TERMS OF REFERENCE

Senior Workforce Development Consultant to lead the assessment and development of a comprehensive playbook for youth technology exploration program.

PURPOSE

The International Youth Foundation (IYF) seeks an experienced consultant with demonstrated expertise in workforce development, career readiness, experiential learning, and youth employment pathways to conduct a comprehensive assessment of youth-focused technology exploration initiative and develop a comprehensive playbook to support their global expansion.

The consultancy will focus primarily on the program's school engagement component, including school visits and related learning experiences, with the objective of identifying opportunities to strengthen, standardize, and scale the model across different countries and educational contexts.

The consultant will review existing program documentation, tools, materials, implementation practices, and stakeholder feedback to assess the effectiveness of current approaches and identify gaps in program design, learning objectives, delivery methods, employer engagement strategies, and scalability mechanisms.

The results of this consultancy will inform the development of a comprehensive playbook that will be shared with local volunteer teams to support the expansion of this initiative.

SCOPE OF WORK

The consultant will work closely with IYF over a twelve-month period to achieve the following objectives:

1. Conduct a comprehensive analysis of the current model and supporting materials.

2. Assess the extent to which the model aligns with the best international practices in career exploration.

3. Develop a Learning Agenda that identifies critical learning questions and priorities for the pilot phase and future program refinement.

4. Suggest the Knowledge Management System (KMS) that supports the systematic capture and documentation for this consultancy.

5. Design practical frameworks and tools that will support the piloting phase:

    Ecosystem Readiness Resources
    - Stakeholder Mapping Framework
    - Ecosystem Readiness Assessment Tool
    - Audience Segmentation Framework
    - Audience Messaging Framework

    Student Pathway Resources
    - Student Pathway Framework
    - Career Awareness and Exploration Journey Framework
    - Post-Event Student Engagement Framework
    - Student follow-up and engagement resources
    - Recommendations for sustained student participation and career exploration

6. Review pilot implementation results and incorporate lessons learned into final recommendations and resources.

7. Develop a final version of the Comprehensive Playbook.

DELIVERABLES

This consultancy will be carried out in the following phases:

Phase	Deliverable	Tentative Due Date	Associated Payment
I	Contract signing	December 11th, 2026	10%
	Program Review and Gap Analysis Learning Agenda Knowledge Management System Design	January 15th, 2027	20%
II	Development of foundational frameworks and tools Ecosystem readiness resources • Stakeholder Mapping Framework • Ecosystem Readiness Assessment Tool • Audience Segmentation Framework • Audience Messaging Framework Student pathway resources • Student pathway framework • Career awareness and exploration journey framework • Post-Event student engagement framework • Student follow-up and engagement resources • Recommendations for sustained student participation and career exploration	June 30th, 2027	40%
III	Pilot learning analysis and Playbook draft	September 30th, 2027	10%
IV	Final draft of the playbook with the pilot learnings incorporated Final report	November 30th, 2027	20%

LOCATION
This is a fully remote consultancy, with no field travel anticipated.
The consultant can be based in any country as long as they are able to coordinate sessions or calls with teams in different time zones.

DURATION
This consultancy is expected to begin in January 2027 and conclude in December 2027

REPORTING AND COORDINATION
The consultant will work closely with and report directly to the International Youth Foundation (IYF) designated team. Regular coordination meetings will be scheduled to review progress, discuss findings, and validate key deliverables.

REQUIRED QUALIFICATIONS

The ideal consultant should possess:

- Minimum of 10 years of professional experience in workforce development, youth employability, work-based learning, experiential learning, or related fields.
- Demonstrated experience conducting program assessments, evaluations, gap analyses, and strategic reviews.
- Experience designing frameworks, toolkits, playbooks, implementation guides, or strategic resources.
- Experience supporting initiatives implemented across multiple countries or regions.
- Strong understanding of workforce development ecosystems.
- Familiarity with youth-serving programs and school-to-work transition strategies.
- Understanding program scale-up, replication, and adaptation methodologies.
- Experience in technology workforce development, digital skills initiatives, or emerging technology career pathways.
- Strong analytical and strategic thinking skills
- Exceptional written communication skills
- Professional fluency in English and Spanish is required.

STEPS TO FOLLOW

Please send the following documents via email to Judith Hermosillo (j.hermosillo@iyfglobal.org), and Adam Yockey (a.yockey@iyfglobal.org) with the subject line "Consulting for Comprehensive Tech Playbook" no later than December 7th, 2026:

1. A resume that clearly demonstrates your experience relevant to the consulting project;
2. A technical proposal;
3. Financial proposal.

IYF will evaluate the proposals received based on: 1) alignment with the terms of reference; 2) the consultant's experience and qualifications; and 3) the budget.

For questions about this consulting engagement, please contact Judith Hermosillo (j.hermosillo@iyfglobal.org)

ANTECEDENTES

The International Youth Foundation (IYF) designs, delivers, and evaluates job training and life skills programs that generate real employment outcomes for young people around the world

We work to create lasting economic opportunities by partnering with community organizations to expand local training and scale up existing social infrastructure.

The IYF team consists of executives, program experts, development specialists, and operations professionals who work together to support the potential of young people around the world through customized programs.

Learn more at https://iyfglobal.org/