



TERMS OF REFERENCE

**Youth, Peace and Security Project Officer (YPS Officer)
under Individual Consultant Contract (ICC) modality
with UNFPA Jordan CO in Amman
(YPS Officer will be located in the Ministry of Youth)**

TERMS OF REFERENCE (to be completed by Hiring Office)

Hiring Office:

United Nations Population Fund (UNFPA) Jordan Country Office

Purpose of consultancy:

UNFPA is the United Nations sexual and reproductive health and rights agency. Its mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA work aims to galvanize political, financial and public support to achieve by 2030 UNFPA's three transformative results: "Ending unmet need for family planning; ending maternal death; and ending violence and harmful practices against women and girls."

Jordan has one of the youngest populations in the world, with 63% of its population under the age of 30. Young people face a range of challenges to their full participation in the social, economic and political life of the country. This has clear ramifications on peace and security within Jordan and the region.

The YPS Project Officer is located in the Ministry of Youth in Amman, Jordan. This position has double reporting lines (UNFPA and Ministry of Youth), the incumbent will work under the overall guidance of the UNFPA Youth Analyst and direct supervision of the Head of Division of the Youth Initiatives and Voluntary Work Directorate, and at the end of the assignment the incumbent will be evaluated by the UNFPA Analyst in coordination with the Head of the Division of the Youth Initiatives and Voluntary.

The Youth, Peace and Security Project Officer supports the design, planning and management of MOY's YPS programme by providing and managing data inputs, monitoring project implementation, reporting and following up on recommendations, providing trainings on YPS, to oversee all public relations with relevant institutions, stakeholder and young people and representing MOY in the YPS coalition. Moreover he/she will be expected to submit project proposals and concept notes for the implementation of all projects and programs related to the youth, peace and security agenda and supporting in establishing the Jordan National Action Plan for the implementation of the

	<p>United Nations Security Council Resolution 2250 (2015) and successive resolutions 2419 (2018) and 2535 (2020) on Youth, Peace and Security.</p> <p>Key results include smooth implementation of the Youth Peace and Security activities within the Ministry of Youth in Jordan, which in return contributes to the UNFPA Country Program (2023-2027) and National Youth Strategy (2019-2025)</p> <p>UNFPA Jordan is looking for a national individual consultant to support delivery of its youth development programme on Youth Peace and Security for a duration of 12 months period.</p>
<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>Within the delegated authority and under the supervision of the Youth Analyst and the Ministry of Youth, the YPS Officer will work to:</p> <p>A. Support the creation and documentation of knowledge about current and emerging trends of Youth, Peace and Security (linking the humanitarian-development-peace nexus into practice) through the analysis of programme, projects, strategies, approaches and ongoing experience for lessons learned, best practices, and use this knowledge for information sharing</p> <ul style="list-style-type: none"> • Develop training and public information tools on in the context of youth, peace and security, • Conduct on-the-job training for the Ministry of Youth staff within the Youth, Peace and Security Division in all areas and responsibilities of the division <p>B. Support review of the political, social and economic environment relevant to Youth, Peace and Security, and pursue opportunities for reinforcing the national agenda and policy discourse on Youth, Peace, and Security,</p> <ul style="list-style-type: none"> • Coordinate with and report to the Director of the Youth Initiatives and Voluntary Work Directorate • Ensure that all work and efforts of the Youth, Peace and Security Division align with the National Youth Strategy’s (2019 – 2025) Pillar no. 6: Youth and Community Security and Peace and Strategic Objective no. 8: Disseminating the culture of tolerance and acceptance of others among the youth, thus promoting social security and peace and rejecting extremism and violence • Effectively communicate and regularly coordinate with focal points at relevant governmental institutions/bodies • Effectively communicate with the youth in the governorates and meet their needs

C. Oversee all public relations with relevant institutions, stakeholders and youth

- Submit project proposals and concept notes for the implementation of all projects and programs related to the youth, peace and security agenda

