

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Y-PEER Consultant

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	United Nations Population Fund (UNFPA) Jordan Country Office
Purpose of consultancy:	<p>UNFPA Arab States Regional Office together with UNFPA Jordan Country Office (JCO), has supported the Youth Peer Education Network (Y-PEER) in Jordan since 2008. Currently, the network exists in most Jordanian governorates, host communities and refugee camps. Y-PEER Jordan has been playing a major role in building the capacity of young people as peer educators and supporting them to raise awareness about their SRHR in a youth friendly manner that is interactive, participatory and engaging. UNFPA has supported a snowball approach in capacity building for Y-PEER trainers and peer educators. Currently, and in addition to the active independent Y-PEER members all over Jordan, Y-PEER programs are integrated within UNFPA's supported projects including its implementing partners Questscope and the Institute for Family Health.</p> <p>The national network is part of the global network which was launched in 2001 by the UNFPA regional office as an innovative and comprehensive youth-to-youth education initiative seeking to advance a comprehensive agenda for young peoples' SRHR. Y-PEER is a youth network consisting of NGOs, CBOs, and young people in over 50 countries. The network has developed a methodology with standards, tools and resources that are based on peer-to-peer education and outreach which are used by its members. The techniques are tailored to the needs of young people and are based on interactive methods, including music, films and theatre. Young people were involved in the design, development and implementation of the Y-PEER programme activities. The network is unique in the sense that young people are trained as peer educators and are both educators and the audience. As a network designed by young people for young people, Y-PEER is able to reach out to youth on their own terms. In addition, it relies heavily on partnerships with local NGOs and institutions in each country of operation, which facilitates the enrolment of youth in the network.</p> <p>In the last few years, the network has faced a number of challenges. During the Y-PEER retreat in November 2018 supported by UNFPA, the youth members indicated a concern regarding the sustainability of the network. Additionally, the youth members emphasized the unclarity of the networks' mission and vision, and discussed the relevance of the Y-PEER mandate and approach which has remained unchanged for the last 10 years in Jordan. The members also highlighted the challenges concerning organizational structural challenges and the lack of no clear process and management guidelines.</p> <p>In 2017, a strategic decision was made that network would be guided to work on a sustainable transition process in order to decrease the dependency on UNFPA support. Following this decision, one of the steps was the termination of a Y-PEER coordinator position at UNFPA JCO. UNFPA Jordan is committed to support the networks' smooth transition and ensuring that a youth participatory process takes place when deciding on the best organizational structure of the network. Based on the above, the consultancy aims to facilitate a participatory process with active youth members from the Y-PEER network, Y-PEER Alumni members, and UNFPA relevant staff towards organizational development of the network in Jordan. This includes a process of revising the networks' mission and vision in line with the global network and local context and relevance; creating a sustainable structure of the network in Jordan; and reviewing and finalizing the bylaws of Y-PEER Jordan together with its members. By the end of the consultancy, the bylaws are expected to be endorsed and ratified by the active members of the network.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"> The hired consultant will write a comprehensive and analytical review of existing literature and evidence on Y-PEER and other youth networks on a national, regional and international level and related background information including: studies/papers/policies/plans/project and other documents; in order to have a deep understanding of the current situation of Y-PEER and

