

Annex 1 - Terms of Reference

CONSULTANCY TO COORDINATE THE COMMONWEALTH YOUTH CLIMATE CHANGE NETWORK

Job Title:	CYCN Coordinator
Duration:	Twelve (12) months
Project Location:	Remote
Period:	1 July 2024 - 30 June 2025
Total Fees:	GBP 6,000 <i>paid in quarterly instalments of (GBP 1,500).</i>

Background

As the principal intergovernmental organisation of the Commonwealth, the Commonwealth Secretariat implements the collective decisions of its 56 member governments. The Commonwealth Youth Programme (CYP), working with Commonwealth member governments, youth leaders and youth work professionals to develop and implement policies and programmes for the empowerment of young people. The CYP focuses on areas of major political, economic and social importance to young people, based on mandates received from Commonwealth Heads of Government Meetings and the Commonwealth Secretariat Strategic Plan.

The CYP aims to support member governments, youth leaders and youth professionals to create optimal enabling environments for young people to participate as equal partners in development and democracy. The CYP also facilitates and supports representative youth leaders to build national, regional and Pan-Commonwealth networks, drive youth-led action, and have a voice in decision-making. As well as stand-alone initiatives, the CYP includes collaboration with other Commonwealth Secretariat Divisions to integrate a youth perspective across all key facets of the Commonwealth (e.g. economic, political, human rights).

The Commonwealth Youth Climate Change Network (CYCN) is a network of young climate leaders and youth-led organisations leading climate action. The objective of the network is to build the capacity of young people in their endeavours to address climate change and other environmental issues, and advocate on climate change from a youth perspective. The scope of the network extends to environmental sustainability, oceans and marine life, natural resource utilization etc.

The CYCN supports actions that empower young people to translate climate change programmes into effective policies that have a measurable impact on youth well-being. It also links projects implemented by its members across the Commonwealth to develop common actions and campaigns. CYCN advocates within national and local governments, and globally as well. The Network endeavours to make climate change a top priority for young people across the Commonwealth and to engage them as key stakeholders in addressing the threat at grassroots, national and regional level through individual and collective sustainable solutions.

Website: <https://www.yourcommonwealth.org/cycn/>

Twitter: [CYCNOfficial](https://twitter.com/cycnofficial?lang=en-gb) - <https://twitter.com/cycnofficial?lang=en-gb>

Facebook: [CYCNOfficial](https://www.facebook.com/CYCNOfficial/?_rdr) - https://www.facebook.com/CYCNOfficial/?_rdr

Instagram: [CYCNOfficial](https://www.instagram.com/cycnofficial/) - <https://www.instagram.com/cycnofficial/>

Objectives of CYCN

The objectives of the network are:

- Raise the profile and amplify the voice of young climate and environment leaders in the Commonwealth and promote greater recognition of the role of young climate change advocates in the environment and climate protection, with extension to environmental sustainability, oceans and marine life, natural resource utilization etc.
- Promote and facilitate intra-commonwealth exchange and global advocacy to promote climate and environment protection across the Commonwealth.
- Provide input to the climate policies for Commonwealth countries.
- Mobilise resources and network to support, engage and train young climate and environmental advocates.
- Connect and build the capacity of young people in their endeavours to address climate change and other environmental issues.
- Advocate for climate change as a top priority for young people across the Commonwealth and engage them as key stakeholders in addressing the threat at grassroots, national and regional levels through individual and collective sustainable solutions.

Scope of Work and Key Responsibilities

The main role of CYCN Coordinator is to coordinate the Commonwealth Youth Climate Change Network's key operational functions and support the network's Executive Committee (EXCO) in achieving the network's workplans and key deliverables.

Key responsibilities include:

- Coordinating the regular management of CYCN and the logistical arrangements of the Network including supporting the Executive team and their initiatives in their region, convening regular calls, meetings, events, projects or direct mentoring and support.
- Enhance Commonwealth youth participation in climate change, ocean action blue and green solutions and economy by co-ordinating their engagement and increased visibility in policy discussion and meetings at the Commonwealth and international levels e.g. at the United Nations level.
- Strengthen the visibility and presence, and global advocacy and campaigns of the network, coordinating capacity building trainings for youth climate leaders, research and thought leadership on emerging priorities for youth-led climate action across the Commonwealth.

- Support the mainstreaming of youth perspectives in the Commonwealth’s work on climate change, through the Blue Charter programme and working with the Commonwealth Secretariat as is necessary on these and other related areas of programming.
- Integrate the work of the Secretariat on ocean issues and Blue Charter’s youth initiatives into CYCN structure and activities to assist with bridging the climate-oceans nexus, through the Commonwealth Blue Charter.
- Coordinate the formation, support, and engagement of a young, diverse and active Executive Committee, including the drafting, submission and publication of the EXCO term reports.
- Strengthen the communication, partnerships and collaboration with the Commonwealth Secretariat, Commonwealth Youth Council (CYC), Commonwealth Youth Networks, and other stakeholders as directed.
- Increase visibility, outreach, diverse representation, inclusion and membership of CYCN.
- Maintain frequent and consistent communication with the assigned staff(s) from the Commonwealth Secretariat managing the network, this includes ensuring regular updates of the network’s work and sharing of opportunities and announcements to all members of the network.

Deliverables, Timelines & Remuneration

The assignment is expected to take place from 1 July 2024 - 30 June 2025. This contract may be terminated with minimum 1-month notice pending satisfaction of the Coordinator’s work.

Time commitment can vary but may require approximately 18 hours weekly.

The CYCN Coordinator will receive a total of £6000, which shall be paid in quarterly £1500 instalments:

	Deliverable	Date Due	Remuneration
	Signing of Contract	25 June 2024	
2.	Submission of Q1 Report and 2024-25 Workplan	30 September 2024	£1,500
3.	Submission of Q2 Report - June-August 2024	30 December 2024	£1,500
4.	Submission of Q3 Report September- November 2024	30 March 2025	£1,500
5.	Submission of Q4 Report December-Februarr, Final Report and Handover Report	29 June 2025	£1,500

Evaluation Weightings

Price Weightings (10%)
Evaluation Weightings (90%)

Section A: Post Graduate qualifications in environmental science, built environment, geography, sustainability, or related field (10%):

- Degree relevant to the position - 10%

Section B: 2+ years substantive experience and expertise working in related areas (40%):

- 2 years of experience - 10%
- Experience managing diverse teams - 10%
- Experience in youth development or working with young people - 10%
- Regional / Commonwealth experience - 10%

Section C: Skills Application (40%):

- Demonstrated knowledge and experience in youth and young professional engagement related to climate and sustainability - 10%
- Strong analytical skills with the ability to identify problems and appropriate solutions. - 10%
- Demonstrated skills and experience in report writing, developing policy and facilitating consultations - 10%
- Suitability of candidate with the Executive Committee - 10%

Reporting and Key Accountabilities

The contract/project manager will be Sushil Ram, Programme Manager, Commonwealth Secretariat, s.ram@commonwealth.int.

The Commonwealth Secretariat main contact will be Mr Samson Shaibu Youth Officer, SPD, S.samson@commonwealth.int.