

Annex 1 - Terms of Reference

**CONSULTANCY TO COORDINATE THE
COMMONWEALTH ALLIANCE OF YOUTH WORKERS ASSOCIATION (CAYWA)**

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| Job Title: | CAYWA Coordinator |
| Duration: | Six (6) months (Eight (8) person days per month) |
| Project Location: | Remote |
| Period: | 12 December 2022 - 12 June 2023 |
| Total Fees: | GBP 6,000 (paid in monthly instalments of £1,000) |

Background

The Commonwealth Alliance of Youth Workers Associations has emerged from evolution of the Commonwealth Secretariat's significant contribution in the field of Youth Work including research, policy and direct practice as well as in running outstanding youth development professional courses and innovative programs. As a natural progression, and following a number of intensive consultations, the Commonwealth Youth Program renewed its strategic direction to include the Professionalization of Youth Work. At the Commonwealth Conference on Youth Work in 2016, it was decided that an Alliance of Commonwealth Alliance of Youth Workers Associations that were already in existence in the Commonwealth would strengthen the focus on Professionalization. CAYWA developed into an international coalition of youth worker organisations endorsed by Commonwealth member governments. It brings together national and regional organisations from the Commonwealth and is the official voice of youth work professionals in the 54 Commonwealth member countries. The alliance was set up by a steering committee formed during the Commonwealth Conference on Youth Work in South Africa in March 2016.

CAYWA has currently 21 member organisations with a connection to a global network of 40 Youth Work Associations from around the globe. CAYWA is registered with the UK Board of charitable organisations as a not for profit organisation. CAYWA has an endorsed Code of Ethical Practice, a governance structure with a Constitution and at this point an interim board with the view to holding elections in 2018. CAYWA is focused on raising the standard and status of Youth Work by connecting, strengthening and championing Youth Worker professionalisation across the Commonwealth and beyond. CAYWA recognises the key role that Youth Workers play in achieving positive youth development outcomes at regional, national and international levels. Their work to provide practical support to Youth Workers and their associations that is driven by research and evidence is already beginning to create impact. They are beginning to bring their focus to international advocacy projects and research and provide contextual solutions to challenges faced by emerging associations.

At the foundations of a successful professionalizing process lies the collective strength of Youth Work practitioners participating in defining the parameters and quality of the practice of their profession, including providing inputs into directions in the education and training of Youth Workers and assuring the quality of training, practice and supervision. The Commonwealth Youth programme recognises and promotes such collaborative, organized inputs to decisions on professionalizing the sector ensures the establishment of a vibrant and responsive Youth Work service that serves young people optimally. In this sense, the strength of Youth Workers' right to association, and collective bargaining for the good of the profession precedes other decision in the professionalizing process.

The CAYWA Coordinator is required to provide secretariat and management support to the network on behalf of the Executive Committee, in addition to overseeing the day to day functions of the network in order to ensure that its objectives are met.

As an alliance CAYWA is committed to:

- Recognising the positive and active role and contributions of Youth Workers in promoting development, peace, democracy and in protecting and promoting other Commonwealth values, such as tolerance and understanding, including respect for other cultures;
- Supporting the creation, development and evolution of organisations supporting Youth Work practitioners across the Commonwealth;
- Supporting the development of continuing professional development programmes for Youth Work practitioners;
- Supporting the development of a professional qualification structure for Youth Work practitioners;
- Supporting, promoting and publicising the work of Youth Workers across the Commonwealth;
- Undertaking research into Youth Work and young people's issues;
- Upholding the Universal Declaration of Human Rights and the UN Convention on the Rights of the Child, and other relevant human rights covenants and international instruments;
- Promoting equality and respect for the protection and promotion of civil, political, economic, social and cultural rights, including the right to development, for all without discrimination on any grounds as the foundations of peaceful, just and stable societies. We note that these rights are universal, indivisible, interdependent and interrelated and cannot be implemented selectively;
- Nurturing peaceful, open dialogue and the free flow of information, including supporting the cause of a free and responsible media, and strengthening democratic processes, within the Alliance's member organisations; and
- Promoting lifelong learning by being a learning organisation that promotes ongoing professional development and education and the sharing of culture.