	<p>how the network can grow and improve. The findings of the desk review will support the other activities which will be carried out.</p> <ul style="list-style-type: none"> • The consultant will lead and organize the work of clarifying and shaping the mission and vision of Y-PEER Jordan together with the networks' youth members. • The consultant will facilitate an interactive and participatory process to structure the work of the network in a sustainable, equitable manner, and youth friendly manner. This could potentially include focus group discussions, meetings, interviews, questionnaires etc. 												
Duration and working schedule:	May to September 2019												
Place where services are to be delivered:	The consultancy is home based with needed stay in Amman for field work and presentations.												
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<ul style="list-style-type: none"> • Inception Report in English - 30th of May 2019 • Desk Review in Arabic - 15th of June 2019 • Field Consultations Report in Arabic - 15th of July 2019 • Endorsed and ratified bylaws in Arabic and a presentation - 1st of September 2019 • Y-PEER Organizational Development document in Arabic and a presentation - 1st of September 2019 <p>All documents will be shared in electronic format with the UNFPA National Youth Program Analyst.</p>												
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The consultant will have to deliver:</p> <table border="1" data-bbox="587 936 1476 2101"> <thead> <tr> <th data-bbox="587 936 1038 1025">Deliverable:</th> <th data-bbox="1038 936 1249 1025">Deadline:</th> <th data-bbox="1249 936 1476 1025">Number of working days</th> </tr> </thead> <tbody> <tr> <td data-bbox="587 1025 1038 1621">An inception report outlining the conceptual framework and the utilized methodology and process while conducting this consultancy. This report should focus on youth participation process when revising the Y-PEER bylaws and selecting a suitable organizational structure for the sustainability of the network. The proposed structure to have: 1. Background 2. Aim of the mission 3. Conceptual Framework for the mission 4. Proposed Methodology 5. Proposed work plan and deliverables in line with the ToRs and detailing all field visits, meetings...etc with clear time line. 6. Logistics and communication</td> <td data-bbox="1038 1025 1249 1621">30th of May 2019</td> <td data-bbox="1249 1025 1476 1621">3 days</td> </tr> <tr> <td data-bbox="587 1621 1038 1845">A comprehensive and analytical desk review of existing literature and evidence on Y-PEER Jordan and other national, regional, and international networks and related background.</td> <td data-bbox="1038 1621 1249 1845">15th of June 2019</td> <td data-bbox="1249 1621 1476 1845">5 days</td> </tr> <tr> <td data-bbox="587 1845 1038 2101">A field consultation report indicating the outcomes of the conducted interviews, focus group discussions, questionnaires etc. with Y-PEER members and relevant stakeholders including UNFPA, Questscope, Institute for</td> <td data-bbox="1038 1845 1249 2101">15th of July 2019</td> <td data-bbox="1249 1845 1476 2101">10 days</td> </tr> </tbody> </table>	Deliverable:	Deadline:	Number of working days	An inception report outlining the conceptual framework and the utilized methodology and process while conducting this consultancy. This report should focus on youth participation process when revising the Y-PEER bylaws and selecting a suitable organizational structure for the sustainability of the network. The proposed structure to have: 1. Background 2. Aim of the mission 3. Conceptual Framework for the mission 4. Proposed Methodology 5. Proposed work plan and deliverables in line with the ToRs and detailing all field visits, meetings...etc with clear time line. 6. Logistics and communication	30th of May 2019	3 days	A comprehensive and analytical desk review of existing literature and evidence on Y-PEER Jordan and other national, regional, and international networks and related background.	15th of June 2019	5 days	A field consultation report indicating the outcomes of the conducted interviews, focus group discussions, questionnaires etc. with Y-PEER members and relevant stakeholders including UNFPA, Questscope, Institute for	15th of July 2019	10 days
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Supervisory arrangements:	The assignment will be under the direct supervision of the UNFPA National Youth Program Analyst, in liaison with the Y-PEER Focal Point for Jordan. UNFPA JCO Representative will give final clearance on UNFPA's approval of the document.												
Expected travel:	The assignment is based in Amman – Jordan. Only Jordanian nationals will be considered.												
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> • Minimum 10 years of experience in youth development, policy and strategy development and organizational development; • Proven ability in youth programs development in Arab countries and elsewhere is a merit; • Extensive experience in working with youth networks, youth organizations and/or youth groups; • Excellent research and analytical skills, both oral and written; • Excellent written and verbal communication and drafting skills in Arabic and English; • Ability to work in a systematic, methodical and orderly way and the ability to meet schedules/deadlines • Proven ability to be creative; to adapt traditional methods, concepts, models etc. to new applications; or the ability to devise new approaches to make improvements or solve problems; • Ability to demonstrate sensitivity and adaptability to cultural diversity 												
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA will facilitate the process of arranging meetings with identified stakeholders. The hired consultant will have to arrange any expenses related to field visits, meetings, presentations etc. including transportation costs as UNFPA will not be able to support.												
Other relevant information or special conditions, if any:	<p>Payments will be released upon satisfactory submission for the following deliverables:</p> <ul style="list-style-type: none"> • Inception Report - 20% • Field Consultations Report - 30% • Endorsed and ratified bylaws and Y-PEER Organizational Development Document - 50% 												

How to apply:

Interested candidates are kindly requested to provide their CVs, copy of academic credentials together with the suggested workplan and financial proposal (timeframe and the proposed lump sum amount) through the email address vacancy@unfpa-jordan.org, indicating the Consultancy Title in the e-mail's subject. Deadline for receipt of applications is 30 April 2019.

