

Terms of Reference
International Institutional Consultancy to conduct mapping of private and public sector for apprenticeship and internship placement and opportunities of young people in Kosovo.
UNICEF Kosovo (UNSCR 1244)¹ Office

Title	International institutional consultancy to conduct mapping of private and public sector for apprenticeship and internship placement and opportunities of young people in Kosovo.
Purpose	Conduct a mapping of private and public sector organizations for apprenticeship and internship placement opportunities with focus on identifying internship schemes and opportunities for UNICEF’s engagement on advancing participation and empowerment of adolescents, youth, and young people.
Geographical scope	Kosovo wide, with a focus on 5 -selected municipalities in Kosovo
Type of Consultancy	International Institutional Consultancy
Location	Home based – remote support
Duration	Two months
Start Date	Estimated 25 June 2021
Reporting to	Communication and Partnerships Officer

1. Context

UNICEF’s overall strategic approach in Kosovo is to ensure that the rights of children are identified and attended to, either directly or through advocacy with partners and relevant Kosovo institutions. The programme focuses on three key flagship priorities that include: advancing early childhood development and education; social inclusion of children with disabilities and increased participation and empowerment of young people.

As part of the efforts to further empower young people, UNICEF Kosovo Office initiated the Kosovo Generation Unlimited initiative which brings together UNICEF, private sector, government, civil society organizations and young people to address the urgent need to invest in bridging secondary-age education and training with employment and entrepreneurship opportunities for young people. The K-GenU vision is to leverage partnerships and empower young people by creating opportunities, including a framework of internships in the top private businesses, central and local level institutions, CSOs and other local and international organizations.

The business sector plays an important role in the well-being of children. Businesses have a strong impact on the life of their employees, their consumers, their suppliers, and on the communities they serve. From determining internal policies and practices impacting working conditions, health coverage, training and employability of workers, to the impacts of products and services on clients and consumers, to the environmental impact of their operations on the community, contributions through taxes and standing up for the cause of children through advocacy, business organizations have a critical impact on children’s and the overall society’s well-being.

[The United Nations Guiding Principles on Business and Human Rights \(UNGPs\)](#) clarifies the responsibility of business to respect human rights. It sets out children, alongside indigenous people,

¹ All references to Kosovo are made in the context of UN Security Council Resolution 1244 (1999)

women and migrant workers (among others), as a particularly vulnerable group of rights holders, who may require particular attention from business as part of their human rights due diligence responsibilities. The Children's Rights and Business Principles also articulate business's responsibility to respect children's rights. Meeting the responsibility towards children's rights requires dedicated efforts by business actors to identify and address impacts. Childhood is a unique period of physical, mental, emotional, and spiritual development and violations of children's rights (including online) may have lifelong, irreversible, and even transgenerational consequences. Practices which are not considered problematic for adults can violate the rights of children. The impact of business practices on children differ greatly in substance and saliency from the impact of the same practices on adults.

This puts an obligation on businesses to 'go beyond compliance audits' and to carry out comprehensive impact assessments which integrate a consideration for children's rights, as well as other vulnerable stakeholders. This is not easy, and businesses are not always resourced to carry out this sort of due diligence. Considering the small size of the economy in Kosovo and the prevalence of micro, small and medium sized enterprises, only a very limited number of businesses have adopted human rights policies and even fewer have specific child rights policies. Most corporate responsibility related activities that are undertaken have an ad hoc character and are not part of the long-term company strategy.

As part of the implementation of the new Kosovo Programme 2021-2025, UNICEF Kosovo Office is aiming at diversifying its engagements with the private and public sector and integrate the business sector as a strategic partner to advance the child and youth agenda in Kosovo with a specific emphasis on addressing the three key programme priorities: advancing early childhood development and education; social inclusion of children with disabilities and increased participation and empowerment of young people.

To this end, UNICEF Kosovo Office is seeking for an international institutional consulting company to conduct a mapping of private and public sector organizations for internship placement opportunities with focus on identifying internship schemes and opportunities for UNICEF's engagement of public and private sector entities on advancing the rights of children and young people.

