



TERMS OF REFERENCE

PROJECT MANAGER AND PROJECT ASSISTANT 4TH SUSTAINABLE DEVELOPMENT GOALS VIRTUAL YOUTH CAMP (10-21 AUGUST 2020 - INCHEON, REPUBLIC OF KOREA)

I. Background and Objectives

The United Nations Office for Sustainable Development (UNOSD), established in 2011 in Incheon, the Republic of Korea, supports UN Member States in planning and implementing sustainable development strategies, notably through knowledge sharing, capacity development, research, training and partnership building. Actively engaging youth and shaping their knowledge, skills and mindsets for sustainable development is vital to the successful implementation of the 2030 Agenda in the coming decade. In this context, UNOSD has developed the capacities of youth on Sustainable Development since the office's inception nearly a decade ago.

With the adoption of the 2030 Agenda for Sustainable Development in 2015, UNOSD began organizing 'SDG Youth Summer Camps' to empower youth leaders to think critically and get engaged in implementing the Goals. Three SDG Youth Summer Camps have been organized with over 150 youth trained thus far.

In 2020, this flagship UNOSD activity will be held virtually as the "4th SDG Virtual Youth Summer Camp" given the COVID-19 circumstances and recommendations to limit social gatherings and events. The Youth Summer Camp will still engage 40-50 youth leaders selected to participate in a multi-week online learning course methodology. The youth leaders selected to participate all reside within the Republic of Korea and the course will be conducted in the Korean Standard Time.

The main camp will be held virtually from 10 to 21 August 2020 (Main Camp) to enhance the youth's knowledge on the 2030 Agenda for Sustainable Development and foster their skills in design-thinking, critical-thinking, empathy, and engagement through dialogues and exercises. The main camp will include six modules taking place during this two-week period with expert academics to instruct participants in the Republic of Korea on design-thinking to identify prototype solutions that can accelerate the Sustainable Development Goals. Youth participants will be broken into groups or teams that will develop prototypes to be presented at the end of the camp and winning groups will be identified and evaluated as well. The Youth Summer Camp will engage students in collaborative online learning supplemented by rigorous academic teaching as well, and in this vein UNOSD seeks to contract expert teaching personnel to conduct the multi-week activity.

II. Assignment and Reporting

To implement the above-mentioned activity, UNOSD is recruiting 4 project managers and 2 project assistants with the necessary expertise and experience to design, organise, facilitate and

document such a virtual training. The Consultant will report to and work under the guidance of and in close collaboration with the Officer-in-Charge.

The objectives of the SDGs Youth Virtual Summer Camp will include, but are not limited to the following:

- Build and enhance knowledge of selected youth on the 2030 Agenda for Sustainable Development;
- Foster youth leadership skills, with design-thinking, critical-thinking, and engagement through dialogues and exercises on SDG implementation;
- Provide opportunities for networking among youth; and
- Expand the host institution's partnership with youth leaders for the SDGs.

The 4th SDG Youth Summer Camp will take place with a fully virtual learning methodology, using the CISCO Webex Training platform and other digital tools to enable and strengthen virtual collaboration. Participants will be introduced to the digital tools and online learning methodology, which comprises of multiple sessions (approximately 19 learning hours) via Webex Training platform.

The learning process for the camp will use a Design Thinking methodology for a user-centric approach in developing accelerated solutions. Through this methodology, youth will contribute to SDG implementation by understanding users, redefining problems and creating innovative solutions. The methodology allows participants to develop empathy, systems-thinking, and critical-thinking skills, while also developing ideation or creative thinking, collaboration, negotiation, evaluation, advocacy, and other essential leadership skills.

The structure of the Youth Summer Camp is as follows:

Preliminary Workshop: Participants will be engaged in a preliminary workshop as planned on 20 July for three learning hours where UNOSD staff will train students on the 2030 Agenda for Sustainable Development and introduce the overall concept of the Summer Camp.

Main Summer Camp: Over two-weeks from 10-21 August, participants will be engaged in 3 online sessions per week held on Monday, Wednesday, and Friday for daily modules not exceeding 2.5 hours each. The main camp period includes six modules and approximately 16 learning hours, complemented by afternoon dialogue and discussion hours using online platforms such as Slack.

