

## Call for Expression of Interest

### Terms of reference for a Feasibility Study for the “Proposal of the MiSK Foundation to create a UNESCO Prize in Youth Engagement”

<b>Position Title:</b>	<b>External Consultant</b>
<b>Contract Type:</b>	<b>Consultant Contract</b>
<b>Duration:</b>	<b>1 month</b>
<b>Starting date:</b>	<b>14 August-15 September 2017</b>
<b>Duty Station:</b>	<b>Home based – reporting to Paris</b>
<b>Task:</b>	<b>Carry out a feasibility study in view of establishing a new UNESCO Prize</b>

#### 1. Background

Within the framework of a Framework Agreement with the MiSK Foundation (Saudi Arabia) and more particularly of a recently approved project entitled “Towards the Reinforced Engagement of Youth in UNESCO's Action”, the MiSK Foundation has proposed the establishment of a UNESCO Prize in the field of youth.

#### 2. Objective

The objective of the Feasibility Study is to provide accurate information on the potential performance and effects of a UNESCO Prize in the field of youth.

Within the framework of the [Revised Strategy for UNESCO Prizes](#) (191 EX/12), in accordance with annex 1, the “Feasibility Study Framework for the Creation of UNESCO Prizes”, and of the [UNESCO Operational Strategy on Youth 2014-2021](#), the study shall cover:

- 1) The programmatic relevance of the Prize and alignment with UNESCO's strategic objectives (e.g. alignment with UNESCO's mandate and donor's activities, added value of the prize, effects on prize winner/other effects);
- 2) The prestige and visibility of the Prize (e.g. cash value of the prize to be agreed upon by the Donor and the Secretariat, selection process and composition of jury, nomination process for the prize, communication strategy);
- 3) The integrity of the Prize (e.g. financial integrity of the donor, reputational risk management, independence of the jury, statutes in line with UNESCO rules);
- 4) The management of the Prize (e.g. collaboration between donor and UNESCO, managing the prize and the UNESCO brand);
- 5) The financial considerations (e.g. cash value of the prize, jury, award ceremony, communication and operations budget, 13% overhead requirement,).

#### 3. Methodology and data collection methods

To carry out this feasibility study, the consultant shall adopt a mixed-method research approach to cover the five areas mentioned above.

In particular, the contractor shall:

- Carry out a document analysis (e.g. UNESCO's documents regarding its policies, programmes and activities; documents related to the Prize; communication-related documents; and documents related to the donor);
- Undertake a desk-study based on the submitted proposal by the MiSK Foundation while referring to the “Feasibility Study Framework for the Creation of UNESCO Prizes” and “Evaluation of UNESCO Prizes”.
- Conduct interviews with the potential donor MiSK Foundation, as well as with any other relevant or related stakeholders.
- Hold several working meetings and conduct interviews with UNESCO Staff as appropriate (by telephone, email or in-person meetings).

#### **4. Roles and responsibilities**

The Feasibility Study will be managed by the Youth and Sport Section, which will work closely with the consultant.

The Secretariat will provide the consultant with relevant information (e.g. any documents related to the establishment of the Prize) as well as necessary support, in collaboration with other UNESCO colleagues.

The consultant will be responsible for logistics, including space for work, telecommunications and the printing of documents.

The Secretariat, which may invite peer reviewers, will also be responsible for quality control.

The consultant is in charge of:

- 1) Conducting the data collection;
- 2) Conducting the analysis of the data and relevant interviews, in person or by Skype;
- 3) Preparing a draft 15-20 page (without annexes) feasibility study and submit it to UNESCO for approval;
- 4) Finalizing the feasibility study (15-20 page without annexes) based on comments received from the UNESCO Secretariat and submitting the final document to UNESCO for approval.

#### **5. Expected deliverables and schedule**

- 1) A draft inception report to be submitted to UNESCO by 31 August 2017
  - Background, objectives and key research questions
  - Methodology
  - Interviews
  
- 2) The final feasibility study (15-20 pages in English, excluding annexes) to be submitted to UNESCO by 15 September 2017
  - Executive summary (1-2 pages)
  - Background and description of the Prize
  - Objective and scope of the study
  - Methodology and methods of data collection and analysis
  - Key findings in the five areas identified by the framework
  - Recommendations
  - Annexes (e.g. information about the donor, list of stakeholders consulted, key documents reviewed, TORs, interview questions, budgetary analysis, etc.)

#### **6. Required competencies and qualifications**

- Advanced university degree (Masters or equivalent) in education, social sciences, public policy or related fields;
- Very good knowledge of youth issues;
- Excellent analytical skills and experience in evaluating projects;
- Sound computer skills, including proficiency in word processing, spread sheets, and presentation software;
- Excellent drafting skills in English;
- Fluency in English is required.

Would be an asset:

- Very good knowledge of UNESCO regulations and policy;
- Knowledge of Arabic.

#### **7. Location**

The consultant will be home-based and will travel to Paris as requested for the project's advancement, only if necessary.

All expressions of interest are to be submitted to [youthcallforapplications@unesco.org](mailto:youthcallforapplications@unesco.org)  
by **4 August 2017 at midnight Paris time.**