



NATIONAL INDIVIDUAL CONSULTANCY

National Consultant to develop a Rwanda National Youth Report

<i>Job Title:</i>	<i>National consultant</i>
<i>Category:</i>	<i>Youth Employment & Entrepreneurship</i>
<i>Duty Station:</i>	<i>Kigali, Rwanda</i>
<i>Type of contract:</i>	<i>Individual contract</i>
<i>Expected starting date:</i>	<i>Immediately</i>
<i>Duration of assignment:</i>	<i>25 working days</i>

1. Background

According to the new Youth Policy 2015, Youth comprise people aged 16-30 years. Based on the projections of the 4th Rwanda Population and Housing Census (RPHC4) of 2012, youth were estimated to be 3,159,896 inhabitants in 2015, i.e. 28.1% of a total population of 11,262,565 inhabitants (Annex 1). This is close to the EICV4 estimate that reports a total youth population of 3,155,895 inhabitants (EICV4 Youth thematic report, p.3) of which 1,515,096 male (48%) and 1,640,799 female (52%).

(EICV4)¹. However, youth unemployment reaches 21 per cent and labor underutilization, 60.3 per cent.² About 77.7% of the Youth populations live in rural areas, while only 22.3% are located in urban areas. It is however important to note that youth compose a high percentage of the urban population, where 35.7% inhabitants are youth. This means that for each 10 urban inhabitants around 4 persons are aged 16-30 years. According to the Population Census 2012, the youth population share was higher in the City of Kigali, where one in every two inhabitants was aged between 16 and 30 years (RHPC 2012 – Socio Economic Status of Youth, p.9). In rural areas, youth compose only 25.9% of the total population, i.e. 3 young persons aged 16-30 years for each 10 people.

The share of the population in working age is surging and creating enough decent jobs for all of the newcomers in the labor market has become a key challenge for development.

To realize the demographic dividend, Rwanda needs sound economic and social policies to facilitate the demographic transition and create productive off-farm jobs for the new generation of workers. This will

¹ EICV4

² NISR Labour Force Survey, 2016.

enable young people to pursue an education, enter the workforce, start new businesses, and contribute to the welfare of their nations. Involving youth in the economic development of the country is indeed becoming essential. Young people form an important part of the poor in Rwanda and many programmes have been launched with the target of involving youth in high growth sectors (services, ICT, green jobs, etc.), entrepreneurship (including sectors with high potential of employment), and giving them access to finance (including micro-credit).

Through the draft Rwandan Youth Development Index that was developed in 2016 by the former Ministry of Youth and ICT (now Ministry of Youth), more 62 key youth indicators identified and their respective statistics were tabulated and built around the following domains and subdomains:

- 1) Economic opportunity (with 5 sub domains, i.e. Employment, Poverty and Hunger, Globalization, Youth Business and entrepreneurship and Youth Access to Finance)
- 2) Education and skills development
- 3) Health & wellbeing (with two subdomains, i.e. Health and Youth wellbeing)
- 4) Information & communication technology (ICT)
- 5) Youth Risk Behaviour Incidence
- 6) Civic and political participation

Taking into account the above domains, subdomains and indicators together with statistics, there is still need to ensure quality assurance, updating wherever possible but more specifically a disaggregated statistical data presenting the situation of the youth at both national and districts would provide necessary information and recommendations to guide decision makers in the evaluation of the current programmes as well as in the design of youth development programmes, policies and strategies to respond to the challenges faced by Rwandan youth.

2. The Purpose of the Assignment

Within this framework, the purpose of the assignment is to review, update and formulate comprehensive report on the situation of Youth in Rwanda with the focus on the consolidated data at national and district levels.