During each modules (afternoon) of the main summer camp, the consultants (4 project managers and 2 assistants) will engage in group works to guide the participants on each stage of the design-thinking process and support their prototype development. In addition, UNOSD staff will be supporting the process and facilitating online modules throughout the course.

III. Duties and Responsibilities

The consultants will be responsible for the following, but not limited to, duties and outputs:

- a) Planning and coordination of main summer camp modules/programmes;
- b) Drafting syllabus and agenda that will outline overall course of the main summer camp;
- c) Engaging in group works to guide the participants on the prototype development;
- d) Facilitating 6 online modules to be conducted on 10th, 12th, 14th, 17th, 19th, & 21st of August 2020;

- e) Introducing topics, procedures, objectives, and expected outcomes to the summer camp participants;
- f) Preparing presentation materials and guidelines on the design-thinking process and ensuring effective online learning environment; and
- a) Writing a contract report on the programme with key achievements, evaluation of used methodologies, and recommendations for delivering similar events in the future.

IV. Outputs and Deliverables

The consultant will be responsible for the following duties, outputs and deliverables:

- **Output and Deliverable 1:** Syllabus feedback;
- **Output and Deliverable 2:** Planning and preparation of the course;
- **Output and Deliverable 3:** Delivery of 4th SDGs Virtual Youth Summer Camp; and
- **Output and Deliverable 4:** Contract Report

V. Duration of contract

The consultant will be engaged for 10 workdays (project managers) and 7 workdays (project assistants), over the calendar period of between 5 August 2020 to 31 August 2020.

VI. Location of Assignment

The consultant work remotely to complete the assignments and convene at UNOSD office in Incheon, Republic of Korea for preparatory meetings (if needed).

VII. Travel

UNOSD will cover travel expenses of the consultants as per existing UN rules and regulations (economy-class roundtrip air tickets and Daily Subsistence Allowance).

VIII. Fee and Payment Schedule

Fees are to be determined by the UNDESA Capacity Development Office in accordance with UN rules. Payments will be made in three (3) instalments, upon satisfactory completion of deliverables, and upon approval by the UNOSD Officer-in-Charge, based on the following benchmarks:

- First instalment will be paid upon satisfactory completion of Deliverables 1 and 2 (20%);
- Second instalment will be paid upon satisfactory completion of Deliverable 3 (25%);
- Third instalment will be paid upon satisfactory completion of Deliverables 4 (55%).

IX. Performance Indicators (and means of verification)

- 1) Quality, relevance and timeliness of feedback, facilitation and course instruction materials;
- 2) Quality, relevance and timeliness of course instruction conducted virtually with students (review of documents);
- 3) Quantity of online interaction with course participants (assessed via online interaction);
- 4) Success of events organized (based on supervisor's and participants' evaluation).

X. Qualifications

Project Managers

- **Education:** Post-graduate degree with academic credentials on computer-based learning and user-centric computation (PhD preferred).
- **Experience:** At least 5 years of experience in relevant academic functions, especially teaching and training of youth on design-thinking and computer-based learning. Proven

experience in delivering online courses and teaching virtually with youth, especially on how students engage virtually through interactive online computing experience.

- **Delivering:** Proven ability to work autonomously and collaboratively, be results-oriented and meet pressing deadlines.
- **Communication:** Strong interpersonal and communication skills, able to engage in complex discussions and presentations with diverse audiences, including youth and senior UN experts.
- **Languages:** Excellent oral and written command of English is essential. A workable knowledge of other official UN languages is an asset.

Project Assistant

- **Education:** Undergraduate degree with academic credentials in the arts and sciences fields, with specific academic experience in design intelligence or design-thinking for sustainable development.
- **Experience:** At least 2 years of experience in relevant academic and research functions as a teaching assistant, especially teaching, training and research experience on user-centric design, data visualization, social media data mining, and people-centred technology areas. Proven experience in mentoring youth on areas related to user-centric prototype design, people-centric design, and design intelligence.
- **Delivering:** Proven ability to work autonomously and collaboratively, be results-oriented and meet pressing deadlines.
- **Communication:** Strong interpersonal and communication skills, able to engage in complex discussions and presentations with diverse audiences, including youth and senior UN experts.
- **Languages:** Excellent oral and written command of English is essential. A workable knowledge of other official UN languages is an asset.

XI. Contact Information

The person in charge of this project is:

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