2. Purpose of the consultancy

The purpose of the international institutional consultancy is to conduct:

- a) a mapping of the public and private sector to identify opportunities for internship and apprenticeship of young people
- b) a mapping of internship schemes within public and private institutions as well as to identify entry points and opportunities for partnering with UNICEF under the Kosovo Generation Unlimited umbrella

3. Scope of work

Under the supervision of the Communication and Partnerships Officer, with support from Youth and Adolescent Development Officer and Child Rights Monitoring Specialist, the international institutional consultancy is expected to undertake the following tasks:

- Desk review of available resources, legal framework and regulations on internship and Mapping potential of public and private institutions for offering internship and apprenticeship opportunities, in order to boost the current internship programme and engagement of young people. Map and identify entry points and existing gaps in internships schemes, in the context of the Kosovo Generation Unlimited umbrella,

- Collect information from young people on their attitudes and perceptions for engaging in public and private institutions' internship opportunities through U-Report platform and other relevant platforms as relevant²;
- Design evidence-based recommendations for UNICEF's engagement with public and private sector entities for advancing the apprenticeship and internship placement programme of young people as part of the Kosovo Generation Unlimited initiative.
- Identify entry points for partnering with public and private sector entities based on shared value partnership for adolescents, youth, and young people empowerment, with a specific focus on Corporate Social Responsibility.
- Based on the evidence generated, design recommendations for UNICEF's engagement with public and private sector entities to advance adolescents, youth and young people's participation and empowerment at national level.

Lastly, identify the focus for community engagement in order to bridge the gap between education and the labour market, by providing young people with valuable skills, experience, and connections early on in their career, enabling them to enter the workforce a step ahead of their peers.

4. Methodology

The business ecosystem should be examined as part of the stakeholder analysis when mapping the key business sectors, prominent companies, and relevant business players (e.g., regulators, industry associations, chambers of commerce, government ministries and civil society organizations). This will be important for understanding the ways through which UNICEF can influence individual businesses and industries more widely, to leverage existing initiatives and to engage strategically with the different stakeholders.

The analysis should map the structural determinants (e.g., economic systems and norms), bottlenecks and barriers and business practices and opportunities that can be critical to achieving positive short- and long-term outcomes for adolescents, youth, and young people. It should assess the role, interest, and motivation of businesses in addressing the problem and their accountability and capacity to act. The overall conceptual framework of the mapping exercise should be based on the *Children's Rights and Business Principles*³ issued by UNICEF, Save the Children and UN Global Compact in 2012, based on the UN Guiding Principles on Business and Human Rights.

The methodology should focus on utilizing a mixed approach to primary data collection (quantitative and qualitative as relevant) as well as build on the use of secondary resources for triangulation of information and evidence-based design of recommendations.

5. Deliverables

Key deliverables of this consultancy are outlined below:

1. **Inception Report:**

- detailed inception report outlining the desk review to assess the availability of data and information
- development of the conceptual framework and the detailed methodology
- detailed plan for the data collection and a timeline

² U-Report is a messaging tool that empowers young people to engage with and speak out on issues that matter to them. It works by gathering opinions and information from young people on topics they care about. The number of registered U-Reporters reached to a total of 8,036.

³ <https://www.unicef.org/csr/12.htm>

2. **Data collection and analysis** – data collection through a mixed approach (in-depth interviews and focus group discussions) and through the U-Report platform or other relevant platforms on young people’s perceptions and attitudes to:
 - understand the role of the business sector in meaningful participation of young people
 - rank the potential partnering of K-GenU with private sector organisations based on the set criteria
 - identify opportunities for apprenticeship and internship placement of young people and potential long-term strategic partnership with UNICEF

3. **Reporting:**
 - development of the draft report based on the triangulation of information from desk review and data collection
 - development of a comprehensive report for internal use
 - development of a comprehensive report for public distribution and advocacy
 - power point presentation with key findings