D. Identify the Ministry of Youth's priorities and establish an action plan to create awareness and implement the United Nations Security Council Resolution 2250 (2015) and successive resolutions 2419 (2018) and 2535 (2020)

- Take measures towards establishing a Jordan National Action Plan for the implementation of the United Nations Security Council Resolution 2250 (2015) and successive resolutions 2419 (2018) and 2535 (2020) on Youth, Peace and Security and coordinate with all relevant bodies

E. Complete reports and surveys on the implementation of the youth, peace and security agenda and relevant United Nations Security Council Resolutions that have been requested by relevant bodies (e.g. United Nations Agencies)

- Regularly document and provide monthly reports on progress of activities and items outlined in the Ministry of Youth's action plans
- Keep record and follow-up on progress of initiatives, projects and programs being conducted by relevant institutions, stakeholders and youth in relation to the youth, peace and security agenda

F. Follow-up and liaise between the Ministry of Youth and the secretariat of the national coalition

- Liaise between the Ministry of Youth and members of the national coalition
- Follow-up on all matters related to the national coalition and its members
- Organize and archive all correspondences and paperwork related to the national coalition
- Take minutes of meeting for all meetings regarding the national coalition
- Facilitate all voting processes within the national coalition as a non-biased body
- Facilitate booking Ministry of Youth facilities/venues at the Ministry of Youth's locations
- Complete reports and surveys on the national coalition or the YPS agenda that have been requested by relevant bodies (e.g. United Nations Agencies)

Complete any other related tasks as may be required or assigned by the supervisor.

