

## TERMS OF REFERENCE

<b>National consultant as the Focal Point for Youth Engagement and Leadership</b>	
Hiring Office	UNFPA Indonesia CO, Youth Unit
Purpose of the consultancy	To support UNFPA CO for effective planning, development, and implementation of youth leadership and engagement within the 10th Country Programmes.
Background	The 10th UNFPA Indonesia Country Programmes prioritizes investments in young people across four outcomes, particularly one dedicated to adolescents and youth. Ensuring rights and choices for all critically depends on the meaningful engagement of adolescents and youth. UNFPA will collaborate with the Government of Indonesia and youth networks to promote innovation, leadership, and participation of adolescents and youth through the SDGs Youth Hub, a national platform for youth participation and collaboration in achieving the Sustainable Development Goals (SDGs) in Indonesia. Furthermore, the Hub will allow young people to express their ideas and concerns, informs policy-making, and establish partnerships with their peer networks, the private sector, and/ or government. Therefore, UNFPA Indonesia is looking to engage with a qualified person as the Focal Point for Youth Engagement and Leadership to provide technical assistance to support CO for effective planning, development, and implementation of youth leadership and engagement within the 10th Country Programmes.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p><b><u>Duties and Responsibilities:</u></b></p> <ol style="list-style-type: none"> <li>1. Liaise, maintain and expand the network of UNFPA with stakeholders in the context of youth development (such as Bappenas, Ministry of Youth and Sports, SDGs National Secretariat Office, and Youth networks) in optimizing the support of UNFPA for youth participation and leadership in the SDGs implementation in Indonesia.</li> <li>2. Lead outreach to and engagement with youth networks in the SDGs Youth Hub and support CO to develop partnerships with the organizations (government, youth networks, and private sector) that can support the SDGs Youth Hub. This task will be done in coordination and collaboration with UNFPA’s Implementing Partners – as part of the efforts to maintain and scale up the SDGs Youth Hub.</li> <li>3. Support UNFPA’s Implementing Partners in designing and delivering capacity building for youth networks and government on intergenerational partnerships.</li> <li>4. Provide technical assistance for UNFPA to develop knowledge products related to youth leadership and participation, including 1) the situation</li> </ol>

	<p>analysis report on youth participation in the government programme for youth development and SDGs and 2) Guideline to implement SDGs Youth Hub that is synergized with the government.</p> <ol style="list-style-type: none"> <li>5. Provide support to the programme analyst for youth and ASRH in mainstreaming and monitoring the youth engagement in the various programmes and activities within the 10th Country Programmes.</li> <li>6. Provide technical support in building up the capacity of the Ministry of Youth and Sports to develop policies and programmes based on the results of the youth development index.</li> <li>7. Support CO to strengthen the collaboration and exchange among all relevant UN entities, through UN Inter-Agency Network on Youth Development (IANYD) mechanism, to increase the effectiveness of UN work in SDGs and youth development in Indonesia. In coordination with the Programme Analyst for Youth and ASRH, support the secretariat tasks of IANYD, including ensuring the IANYD technical meetings are organized quarterly, managing the IANYD online platform, managing the UN Youth Score Card, taking minutes of IANYD meetings, ensuring all supporting documents are available and shared among IANYD members</li> <li>8. Any other related tasks may be required or assigned by the supervisor.</li> </ol>
Duration and working schedule:	The consultancy will be carried out full time basis (Monday-Friday), from September 2021 up to 30 June 2022
Place where services are to be delivered:	Indonesia Country Office, Jakarta.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>A monthly performance report, consisting of the following subject, is to be submitted to the hiring manager in the first week of the following month.</p> <ul style="list-style-type: none"> <li>● Monthly progress report on the Youth Hub SDGs (timeline: December 2021, March 2022 and June 2022)</li> <li>● Written inputs from youth groups for the report of the consultancy on Situation Analysis on Youth Engagement in the SDGs implementation in Indonesia (timeline: October 2021)</li> <li>● Minutes of the IANYD quarterly coordination meeting (timeline: December 2021, March 2022 and June 2022).</li> </ul>

<p>Monitoring and progress control, including reporting requirements, periodicity format, and deadline:</p>	<p>The Programme Analyst for Youth and ASRH will be responsible for monitoring and provide quality assurance of the consultancy.</p>
<p>Supervisory arrangements:</p>	<p>Under the overall guidance of the Representative, the Youth Engagement and Leadership Focal Point will report and be supervised directly by the Youth and ASRH Programme Analyst.</p>
<p>Expected travel:</p>	<p>The travel will be depending on the government’s policy regarding the COVID-19 pandemic. If the travel is still restricted, the coordination meetings and workshops will be done via an online platform. If travel is permitted, the consultant must complete the BSAFE security training prior to travel.</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<ol style="list-style-type: none"> <li>1. Competencies: <ol style="list-style-type: none"> <li>a. Knowledge of the broader issues related to UNFPA’s mandate on youth leadership and participation, sexual and reproductive health among young people, population, human rights, and gender issues</li> <li>b. Strong background in youth engagement and participation programming.</li> <li>c. Strong background in programme design and evaluation particularly for youth engagement and development.</li> <li>d. Excellent communication and interpersonal skills and experience in working with the government, communities, and youth networks in Indonesia.</li> <li>e. Excellent analytical skills.</li> </ol> </li> <li>2. Required Skills and Experience <ol style="list-style-type: none"> <li>a. Education: a Bachelor’s degree in one of the following fields: social sciences, public administration, law, public health, or international relations or a related subject.</li> <li>b. A minimum of five years of relevant experience in the area of youth development, participation, and/ or leadership.</li> <li>c. Sound familiar with issues related to SDGs implementation in Indonesia.</li> <li>d. Ability to liaise and affiliate with Government, Donors, NGOs working, and youth networks in the area of the youth programme.</li> <li>e. Familiarity with youth-led research, issues related to youth engagement, and working with youth networks is preferable</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>f. Up-to-date computer skills required (i.e. Word, Excel, PowerPoint, social media, and others)</li> </ul> <p>3. Language</p> <ul style="list-style-type: none"> <li>a. Fluent in spoken and written Indonesian Language and English.</li> </ul>
<p>Inputs/services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment, document), if applicable:</p>	<p>Office space and office equipment are provided by CO</p>