

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT OR CONSULTANCY GROUPS

TERMS OF REFERENCE	
Hiring Office:	UNFPA -Tunisia CO
Purpose of consultancy:	Suggestion of governance models for the Centre of Excellence for Youth in the Arab Region (CoEY)
Background	<p>UNFPA Arab States Regional Office (ASRO) signed on July 8th, 2021, an agreement with the Government of Tunisia to host and launch the Centre of Excellence for Youth in the Arab Region. The project is implemented in Tunisia by the National Youth Observatory, supported by UNFPA Tunisia Country Office and Regional Office .</p> <p>The Centre will focus on providing better knowledge about youth in the region and capacity-building opportunities, engaging youth in open dialogue and discussions, supporting youth policies and regional youth initiatives, and sharing best practices.</p> <p>Main Goals of the center:</p> <ol style="list-style-type: none"> 1. Institutionalize the youth forum in the Arab region and offer a space for the exchange of experiences and innovation. 2. Provide technical services of high quality and scientific accuracy to respond to the imminent needs of young people, officials and decision-makers concerned with youth issues in Arab countries at the regional level to support youth empowerment policies and strengthen youth participation. <p>The center intends to work through 5 core modalities: Advocacy and policy dialogue, Knowledge management, Capacity Building, Coordination, Partnership and Resource Mobilization, Support for youth-led projects.</p> <p>For the first year of the CoEY activities, UNFPA and the National Youth Observatory intend for the center to be operational and capable of initiating the implementation of the activities expected from its strategic plan.</p> <p>We define "operational" by the achievement of the following intermediate results:</p> <ul style="list-style-type: none"> - An officially adopted governance model - A functional management and operations' team - Developed administrative, legal and management procedures and protocols - A strategic plan broken down into activities and budgeted - A defined and integrated monitoring and evaluation plan

	<ul style="list-style-type: none"> - The center has its own promotion and visibility plan - Sufficient resources available to ensure the launch and continuity of activities <p>As a first milestone, UNFPA and the National Youth Observatory intend to recruit an expert to inform the stakeholders on the different possible scenarios for a governance model for the center, and the legal framework to operationalize and optimize each scenario. The models will be discussed, at national and regional level, to adopt officially a governance model.</p>
Scope of work: (Description of services, activities, or outputs)	<p>The objective is to develop a governance model of the CoEY, based on a desk review and documentation of similar experiences. This will be done through:</p> <ul style="list-style-type: none"> - Mapping and Identification of relevant youth centers/ hubs management and governance mechanisms of similar structures that would feed into the CoEY's governance model. - Identification and documentation of good practices and inspiring experiences of Youth centers, as well as challenges and lessons learned. - Analysis of legal and administrative implications of each suggested model, considering the feasibility measures, and the capacities of national partners. - Develop in consultation with stakeholders, experts, and concerned parties at least two scenarios of governance model; highlighting the advantages, the downsides, the needed resources, and timeline to operationalize each model. - Facilitate discussions on the draft document with relevant stakeholders, including youth and youth representatives and groups. - Finalize the governance model and submit the final model for validation. - Facilitate the adoption workshop-s.
Duration and working schedule:	15 April – 15 June 2023 (25 days)
Place where services are to be delivered:	The consultancy is primarily remote based with possible travels within the Arab States region. Travels will be facilitated by UNFPA Tunisia CO and should be approved in advance.
Delivery dates and how work will be delivered (e.g., electronic, hard copy etc.):	<p>The formal list of deliverables includes (these deliverables are to be submitted by mail to UNFPA team and the observatory management):</p> <ul style="list-style-type: none"> - Methodology note including a timeline validated (20 April) - Desk review detailing the models, formats, mechanisms, and centers observed and analyzed, including the operationalization (5 May)

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	<ul style="list-style-type: none"> - A document presenting different models for governance detailing the legal framework, the feasibility, the resources needed, the typology of actors involved (15 May) - Final document (30-50 pages) summarizing the documented experiences, the suggested models and the recommendations for the stakeholders. (05 June) – in Arabic and English <p>Reports of the different workshops/discussions conducted during the consultancy, including the validation workshop. (05 June)</p>
Supervisory arrangements:	The consultant will work under the direct supervision of the Programme Specialist, Youth & HIV at United Nations Population Fund -Arab States Regional Office, Youth program consultants at UNFPA Tunisia Country Office and in collaboration with the National Youth Observatory.
Expected travel:	Eventual Study tour to visit one or two Youth Hub/ Center selected according to the conducted mapping of good examples of youth centers/hubs. Prior approval of travel is mandatory.
Required expertise, qualifications and competencies, including language requirements:	<p>Education:</p> <ul style="list-style-type: none"> - A master's degree in management and administration with focus on nonprofit sector, law, social/political sciences, finances, development or equivalent <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> - At least 10 years of relevant professional experience in administration and management or other relevant fields. - Experience in Non-Profit Business and Social Entrepreneurship is required (at least two previous experiences) - Extensive experience working on the conceptualization, definition, design and implementation of management architecture, models and mechanisms. (at least 5 years) - Extensive knowledge youth movements, dynamics in the region including youth-led networks at regional level. - Previous experience working with governmental bodies and inter-governmental structures is required. - Experience in facilitating discussions with matrixed teams and variety of stakeholders. - Demonstrated expertise in policy dialogue is desirable. - Demonstrated ability to take initiative and work independently. - Excellent communication and interpersonal skills.

	<p>Language:</p> <ul style="list-style-type: none">- Fluency in English and Arabic is required. Working knowledge of French is an asset.- The consultant should have proven skills in writing in Standard Arabic and English
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable	UNFPA ASRO and the National Youth Observatory will provide the consultant with all relevant documentation to deliver insightful and strong documents.
Other relevant information or special conditions, if any:	<p>All products will remain the exclusive property of the UNFPA and the National Youth Observatory and may not be duplicated, shared, published, photographed and used without prior permission.</p> <p>The consultant will be paid 100% upon submission of the final deliverable.</p> <p>Fees will be calculated as per the UN consultancy rates.</p> <p>Consortium of consultants/companies can apply to this call</p>
Application procedure	<p>The application file must include:</p> <ul style="list-style-type: none">- Updated CVs- References of similar services- Methodology note explaining how the applicant proposes to respond to the consultancy objectives <p>Deadline for sending application: April 5th, 2023</p> <p>Please send your request to the following address: tunisia.office@unfpa.org and cc "blidi@unfpa.org" with the subject "Application –Governance model CoEY".</p>
Signature:	
Dr. Rym Fayala	