3. Objective, Scope of Work and Responsibilities

Based on a detailed review of the national context of youth, the Rwandan youth demographic dividend, and relevant literature, the aim of the consultancy is to develop a comprehensive Rwanda Youth Report reflecting the real situation of youth at both national and District levels with key possible indicators. *The overall objective is “to maximize the use of existing surveys and administrative data in the determination of youth status at national and District level”*. The report should include the following:

- Youth demographic statistical profile of Rwanda depicting the situation of Youth in terms of Economic Opportunities, Education, Health and wellbeing, Information & Communication Technology, Youth Risk Behaviour Incidence , Civic and Political Participation;
- Updated and gathered all information related to the youth development matching with the Youth Development Indicators and trends at national and District level;

3.1 Specific Objectives

- (i) To gather all information related to the youth development indicators and trends;
- (ii) To undertake a statistical analysis and tabulation using existing survey data and other administrative data;
- (iii) To develop a youth statistical profile in terms of Economic Opportunities, Education, Health and wellbeing, Information & Communication Technology, Youth Risk Behaviour Incidence , and Civic & Political Participation;
- (iv) Consolidate all collected information into the Rwanda Youth report;

4. Deliverables

More specifically, this consultant is expected to produce the following deliverable:

- **Rwanda National Youth Report including situation analysis and recommendations**

The consultant will deliver the following documents:

- **Inception report** including a detailed Work Plan, methodology, table of contents, strategy, description of activities, timeline, stakeholders to be consulted, etc.
- **Draft Rwanda National Youth Report** analysing the situation of youth in Rwanda. The report shall also put emphasis on the evolution of the situation of Youth in Rwanda over time and integrate all groups of youth and vulnerable youth. Special emphasis should be put on District level, as most of the data and indicators at national level are already available with only few to be updated.
- **A well designed and summarized Final Rwanda National Youth Report.**

5. Required Skills, Experience and Competencies

The Individual consultant should have the following skills/competencies and characteristics:

- At least master's degree in Youth Studies, Political Sciences, Sociology, Development studies, International Development or/and Economics
- At least 7 years accumulated experience in producing analytical studies, research, reports and policy recommendations
- Proven expertise, knowledge and experience in the field of Youth policies
- Good understanding of gender equality, human-rights based approach and environmental sustainability concepts;
- Strong interpersonal and managerial skills, ability to work with people from different backgrounds and evidence of delivering good quality evaluation and research products in a timely manner
- Fluent in Kinyarwanda and English and working knowledge of French would be an added advantage;
- Excellent written and verbal communication skills in English

6. Duration of the Contract

The planned duration of the assignment is 25 days. The consultant is expected to spend time working on-site in Kigali, in Ministry of Youth (MINIYOUTH). The consultant will include the following phases with their respective time frame.

Table 2: Consultancy Time frame

<i>No</i>		<i>Number of working days</i>	<i>Deliverables</i>
1	Inception Report	<i>5 days</i>	Inception report including Work Plan, methodology, table of contents, strategy, description of activities, timeline, stakeholders to be consulted, etc.
2	Drafted Rwanda National Youth Report and presentation of recommendations for Youth Employment	<i>15 days</i>	Submission of draft document; Presentation of draft document to relevant stakeholders for inputs; Presentation of proposed interventions for Youth Empowerment Validation of the deliverables by stakeholders
3	Finalized National Youth Report	<i>5 days</i>	Presentation of the deliverable to stakeholders for final approval; Submission of all final documents
<i>Total number of days</i>		<i>25 days</i>	

7. Institutional Arrangement

This section describes the organizational and management structure for the consultant and outlays the roles, key responsibilities and lines of authority of all parties involved in the evaluation process. Implementation arrangements are intended to clarify expectations, eliminate ambiguities, and facilitate an efficient and effective evaluation process.

UNDP

UNDP is responsible for the management of this consultancy and will contract independent consultant to undertake the consultancy work on behalf of the Government of Rwanda. UNDP will ensure that all issues pertaining to the contract with the consultant, including payments are completed on schedule and will be responsible for facilitating the work of the consultant.