Scope of Work and Key Responsibilities

The main role of CAYWA Coordinator is to coordinate and spearhead growth of the Commonwealth Alliance of Youth Workers Association and following are key operational functions.

The Coordinator will be expected to:

- Research and identify opportunities to engage in advancement of CAYWA's areas of thought leadership;
- Write briefs and explanations of the global development, movement building and systems change landscape relating to CAYWA's areas of program concept and thought leadership/message;
- Attend Senior Strategic Team meetings on behalf of the Secretariat and provide monthly report outs on high level key information;
- Actively participate in the ongoing improvement and collaborative change management of CAYWA;
- Identify, record and advance opportunities to achieve CAYWA to scale: network development, external partnership, and thought leadership toward global development systems;
- Understand and apply narrative power analysis and story based strategy in communications and network development;

- Coordinate with the Commonwealth Secretariat to ensure external partnerships are celebrated and advanced through regular engagement;
- Engage CAYWA's training programme participants and alumnae in network development opportunities;
- Maintain association management database, including updating association records, compiling biographical information etc.;
- Assist with preparation of the annual report, Annual General Meetings report, and other grant proposals etc. Design and edit reports and research in consultation with CAYWA;
- Maintain and update a project management tool to support planned activities and objectives;
- Support grant writers (youth work association and CAYWA) to ensure quality of language of external-facing publications including concept notes, proposals and reports;
- Advise on the production of photos, testimonials and films necessary with focus on lifting up global support networks;
- Manage and promote Youth Work Labs and develop it as a monthly recurring activity to support the Youth Work Associations and Youth led Organisations;
- Manage the effective delivery of training programmes and webinars organised by CAYWA; and
- Maintain frequent and consistent communication with the assigned staff(s) from the Commonwealth Secretariat managing the network, this includes ensuring regular updates of CAYWA's work and also the sharing of opportunities and announcements from the secretariat to all members of the network.

Handover Report

The successful applicants will be required to facilitate a handover process, in the form of a report and /or relevant training no later than 1 month before contract end, in order to support the continuity of work and transfer of knowledge to any new consultants, network members or Commonwealth staff:

- Create a handover report outlining day-to-day activities of the role, details of ongoing and planned network projects/activities (including status updates, deadlines and any issues encountered); network focal points and contacts; information on key processes and systems where relevant; and account log-in details to yourcommonwealth.org and any relevant social media platforms.
- If required, provide a virtual on boarding session to incoming consultants, network members and/or Commonwealth staff; providing an overview of the network's day-to-day activities of the role; ongoing and planned network projects/activities (including status updates, deadlines and any issues encountered); and information on key processes and systems where relevant.

Deliverables, Timelines & Remuneration

The assignment is expected to take place from 5 December 2022 - 5 June 2023. This contract may be renewed or terminated with 1-month notice pending satisfaction of the Coordinator's work.

The CAYWA Coordinator will receive a total of £6,000, which shall be remunerated in monthly £1000 instalments:

| Deliverables | Due Date | Remuneration |
|--|-----------------|----------------------|
| Submission of Monthly Report -December 2022 | 5/01/2023 | £1000 |
| Submission of Monthly Report - January 2023 & Submission of 2023 Annual Work Plan | 5/02/2023 | £1000 |
| Submission of Monthly Report - February 2023 | 5/03/2023 | £1000 |
| Submission of Monthly Report - March 2023 | 5/04/2023 | £1000 |
| Submission of Monthly Report - April 2023 | 5/05/2023 | £1000 |
| Submission of Final Report - May/June 2023 & Submission of Handover Document and provide a virtual on boarding session | 5/06/2023 | £1000 |
| Total | | <u>£6,000</u> |

The Youth Team of the Social Policy Development Section will coordinate and fund any necessary work-related matters, upon approval by the relevant Commonwealth Secretariat official.

Reporting and Key Accountabilities

The CAYWA Coordinator will work under the supervision of the Head of Social Policy Development Section and the Technical Advisor, Economic, Youth & Sustainable Development Directorate.