

Terms of Reference and Job Description

RECRUITMENT OF CO-ORDINATOR FOR THE COMMONWEALTH YOUTH HEALTH NETWORK (CYHN)

Job Title:	CYHN Coordinator
Duration:	Twelve (12) months
Project Location:	Remote
Period:	01 July 2024- 01 July 2025
Total Fees:	GBP 6000 <i>paid in quarterly instalments of (GBP 1500).</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) works with Commonwealth member governments, youth leaders and youth work professionals to develop and implement policy 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 (CHOGM) and the Commonwealth Secretariat Strategic Plan.

The CYP aims to support member governments, youth leaders and young 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.

The Commonwealth Youth Health Network (CYHN) is a platform for young people to advocate and engage on global issues related to health, through individual and collective action, as well as through partnerships with other youth structures and key institutions at national and international levels.

Launched in 2016, its members are drawn from different health-related disciplines including the medical community, medical students' associations or similar health-related associations, allied health professionals, civil society and non-governmental organisations - and includes both individual youth advocates and youth-led organisations based in, or working in, Commonwealth countries.

CYHN partners with the Commonwealth Secretariat, regional organizations, and member countries in achieving health-related development goals - in particular, SDG 3: to ensure healthy lives and promote well-being for all. It also provides a platform for collaboration with young people on important national, regional, and global development issues. It also strengthens the capacity of young people to engage with

their communities, policymakers and wider stakeholders, and positions them as catalysts for change.

Objectives of CYHN

The objectives of the network are to:

- Represent, raise the profile, and amplify the voice of young people on health matters in the Commonwealth and promote greater recognition of the participation of young people in health and social development.
- Promote, build and facilitate intra-commonwealth exchange, strong partnerships and global advocacy to promote quality healthcare and responses across the Commonwealth.
- Strengthen the role of civil society, particularly youth-led organisations, in promoting young people's participation in health advocacy and action.
- Participate in the development and review of health-related policies so as to ensure youth views are represented in policies in Commonwealth countries and also provide valuable policy recommendations.
- To support the implementation of commitments made at the Commonwealth Health Ministers Meetings (CHMM) through advocacy work and through the mechanism of the Commonwealth Advisory Committee on Health (CACH).

Vision and Mission

The vision of the Commonwealth Youth Health Network is to achieve the above objectives and be the leading youth voice in the Commonwealth, promoting advocacy and best practices in health and helping to advance the Commonwealth's work to better utilise the voices of young people to advance the Sustainable Development Goals to achieve accessible and Universal Health Coverage (UHC) for all.

The specific mission of CYHN is to:

Advocate, educate and demonstrate the power of good health to policymakers and the young people of the Commonwealth.

CYHN is not mandated to independently deliver programmes or run projects, but to support in advocating for health, supporting in implementation and recommend youth related initiatives and issues to the Commonwealth Secretariat and through Commonwealth, platforms to member governments, for consideration. The CYHN Executive Committee will oversee the further development of the Youth Health Network and provide direction as well as be the link to the Commonwealth Secretariat -Health team, Commonwealth Youth Networks and National SDP Youth Structures around the Commonwealth.

Scope of Work and Key Responsibilities

The main role of the CYHN Network Coordinator is to coordinate and support the work of the Network, and its Executive team across the Commonwealth, with a focus on both the administration and day to day running of the network.

Key responsibilities include:

- Coordinating the regular management of CYHN (administratively) and keeping up logistical arrangements of the network including supporting the Executive team and their initiatives in their region, arranging regular calls and overseeing monitoring and evaluation activities.
- Enhance Commonwealth youth participation in the health agenda by coordinating their engagement and facilitating increased visibility in policy discussion and meetings at the Commonwealth and United Nations level.
- Strengthening the global and regional presence of the network, including supporting external communications, awareness raising, and contributing to ongoing capacity building trainings for youth leaders in health across the Commonwealth - including providing guidance to the leadership team to understand their roles and ensure they are regularly engaged.
- Working closely with the Chair of the CHYN, to contribute and coordinate engagements at high level meetings, in particular, the annual Commonwealth Health Ministers Meeting, Commonwealth Advisory Committee on Health, the World Health Assembly, the Commonwealth Youth Minister's Meeting and the Commonwealth Youth Forum and other related high-level meetings.
- Engage in identifying and new funding and partnerships to expand the reach of the network and support local action at country level.
- Support the strengthening of communication, partnerships and collaboration with the Commonwealth Secretariat-Health team, Commonwealth Youth Council (CYC), Commonwealth Youth Networks, and other stakeholders as directed.
- Increase visibility, outreach, inclusion, and membership of CYHN.
- 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 also sharing of opportunities and announcements to all members of the network.

