**TERMS OF REFERENCE**

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| **TERMS OF REFERENCE:** Expert on elaboration of technical guideline for effective participation of Local Youth Councils in decision making | |
| **Hiring Office:** | National Youth Council of Moldova |
| **Purpose of consultancy:** | In accordance to the National Strategy on Youth Sector Development, the role of local youth councils in the decision making process is in focus, efforts being made to foster youth meaningful participation and structured dialogue with LPAs and the Government (Priority I: Youth participation). However, the simple existence of such structures does not guarantee a higher level of participation. The number of adolescents involved in the decision-making, especially the most vulnerable ones is insignificant. Local youth councils lack capacity, coordination and funds to sustain and nurture volunteerism and civic participation culture. Although the Government support has been given, is crucial that Youth Centers are trained to support the work of youth councils and properly guide their interventions. Youth Councils are undivided part of the Youth Centers, therefore Local Youth Councils need tools and capacity to properly apply CRC principles on participation ensure meaningful participation on youth councils.  This assignment aims to elaborate a technical guideline for effective participation of Local Youth Councils in decision making. The expert will work jointly with UNICEF Youth and Adolescent Development Officer and the National Youth Council of Moldova. |
| **Scope of work:**  **(Description of services, activities, or outputs)** | In order to achieve the scope of this assignment, the following Objectives are to be accomplished:   1. Analyze the baseline evaluation of reports from 6 regions on the work of Local Youth Councils. 2. Develop a youth friendly technical guideline for effective participation of Local Youth Councils in decision making. 3. Present the guideline to Local Youth Councils from the regions, and contribute to the advocacy of its use to LPA/s. |
| **Duration and working schedule:** | 01 October – 15 December 2018, 15 working days. |
| **Place where services are to be delivered:** | Home-based. |
| **Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.):** | * By 25th October 2018 to present an analysis of reports of Local Youth Councils. * By 10th November 2018 to present the draft of the guideline for youth participation. * By 1st December 2018 to present the guideline within a public event. |
| **Monitoring and progress control, including reporting requirements, periodicity format and deadline:** | Format of the reporting would be agreed with UNICEF Youth and Adolescent Development Officer and National Youth Council of Moldova. |
| **Supervisory arrangements:** | The Consultant will work under overall coordination of the Secretary General of the National Youth Council of Moldova. |
| **Expected travel:** | No travel expected. |
| **Required expertise, qualifications and competencies, including language requirements:** | The National Youth Council of Moldova is looking for a National Expert who has the following background:  Academic Requirements:   * + MA in Social Policies, Law, International Affairs or other relevant studies.   Years of Experience:   * At least 4 years of relevant **professional experience** in guideline/framework/program design, youth sector and participatory mechanisms. * Previous experience of **collaboration** **with Government of Moldova in developing guidelines**. * Experience of **work with development partners**, in particular UN/UNICEF (successful experience in working with UN agencies is an asset). * Experience in organization, moderation and or facilitation of **participatory** team-works, youth councils, national/local level consultations, trainings.   Languages:   * Fluency in Romanian and English is required. Knowledge of Russian is an asset.   Computer skills:   * Proficiency in use of MS Office. |
| **Inputs / services to be provided by CNTM:** | Consultant will use its own laptop. CNTM will provide overall guidance in performing this assignment. |
| **Other relevant information or special conditions, if any:** | NA. |