope of work

Under the supervision of Youth Challenge Vanuatu, under this terms of reference, the consultant will be responsible for delivering the above priorities.

The duration of work contract will depend on the discussion between the partners, on agreed scope, outcomes and benefits.



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Methodology and processes

The consultant will be responsible for defining the methodology to be employed; however, it is expected that the consultancy will involve desktop review as well as extensive consultation with YCV stakeholders, and that the consultant will give priority to the voices and views of YCV directors and members.

Location of Consultancy

The consultancy will take place in Port Vila and Lugainville

Deliverables

The outputs to be delivered are:

1. Revised and update YCV project plan (PPAC)
2. Deliver Partner training on the updated MOU
3. Finalist YCV and partners MOU

Schedule and milestones

The consultancy is expected to take place in **December 2022 and possibility an extension to June 2023 at no extra cost and be completed by March 31st 2023 or April 30 2023**. It is envisaged that the consultancy will require a maximum of **10 working days**; however, consultants are encouraged to propose alternative timeframes in their expressions of interest if considered necessary.

Indicative milestones for deliverables and associated payments are as follows:

No	Output	Indicative due date	Proportion of fees payable
1	Consultation with partners and Draft MOU	December 2022	Nil
2	Final draft revised MOU	February 2023	Nil
3	Deliver YCV and Partners training on the Terms and conditions of MOU	February 2023	60%
4	Final MOU	March 2023	40%



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Process for expressing interest

Consultants or firms wishing to express interest in the consultancy should submit the following contact, Youth Challenge Vanuatu, noel.steven@ycv.vu by 5pm Vanuatu time per deliverable on **2nd December 2022**:

1. Cover letter briefly outlining relevant experience with this type of assignment and addressing the selection criteria set out above.
2. A brief proposal (1p) outlining the proposed approach and methodology for the consultancy.
3. Curriculum vitae with three references.
4. A consultant fees will be based on the project deliverables, all other costs related, include training workshop, transportation and meeting will covered by YCV.
5. Confirmation of availability to undertake the consultancy within the timeframe set out above, and preferred dates (if any).