Deliverables

The work of the CYHN Coordinator will specifically include but not limited to the following monthly deliverables:

1. Monitoring plan that tracks progress of CYHN Strategy and Plan of Action.
2. Calendar management: Managing the Network's schedule, including scheduling meetings, calls, and appointments with internal and external stakeholders.



3. Communication: Acting as a liaison between the Chair and internal and external stakeholders, including institutional members, network representatives, working groups and the Commonwealth Secretariat.
4. Email management: Monitoring and responding to emails on behalf of the Chair, prioritizing messages and flagging urgent requests.
5. Meeting preparation: Preparing agendas, briefing materials, and presentations for meetings attended by the Network representative.
6. Confidentiality: Maintaining the confidentiality of sensitive information and ensuring that all communications are handled with discretion.
7. Project management: Managing projects and initiatives on behalf of the Chair, including tracking deadlines, conducting research, and preparing reports.
8. Relationship management: Building and maintaining relationships with key external and internal stakeholders, including supporting the Chair with joint projects between CYHN and the Commonwealth Secretariat.
9. Problem-solving: Anticipating and solving problems before they arise, and finding creative solutions to complex issues that may arise in the Chair's work
10. Report on:
 - Media and other content produced; communication disseminated to focal points or other partner stakeholders.
 - engagement with Commonwealth Advisory Committee on Health, Commonwealth Youth Council (CYC), Commonwealth Youth Networks, particularly the Commonwealth Sports for Development and Peace Network and collaboration on the NCD Guiding Framework project, and other stakeholders (authored jointly with the policy and advocacy focal point).
 - Social media engagement (authored jointly with the Communications focal point or other person where relevant).
11. Updated focal point contact list (authored jointly with the Regional Focal Points)
 - Logistics, agenda and/or minutes of CYHN teleconference.
 - Updated CYHN Strategic Plan, Terms of Reference, and Code of Conduct.
 - Position paper for Commonwealth Advisory Committee on Health (CACH) meetings or Commonwealth Health Ministers Meeting (CHMM) [N.B. paper would be written and produced by members; deliverable is to coordinate process, editing and production]; and/or,
 - Extended content/media piece
 - Any other material as may be required in the performance of the role as delineated under Scope of Work and Key Responsibilities.

Timelines & Remuneration

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

Weekly time commitment can vary but may require approximately 18 hours weekly.

The CYHN Coordinator will receive a total of £6000, which shall be paid in quarterly instalments based upon a review of the previous monthly reports:

Deliverables	Due Date	Remuneration
Signature of Contract	01/07/2024	
Submission of Monthly Report	01/09/2024	
Submission of Monthly Report	01/10/2024	£1500
Submission of Monthly Report	01/11/2024	
Submission of Monthly Report & Submission of 2024 Annual Workplan	01/12/2024	
Submission of Monthly Report & Submission of 2024 Annual Report	01/01/2025	£1500
Submission of Monthly Report	01/02/2025	
Submission of Monthly Report	01/03/2025	
Submission of Monthly Report	01/04/2025	£1500
Submission of Monthly Report	01/05/2025	
Submission of Monthly Report	01/06/2025	
Submission of Monthly Report & Final Report Submission of Handover Document	01/07/2025	£1500
	Total	<u>£6000</u>

Reporting and Key Accountabilities

The CYHN Coordinator will work under the supervision of the Health Adviser Janneth Mghamba. The point of contact for queries will be directed to Esther Njinembo, Assistant Health Officer at e.njinembo-nayeu@commonwealth.int. The Youth Team of the Social Policy Development Section will authorise, coordinate, and fund any necessary work-related matters, if necessary. The Health Team will provide support where necessary in addition to reviewing the Monthly Deliverables and supporting with strategic planning and re-establishment of the Executive Committee.

Eligibility

Applicants must:

- Be aged between 18 to 29 years at the time of application.
- Be a citizen of a Commonwealth member country.
- Have a strong commitment to CYHN's vision and mission.
- Have a proven track record in health-related projects and programmes.