Ministry of Youth

Day-to-day management of the consultant will be provided by The Ministry of Youth with the support of UNDP Country Director or by his representative (Poverty and Environment Unit Team) overseeing the project. The Ministry of Youth will be the government focal point for the evaluation and will facilitate the logistical requirements and provide technical assistance during all phases of the process. The Ministry of

Youth will provide all documentation to the team for the desk review, support the setting up of interview appointments and field visits and convene focus group meetings.

Technical Working group

A Technical working group led by UNDP composed of representatives of Ministry of Youth and UNDP (Poverty and Environment Unit), will oversee the conduct of the evaluation at the technical level. The team will provide quality assurance and guidance to the consultancy to ensure that it meets quality criteria. The technical committee will oversee the implementation of the agreed schedule of consultation activities, ensure wide stakeholder consultations, will be in charge of verifying all facts in the report and oversee the production of the final reports and the drafting and implementation of follow up actions.

8. Duty Station

The duty station of the work is Kigali, Rwanda.

9. Payment Modality

The company shall be paid the consultancy fee upon completion of the following milestones:

- 20% after the submission and acceptance of the Inception Report.
- 50% after the submission and validation of the draft report.
- 30% after the submission and validation of the Final report, including specific inputs under the different sections to be inserted in the final document.

The remuneration stated above is subject to applicable taxes in accordance to the laws of the Republic of Rwanda.

10. Application Procedure

Interested companies should apply by presenting the following documents:

- Personal CV or P11, indicating education background/professional qualifications, all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidates and at least three (3) professional references;
- 3 portfolios in color indicating similar projects conducted from the past;
- Brief description of why the consultant considered herself/himself as the most suitable candidate for the assignment including a methodology on how they will approach and complete the assignment as well as a financial proposal of all breakdown costs for the assignment

11. Evaluation Criteria

The consultant will be evaluated against a combination of technical and financial criteria, using the Combined Scoring Method. Maximum score is 100% out of which technical criteria equals 70% and

financial criteria equals 30%. For each of the 3 profile candidates of the consultancy firm, the technical evaluation will include the following:

Table 3: Selection criteria technical evaluation

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<i>At least master's degree in Youth Studies, Political Sciences, Sociology, Development studies, International Development or/and Economics</i>	15%	15
<i>At least 7 years accumulated experience in producing analytical studies, research, reports and policy recommendations</i>	25%	25
<i>Proven expertise, knowledge and experience in the field of Youth policies</i>	15%	15
<i>Overall Methodology (clear demonstration of evaluation methodology and understanding of the ToR)</i>	30%	30
<i>Fluent in English and Kinyarwanda (written and verbal skills)</i>	15%	15
TOTAL	100%	100

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated.

Annex: List of Youth Key indicators

<i>Domain</i>	<i>Subdomain</i>	<i>Indicator code</i>	<i>Indicator</i>
ECONOMIC OPPORTUNITY			
A. Youth Employment			
		a1.1	Youth employment (%)
		a1.2	Youth unemployment (%)
		a1.3	Youth underemployment (%)
		a1.4	Youth labour force participation (%)
		a1.5	Youth neither in education nor employment (NEET) (%)
		a.1.6	Job creation (%)
		a.1.7	Youth in vulnerable employment
		a.1.8	Youth Long-term unemployment
B. Youth Income and Poverty			
		a2.1	Youth income inequality (GINI)
		a2.3	Youth under poverty line (%)
		a2.4	Youth under extreme poverty line (%)
C. Youth mobility			
		a3.1	International Migration among youth (inbound) (%)
		a3.2	Youth student inbound mobility (%)
		a3.3	Internal migration among youth (inbound) (%)
D. Youth Business and entrepreneurship			
		a.4.1	Youth annual Firm/MSMES creation rate (%)
		a.4.2	Youth self-employment (%)
		a.4.3	Youth business projects attrition (%)
		a.4.4	Youth in cooperatives (%)
		a.4.5	Youth business firm attrition (%)
E. Youth access to finance			
		a5.1	Youth population with a bank account (%)
		a5.2	Youth access to loans (%)
		a5.3	Youth loan reimbursement (%)
		a5.4	Youth savings (%)
		a5.5	Youth Access to electricity
		a5.6	Youth income and wealth expectations
EDUCATION AND SKILLS DEVELOPMENT			
		b1	School Enrolment (%)
		b2	Youth Literacy (%)
		b3	Education attainment of youth population (secondary) (%)
		b4	Education satisfaction (%)

