



**Terms of References  
for an Implementing Agency to Design and Conduct Two Youth Leaders Influence  
Training Online Workshops in 2024**

**I. BACKGROUND**

**UNFPA**

UNFPA is the United Nations sexual and reproductive health agency. Our mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. Guided by the 1994 Programme of Action of the International Conference on Population and Development (ICPD PoA), UNFPA partners with governments, civil society and other agencies to advance its mission.

Promoting youth leadership and participation is key to UNFPA's work. Our efforts enable young people to develop the skills, knowledge and support needed to make informed decisions about their bodies, lives, families, communities, countries and the world. By diving into the in-depth discussions around SDGs, skill-based courses and activities, young people will have a better understanding of important issues under the ICPD. Young people can and should be meaningfully engaged in population and development issues, including sexual and reproductive health and rights (SRHR), and their actions will be critical in shaping the future of the ICPD agenda.

UNFPA engages young people in its work, and advocates for youth engagement in the work of others. The inclusion of youth from diverse backgrounds and identities, particularly the disadvantaged and marginalized, is prioritized. UNFPA also promotes the meaningful participation of young people in international settings where issues relating to them will be discussed. Many of the youth networks UNFPA supports have been effective advocates for youth issues in international and regional forums.

In China, UNFPA is now implementing the ninth Country Programme (2021-2025), which complements the Chinese government's development vision, including those set out in China's 14th Five-Year Plan for National Economic and Social Development and the Long-Range Objectives Through the Year 2035, and is consistent with the United Nations Sustainable Development Cooperation Framework (UNSDCF) for the same period.

UNFPA China works with partners to promote adolescent and youth development, including ensuring their sexual and reproductive health and rights, advancing comprehensive sexuality education in in-school and out-of-school settings, increasing the availability of youth-friendly sexual and reproductive health services, and strengthening youth leadership and participation for the achievement of the 2030 Agenda and the Sustainable Development Goals (SDGs).

## **The UPower Initiative**

In 2018, UNFPA China initiated the UPower Initiative together with Beifang International Education Group (BIEG) to promote Chinese young people's leadership and participation in achieving the ICPD and 2030 Agenda. The UPower Initiative is a comprehensive capacity-building program containing a variety of activities, including online youth leadership training workshops, online courses, in-person training and workshops, lectures and seminars, etc. In 2019-2022, thousands of youth leaders participated in these activities, which helped them increase their understanding of international development challenges, built their skills in driving social changes, enhanced their independence and effectiveness to advocate for human rights and development priorities, especially for marginalized people, and increased capacity in taking actions in achieving the ICPD and the SDGs.

*The Youth Leaders Influence Training* is a flagship activity under the UPower Initiative. In 2019-2023, ten such trainings were conducted online and offline, respectively, with approximately 900 participants selected from 18 universities across China.

The one-week training consists of lectures and workshops on the ICPD and the SDGs, social innovation, design thinking, core leadership skills, and group projects. The previous themes were developed in accordance with the UNFPA's core working areas, such as gender equality, sexual and reproductive health, and ageing.

In 2024, two online Youth Leaders Influence Trainings will be conducted to ensure a larger number of participants have access to acquire youth leadership skills and have a better understanding of SDGs and ICPD PoA. The training will emphasize the development of youth leadership skills, knowledge of UNFPA's specific working areas in sexual and reproductive health, population dynamics, and gender equality, etc.

UNFPA intends to select a capable implementing agency to partner with for designing and conducting the 11<sup>th</sup> and 12<sup>th</sup> *Youth Leaders Influence Training* workshops online in 2024. It is planned that each online workshop will be around 3 weeks (1-2 days a week), with up to 150 university students aged 18-24 participating each time.

## **II. OBJECTIVE**

An implementing agency will design and conduct the 11<sup>th</sup> and the 12<sup>th</sup> Youth Leaders Influence Training workshops online in 2024 guided by UNFPA China and meet the following objectives:

- 1) Raise young people's awareness and understanding of development issues within the ICPD PoA and the SDGs framework.
- 2) Improve young people's understanding, knowledge and motivation in responding to development challenges.
- 3) Equip young people with necessary skills and tools for generating ideas and actions to address development challenges and influencing their peers, families, and communities.
- 4) Create a network of youth leaders for mutual support, sharing, and collaborations in the future.