6. Qualifications

UNICEF Kosovo Office is seeking for international institutional consultancy with required background and experience for the:

<i>Background</i>	Recognized international institution with proven experience in business and policy analysis, corporate responsibility, corporate governance or business and human rights issues
<i>Expertise and skills</i>	<ul style="list-style-type: none"> ● Strong analytical skills – references to previous work or institutions. ● Good knowledge of responsible business conduct, corporate responsibility, private sector analysis, statistics, social service systems, human and children’s rights, the development agenda, gender, and equity issues. ● Previous experience with UNICEF is an advantage. ● At least 5 years of relevant experience in development of analytical reports and policy documents related to business policies and practice, corporate social responsibility, etc. ● Proven experience in quantitative and qualitative data analysis, policy (and finance) analysis and report preparation. ● Experience in facilitating consultations with business sector and government representatives and other stakeholders. ● Fluency in English. ● Excellent writing and presentation skills.

7. Management and Organisation

Management: The international consultancy company will work in close consultation and under the supervision of Partnerships and Communication Officer with support from Youth and Adolescent Development Officer and Child Rights Monitoring Specialist.

The evaluation of the contractor(s)’ performance will be based on:

- Quality of produced outputs.

- Compliance with the established timelines.
- Compliance with ethical UNICEF standards related to reporting on children.
- Responsibility and communication.

Schedule: This assignment will commence by 25 of June and end on 25 of August 2021

Payments schedule for fee envisaged for this consultancy is as follows:

- First instalment: Upon UNICEF’s acceptance of submitted Inception report - 20%
- Second instalment: Upon satisfactory delivery of the data collection and analyses (comprehensive and summary report) – 40%
- Third instalments: Upon satisfactory delivery of the final report and PPT – 40%

UNICEF recourse in case of unsatisfactory performance: UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines. The performance of the contractor will be evaluated against the set of standard indicators such as: whether all goals outlined in the ToR are met, whether deadlines established by ToR are met, technical and professional competence demonstrated, quality/quantity of work and deliverables, demonstrated initiative, responsibility, work relations, and communication.

8. Evaluation Process and Method

Each proposal will be first assessed on its technical merits. A maximum of 70 points is allocated to the technical proposal, and a further 30 points for the price component, with a maximum possible score of 100 points.

Technical proposals will be evaluated based on a desk review. UNICEF evaluators will read technical proposals and assess the quality of samples. Scores from the desk review will be allocated according to the table below:

Item	Technical Evaluation Criteria	Max. Points Obtainable
1	Overall Response (subtotal)	10
1.1	Completeness of response	5
1.2	Overall concord between ToRs requirements and proposal	5
2	Experience of the Company (subtotal)	40
2.1	Range and depth of organizational experience with similar projects	10
2.2	Samples of previous work	10
2.3	Number of costumers, size of projects, number of staff per project	5
2.4	Client references	5
2.5	Key personnel: relevant experience and qualifications of the proposed team for the assignment	10
3	Proposed methodology and approach (subtotal)	20

3.1	Proposed work plan and approach of implementation of the tasks as per the ToR	5
3.2	Implementation strategies, monitoring and evaluation, quality control mechanism	5
3.3	Technologies used – compatibility with UNICEF	5
3.4	Innovative approach	5
	TOTAL TECHNICAL SCORE	70

The companies, which accumulated the minimum score of 50 points, will be qualified for financial evaluation, which will be based on the most responsive proposal. The total amount of points to be allocated for the price component is 30. The maximum number of points (30) will be allotted to the lowest price proposal of a technically qualified offer. Points for other offers will be calculated as Points (x) = (30 X lowest offer/ offer x). Contract will be awarded to the offeror who obtains the highest cumulative score (technical + price points).

9. Application

Interested companies are requested to apply with their CV's, portfolio, fee proposal and a sample of previous work conducted, references, and other documentation as requested in the technical evaluation.

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