Duration and working schedule:	March 2023 - January 2024																	
Place where services are to be delivered:	The assignment will be based in Amman, Jordan at the Ministry of Youth premises.																	
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The assignment will take place from March 2023 to January 2024 under the supervision of the Youth Analyst and the Ministry of Youth. Reports on deliverables will be shared in electronic format.</p> <p>a. High-quality support rendered to UNFPA and MOY in the accomplishment of her/his functions, including:</p> <ul style="list-style-type: none"> • Regularly document and provide monthly reports on progress of activities and items outlined in the Ministry of Youth’s action plans • Keep record and follow-up on progress of initiatives, projects and programs being conducted by relevant institutions, stakeholders and youth in relation to the youth, peace and security agenda • Submit project proposals and concept notes for the implementation of all projects and programs related to the youth, peace and security agenda • Develop training and public information tools on in the context of youth, peace and security, • Conduct on-the-job training for the Ministry of Youth staff within the Youth, Peace and Security Division in all areas and responsibilities of the division <p>b. A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed</p>																	
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The YPS Project Officer will have to deliver:</p> <table border="1" data-bbox="469 1417 1469 2116"> <thead> <tr> <th data-bbox="469 1417 1070 1496">Deliverables</th> <th data-bbox="1070 1417 1252 1496">Periodicity</th> <th data-bbox="1252 1417 1469 1496">Deadlines</th> </tr> </thead> <tbody> <tr> <td data-bbox="469 1496 1070 1615">Chairing the JONAP technical working group</td> <td data-bbox="1070 1496 1252 1615">Continuous</td> <td data-bbox="1252 1496 1469 1615"></td> </tr> <tr> <td data-bbox="469 1615 1070 1783">Establishing an action plan to create awareness and implement the United Nations Security Council Resolution 2250</td> <td data-bbox="1070 1615 1252 1783">Once</td> <td data-bbox="1252 1615 1469 1783">March 2023</td> </tr> <tr> <td data-bbox="469 1783 1070 1951">Accelerating the JONAP process with the TWG to start the consultations with young people</td> <td data-bbox="1070 1783 1252 1951">Continuous</td> <td data-bbox="1252 1783 1469 1951">March 2023</td> </tr> <tr> <td data-bbox="469 1951 1070 2116">Training for the Ministry of Youth staff within the Youth, Peace and Security Division</td> <td data-bbox="1070 1951 1252 2116">Subject to need</td> <td data-bbox="1252 1951 1469 2116">May 2023</td> </tr> </tbody> </table>			Deliverables	Periodicity	Deadlines	Chairing the JONAP technical working group	Continuous		Establishing an action plan to create awareness and implement the United Nations Security Council Resolution 2250	Once	March 2023	Accelerating the JONAP process with the TWG to start the consultations with young people	Continuous	March 2023	Training for the Ministry of Youth staff within the Youth, Peace and Security Division	Subject to need	May 2023
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	<p>Monthly reports on progress of activities and items outlined in the Ministry of Youth's action plans</p>	<p>Monthly</p>	<p>End of each month</p>
	<p>Creating training and public information tools on in the context of youth, peace and security</p>	<p>Continuous</p>	<p>June 2023</p>
	<p>Following up and reporting on progress of initiatives, projects and programs being conducted by relevant institutions, stakeholders and youth in relation to the youth, peace and security agenda</p>	<p>Quarterly</p>	<p>End of every quarter</p>
	<p>Taking minutes of meeting for all meetings regarding the national coalition</p>	<p>Continuous</p>	<p>Case by case</p>
	<p>Handover note for the end of assignment</p>	<p>Once</p>	<p>At the end of the mission.</p>
<p>Supervisory arrangements:</p>	<p>The assignment will be under the direct supervision of UNFPA Youth Analyst and the Ministry of Youth.</p>		
<p>Expected travel:</p>	<p>The assignment is based in Amman – Jordan. The work will mainly be carried out in-person, with some virtual meetings as needed. This might be amended as based on any changes in the governmental and UNFPA decisions.</p>		
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>Professional, Academic and Language Qualifications:</p> <ul style="list-style-type: none"> ● Bachelor Degree in Business Administration, public policy, political sciences, Human Resources, Social Sciences, International Relations and in any other related fields is required. ● At least 6 years of relevant experience in programme assistance work/ project management related to youth empowerment. Experience in the field of Youth Peace and Security is preferred. Knowledge and awareness of the context in Jordan is an asset. ● Fluency in English and Arabic (both written and oral) is required. ● Candidate must be a national of Jordan. <p>Desirable technical knowledge and skills:</p> <ul style="list-style-type: none"> ● Proficiency in current office software applications and corporate IT systems; ● Active engagement in youth networks and youth work in Jordan; ● Excellent oral and written skills; excellent drafting, formulation, reporting skills; ● Accuracy and professionalism in document production and editing; 		

	<ul style="list-style-type: none"> • Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including experience in working with government or national stakeholder • Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines; • Sound security awareness; • Have affinity with or interest in Convention on the Rights of the Child, volunteerism as a mechanism for durable development, and the UN System.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	The YPS Project Officer is responsible for his/her transportation unless going into camps along with UNFPA staff. Furthermore, UNFPA will provide various resources and materials that can support the IC holder during the contract period.
Other relevant information or special conditions, if any:	In the event that the YPS Project Officer is requested to work more than the established working hours (36 hours per week), provided that it does not exceed 40 hours extra time per month. In such case, s/he will not be entitled to overtime pay, but can take one day off in lieu of each 8 extra hours.
<p>Work Environment:</p> <p><i>UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.</i></p>	
<p>How to Apply:</p> <p>Interested individuals with the required qualifications and experience should submit their applications to jco-consultants@unfpa.org , with the subject line “Youth, Peace and Security Project Officer (YPS Officer)”.</p> <p>The application should include:</p> <ul style="list-style-type: none"> • A cover letter, indicating the candidate’s motivation for this assignment and relevant expertise and experience. • A copy of academic qualifications. • Duly completed P11 UN Personal History Form (only P11 Form will be considered), CVs will not be considered. • Names and contact information of three references. <p>The closing date for the submission of applications is 25 February 2023 at 11:59 p.m. (Amman time).</p> <p>Only those candidates who meet all qualifications and experience will be contacted for interview. Incomplete applications will be automatically disqualified.</p>	