- 5) Create an enabling and inclusive environment where young people can have a global vision and be connected with international development issues.

### III. SCOPE OF WORK

- 1) Develop a highly innovative, interactive and technology-based online training workshop plan for up to 150 students from 21 universities in consultation with UNFPA and BIEG. The content of the training workshop should balance UNFPA’s core areas and young people’s learning interests in emerging development issues. The training workshop could integrate various approaches of engaging young people, including but not limited to lectures, interactive workshops, innovative courses with technologies, offline activities, etc.
- 2) Design a pre-and-post survey to learn participants’ learning needs and learning progress.
- 3) Prepare and develop the training guidebook for participants, including the introduction of speakers, training schedule and materials, activity introductions, etc.
- 4) Conduct the 11<sup>th</sup> and the 12<sup>th</sup> training workshops online respectively including coordination with the participants, the speakers, BIEG and UNFPA.
- 5) Develop a human-centered story suitable for social media, to feature at least one participant about his/her personal development during the training.
- 6) Submit a final progress report summarizing the process of the two trainings, including the training outcomes, the survey results analysis, a list of participants and speakers, a human-centered story, pictures, challenges and lessons learned, and an expenditure breakdown.
- 7) Conduct timely updates to UNFPA and BIEG about the implementation progress at the working level.

### IV. DELIVERABLES

- A work plan agreed upon with UNFPA and BIEG for conducting the 11<sup>th</sup> and the 12<sup>th</sup> Youth Leaders Influence Training Online Workshops, which should include but not be limited to a training program, a timeline, a training guidebook, a list of speakers and facilitators, criteria for obtaining the programme certificate, and a budget breakdown.
- Completion of two Youth Leaders Influence Training Online Workshops.
- A final progress report, including the training outcomes, the survey results analysis, a list of participants and speakers, a human-centered story, pictures, challenges and lessons learned, and an expenditure breakdown.

\*Above documents should be submitted in English and be accepted by UNFPA.

### V. TIMELINE

The contract period is from the date of contract signing to 30 November 2024.

The tentative timeline is as follows, and the actual and detailed timeline will be discussed and agreed upon with the selected agency during the contracting process.

Tentative timeline	Deliverables
April - May	The work plan and training guidebook

May - June	11th UPower online training
July - August	Reflection and midterm report
September - October	12th UPower online training
November	Final report

## VI. QUALIFICATIONS

- 1) Extensive experience in designing and implementing interactive youth training, workshops and lectures online, on topics such as education, public health, employment and entrepreneurship, innovation and technology, climate change, gender equality, sexual and reproductive health or ageing.
- 2) In-depth understanding of the SDGs and UNFPA's work;
- 3) Well-connected with resourceful professors, experts and facilitators in China and overseas;
- 4) Core team members be able to: communicate in fluent Chinese and English, conduct the training in both Chinese and English, and submit the required deliverables in English;
- 5) Previous working experience with the UN, especially in youth activities is an asset;
- 6) Innovative, efficient, can-do attitude, and detail-oriented;
- 7) The institution/agency has visibility and influence both locally and abroad is an asset.

## VII. PAYMENT PLAN

The payment schedule will be discussed and agreed upon with the selected agency during the contracting process.

## VIII. PROPOSAL SELECTION

Interested agencies are requested to submit their technical and financial proposal separately by 17:00, 25 March 2024.

Each proposal will be evaluated in terms of

- Technical proposal
  - Portfolio of the organization with examples of previous work on similar projects and clients in the past.
  - Training programme design, including academic resources, the list of speakers/lecturers, course/activity design, youth engagement activity, etc.
  - Title/designation of each team member on the project and their brief bios, experience in working on online training organizing.
  - Global reputation and impacts, including its global network.
- Financial proposal
  - An estimated budget, including personnel costs, and other costs if applicable.

Please submit the above-required documents in English to [china-procurement@unfpa.org](mailto:china-procurement@unfpa.org) by 17:00, 25 March 2024 Beijing time, with an email subject title *Submission for the UNFPA*

*UPower Online Training Implementation: your agency's name.* Please list the attachments (technical proposal and financial proposal) in the email content.

For inquiries, please contact Xulei Wu at [xuwu@unfpa.org](mailto:xuwu@unfpa.org)

The attachment in one email shall not exceed 5 MB, otherwise it will not be received.