Required Skills

Applicants should be able to demonstrate via their application, based on their experience, that they have the following skills:

1. **Administration Support.** The candidate should possess excellent administrative and people skills and have proven abilities to coordinate meetings, write publications, reports and papers and support research and thematic policy areas.
2. **Project Management & Implementation.** The candidate should be able to commit the time required, at circa 18 hours per week, and be able to demonstrate good management/project delivery skills, support the development of strategic partnerships and monitor the implementation of the action plan.
3. **Networking Development.** The candidate should be able to promote the network in the relevant space to raise awareness of its work and maximise impact. The candidate should also be accountable for growing a community and network, beyond personal networks.

Desirable attributes

Applicants should be able to demonstrate via their application, based on their experience, that they have the following desirable attributes:

Working with Others

- Regularly shares information of value with colleagues.
- Shows commitment to delivering on key agreements made to colleagues.
- Makes an effort to view a situation from the other party's perspective as well.
- Demonstrates awareness and sensitivity to colleagues' pressures.
- Develops a wide network, including senior level contacts to facilitate activities and further own knowledge.
- Develops long term relationships across cultures and/or geographical boundaries.
- Uses relationships to identify the best people to help in the completion of tasks.
- Tactfully deals with difficult people to gain buy-in and manage their expectations.

Communication

- Interacts and communicates effectively with internal/external contacts.
- Ensures information is communicated to all the appropriate people.

Provides feedback to more senior colleagues effectively, providing justification where necessary.

Uses the correct method of communication, depending on the message and the audience.

Anticipates objections in dialogues and prepares convincing responses.

Writes reports and papers that are succinct accounts of key information.

Developing & Applying Professional Expertise

Proactively identifies how to develop specialist knowledge.

Takes learning from previous experience and applies it appropriately.

Demonstrates willingness to learn new skills and/or approaches.

Respect for Diversity

Works effectively with people from all backgrounds.

Treats all people with dignity and respect and treats men and women equally.

Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.

Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.

Identifies biases in systems & processes.

Adhering to Principles and Values

Adapts professional style to suit different situations with different individuals where appropriate.

Takes ownership of assigned tasks, honours deadlines.

Ensures timely delivery of outputs within defined cost and quality standard parameters.

Adapting and Innovating

Recognises opportunities for improvement and proposes change with impact and effect.

Drives forward improvements and innovations within own area of responsibility, adding value where appropriate.

Quickly grasps new concepts and how to apply them.

Demonstrates flexibility e.g. by working beyond own remit to achieve an objective.

Will effectively reorganise activities when faced with changing contexts and demands.

Promotes new ideas that are picked up by senior colleagues. Adapts personal style to meet the needs of others.

Selection process and evaluation weightings

Following the closing date for applications, the evaluation panel will shortlist applications and proceed to invite between 5 and 10 candidates to an interview. The shortlisting process will be based on how well the candidates have demonstrated through their application that they meet the required skills and desirable attributes listed in this TOR & JD. The evaluation weightings are presented below:

Price Weightings (10%)

Evaluation Weightings (90%)

The evaluation weighting will be apportioned across the following areas based on the required skills and desirable attributes:

Table 1: Evaluation weightings

<i>Required skills (40%)</i>	Weighting
Administration skills	20%
Project management and implementation skills	10%
Networking and excellent coordination skills	10%
<i>Desirable attributes (25%)</i>	
Working with others	5%
Good communication skills including report writing and good analytical skills	5%
Developing and applying professional expertise	5%
Respect for diversity	5%
Adhering to principles and values	5%
<i>Experience (15%)</i>	
2 years or more of experience working with young people on health-related matters at regional/high level	10%
Experience working with an international organization on health issues.	5%
<i>Academic qualification (10%)</i>	
Post graduate Degree in health or related field	10%

How to Apply

Applicants should apply by emailing their CV and cover letter as one PDF attachment to: healthteam@commonwealth.int Please note that should your application be successful, and you are shortlisted to attend an interview. The interviews will be held online using MS Teams.

Your cover letter should include how you plan to successfully raise the profile and amplify the voices of young people on health matters, outlining some key health challenges in the commonwealth including your experiences in leading a group of young people, the challenges you faced, how you overcame them, the lessons you learned and what you achieved? In no more than **6000** characters.

N.B: Kindly take note, that your CV and Cover letter should be combined into one PDF document and uploaded as a single attachment of no more than 5 pages long and sent via email to healthteam@commonwealth.int