<i>Domain</i>	<i>Subdomain</i>	<i>Indicator code</i>	<i>Indicator</i>
		<i>b5</i>	<i>Education spending as % GDP</i>
		<i>b6</i>	<i>Mean year of schooling</i>
		<i>b7</i>	<i>School completion (%)</i>
HEALTH AND WELLBEING			
A. YOUTH HEALTH			
		<i>c1.1</i>	<i>Youth Mortality rate (all causes) (‰)</i>
		<i>c1.2</i>	<i>Life expectancy at birth years)</i>
		<i>c1.3</i>	<i>Fertility Rate (‰)</i>
		<i>c1.4</i>	<i>Diseases Prevalence (%)</i>
		<i>c1.5</i>	<i>STI youth rate (%)</i>
		<i>c1.6</i>	<i>HIV Prevalence (%)</i>
		<i>c1.7</i>	<i>Youth accessing VCT and knowing the result (%)</i>
		<i>c1.8</i>	<i>Modern method of contraceptive among youth (%)</i>
		<i>c1.9</i>	<i>Teenage pregnancy and motherhood (%)</i>
YOUTH WELLBEING			
		<i>c2.1</i>	<i>Health insurance among youth (%)</i>
		<i>c2.2</i>	<i>Disability prevalence among youth (%)</i>
		<i>c2.3</i>	<i>Urban youth living in slums (%)</i>
		<i>c2.5</i>	<i>Youth covered by social protection floors/systems (%)</i>
YOUTH AND ICT			
YOUTH ACCESS TO ICT			
		<i>d1.1</i>	<i>Young people owning a computer (HH Proxy) (%)</i>
		<i>d1.2</i>	<i>Mobile cellular telephone subscription among youth per 100 people</i>
		<i>d1.3</i>	<i>HH with internet access hosting young people (%)</i>
		<i>d1.4</i>	<i>Secondary schools with computer labs (%)</i>
YOUTH ICT USE			
		<i>d2.1</i>	<i>Percentage of young people using internet per 100 people</i>
		<i>d2.2</i>	<i>Mobile broadband subscription among youth (%)</i>
YOUTH ICT SKILLS			
		<i>d3.1</i>	<i>Computer literacy (%)</i>
		<i>d3.2</i>	<i>Secondary enrolment in ICT related programs (NER) (%)</i>
		<i>d3.3</i>	<i>Tertiary enrolment in ICT related programs (NER) (%)</i>
YOUTH RISK BEHAVIOUR INCIDENCE			
		<i>e.1</i>	<i>Drug abuse rate (%)</i>
		<i>e.2</i>	<i>GBV prevalence among youth (%)</i>

<i>Domain</i>	<i>Subdomain</i>	<i>Indicator code</i>	<i>Indicator</i>
		<i>e.3</i>	<i>Road injuries among youth (%)</i>
		<i>e.4</i>	<i>Youth victim of human trafficking</i>
		<i>e.5</i>	<i>Violence prevalence among youth</i> <i>Criminal detention among youth</i>
<i>CIVIC & POLITICAL PARTICIPATION</i>			
		<i>f1</i>	<i>Corruption rate among youth (%)</i>
		<i>f2</i>	<i>Youth population satisfied with the quality of public services (%)</i>
		<i>f3</i>	<i>Youth representation in key decision-making bodies (%)</i>
		<i>f4</i>	<i>Youth participation in elections (%)</i>
		<i>f5</i>	<i>Youth volunteering rate (%)</i>
		<i>f6</i>	<i>Youth participation in decision making positions in local government (%)</i>
		<i>f7</i>	<i>Youth participation in Home Grown Solutions (Umuganda)] (%)</i>