

## Annex 1 - Terms of Reference

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# CONSULTANCY TO COORDINATE THE COMMONWEALTH YOUTH PEACE AMBASSADORS NETWORK

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<b>Job Title:</b>	CYPAN Coordinator
<b>Duration:</b>	Twelve (12) months
<b>Project Location:</b>	Remote
<b>Period:</b>	01 September 2024 to 31 August 2025
<b>Total Fees:</b>	GBP 6000 paid in quarterly instalments of (GBP 1500).

### 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 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 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 Peace Ambassadors Network (CYPAN) aims to bring together young people from across the Commonwealth to optimise grassroots, national, regional and pan-Commonwealth efforts that promote peace, respect & understanding and prevent violent extremism. These young people may range from community-level and policy-level peace advocates and creative. CYPAN aims at fostering collaboration between members and creates space for policy advocacy as it relates to peace.

CYPAN was launched in November 2015 at the Commonwealth Heads of Government Meeting in Malta where youth leaders from across the Commonwealth committed to the expansion of youth-led peace efforts across the various regions. The network was established with the support of the Youth Division of the Commonwealth Secretariat and in partnership with the Institute for Strategic Dialogue with funding from the Foreign and Commonwealth Office.

## **Objectives of CYPAN**

The objectives of the network are to:

- Raise the profile and amplify the voice of young peacebuilders in the Commonwealth and promote greater recognition of the role of peace advocates in social development;
- Promote and facilitate intra-commonwealth exchange and global advocacy to promote anti-extremism and peacebuilding across the Commonwealth regions;
- Provide input into peace and security policy initiatives at the national, regional and Commonwealth level; and
- Mobilise resources and network to support, engage and train young peacebuilders.

## **Scope of Work and Key Responsibilities**

The main role of CYPAN Coordinator is to coordinate and spearhead the Commonwealth Youth Peace Ambassadors Network' key operational functions.

Key responsibilities include:

- Oversee the regular management of CYPAN and the logistical arrangements of the Network including supporting the Executive team and their initiatives in their region, convening regular calls or direct mentoring and support;
- Enhance Commonwealth youth participation in peacebuilding and countering violent extremism by co-ordinating their engagement and increased visibility in policy discussion and meetings at the Commonwealth and United Nations level;
- Strengthen the global advocacy and campaigns of the network, convening capacity building trainings for youth peace and security leaders on emerging priorities for youth-led action and advocacy across the Commonwealth, providing guidance to the Executive team to understand their roles and ensure they are regularly engaged;
- Support the mainstreaming of youth perspectives in the Commonwealth's work on peace, security, the rule of law, and countering violent extremism, and working with the Commonwealth Secretariat as is necessary on these areas of work;
- Form, support, engage and manage a young, diverse and active Executive Committee;



# The Commonwealth

- Support the strengthening of communication, partnerships and collaboration with the Commonwealth Secretariat, Commonwealth Youth Council (CYC), Commonwealth Youth Networks, and other stakeholders as directed;
- Increase visibility, outreach, inclusion and membership of CYPAN;
- Join and contribute to Commonwealth Youth Forum International Taskforce in delivering the policy agenda for the Commonwealth Youth Forum and CHOGM2021;
- 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.

## Eligibility

### Applicants must:

- Be a citizen of a [Commonwealth member country](#);
- A good bachelors or equivalent relevant to the role, such as Conflict, Peace and Security, public policy, international development, or social science.
- Relevant professional training highly desirable.
- A relevant post graduate qualification highly desirable.
- Have strong writing and reporting skills, excellent communication and project management skills.
- Proficient in developing strategic plans, trainings, and workshops as well as youth policy development.
- Demonstrated experience in engaging and mobilising stakeholders and resources from governments, private sector, CSOs, academia, and youth networks for youth development and empowerment.
- Have a proven track record of working in multinational and remote teams.
- Have evidence of strong experience in managing a diverse, regional and/or international networks.

## Compulsory & Desirable Skills

### Experience:

- At least 2 years of demonstrated experience in areas of Conflict management, Peace and Security. International experience is desirable.
- Professional or volunteer experience in youth development and/or non-formal education is desirable.
- Experience working with multiple partners, including governmental agencies or inter-governmental bodies.
- Experience in stakeholder engagement, partnership development and coordinating networks of organisations is desirable.

### Skills:

- Good project management skills, with an understanding of project design, monitoring, and evaluation, including project budgeting and forecasting.

- Ability to work autonomously and collaboratively, and in a multi-cultural work environment.
- Ability to organise, plan and prioritise workload and work under pressure to deadlines.
- Ability to interpret and follow complex information and instructions
- Strong:
  - Operational planning capabilities
  - Analytical skills and understanding of statistical terms and concepts
  - Verbal and written communication skills
  - Interpersonal skills
  - Administrative and organisational abilities
- Excellent IT skills

### Deliverables, Timelines & Remuneration

The assignment is expected to take place from 1 September 2024 - 31 August 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

Deliverable	Due Date	Remuneration
Signature of Contract	25/08/2024	-
Submission of Monthly Report - September 2024	30/09/2024	-
Submission of Monthly Report - October 2024	31/10/2024	-
Submission of Monthly Report - November 2024 Minutes from quarterly network meeting	30/11/2024	£1,500
Submission of Monthly Report - December 2024	31/12/2024	-
Submission of Monthly Report - January 2025	31/01/2025	-
Submission of Monthly Report - February 2025 Six months Performance review meeting with PM	28/02/2025	£1,500
Submission of Monthly Report - March 2025	31/03/2025	-
Submission of Monthly Report - April 2025	30/04/2025	-
Submission of Monthly Report - May 2025	28/05/2025	£1,500

Minutes from quarterly network meeting		
Submission of Monthly Report - June 2025	30/06/2025	-
Submission of Monthly Report - July 2025	31/07/2025	-
Submission of Monthly & Final Report - August 2025 Submission of Handover Document	31/08/2025	£1,500
Total		£6,000

### Evaluation Weightings

Section A: Post Graduate qualifications in Conflict, Peace and Security, or related field (20%):

- Degree relevant to the position - 20%

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 Peace and Conflict - 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 CYPAN Coordinator will work under the supervision of Mr Sushil Ram, Advisor Youth, Social Policy Development Section, [s.ram@commonwealth.int](mailto:s.ram@commonwealth.int),

The Commonwealth Secretariat main contact will be Ms Saima Majeed, Youth Officer, Social Policy Development Section, ([s.majeed@commonwealth.int](mailto:s.majeed@commonwealth.int))