



Terms of Reference

Youth Challenge Fund Coordinator

Background and Rationale

Plan International West and Central Africa Hub's youth engagement work over the past years confirms the effectiveness of girls/youth activism and collective actions on child rights and gender equality in 16 countries. Amidst COVID-19 pandemic, the organization initiated the Youth Challenge Fund (YCF) to respond to girls' and youth demands to amplify their actions, voices and to support them flourish beyond the crisis. The Youth Challenge Fund is a youth-led, participatory, inclusive and flexible fund regional initiative to foster youth groups and young people access to financial and non-financial opportunities. The youth challenge fund is in its first phase: **Set up and Pilot: Emergency response to COVID19**. This phase is for an initial period of 06 month during which girls and youth groups will lead actions in benefit to their peer groups and communities with strong a focus on gender equality. The projects and initiatives must address socio-economic recovery measures to minimize negative impacts of COVID-19 on girls, and especially the most vulnerable.

A total of 1350 applications were received. 25 girl's and youth-led groups were selected for the pilot phase first round. They are leading their projects in 10 countries on various priority thematic. The selected girls' and youth groups have received funding and non-financial support and opportunities to continue thriving with their organizations. The YCF is itself and space for mentoring and peer learning, and selected and eligible applicants will form the YCF wider network.

As part of the management of the Youth Challenge Fund, Plan International West and Central Africa is recruiting to support the coordination of the initiative., The role will include planning and delivering activities, building a strong relationship with grantees, documenting the process, document the youth solutions, document and key lessons and reflections generated through the YCF during pilot (02 rounds), analyze approaches and co design models for effective partnership and collaboration with youth across Plan's countries. The consultant will also support reflections on how the YCF has contributed to progressing, and powering youth movements at the national and regional levels. This consultancy will help to inform Plan International WACA approach to youth engagement and youth funding, and contribute to broader strategic approach to working with youth groups across the region.

Role overview

We are looking to identify a Junior Consultant to support the administration and coordination for the continuous improvement of the Youth Challenge Fund. He/she will coordinate the day-to-day pilot (02 rounds) of a flexible funding mechanism with networking building and a capacity strengthening elements. He/she will be responsible for ensuring all relevant stakeholders are up-to-date on the YCF operations, act as a focal point contact for the young activists we seek to serve, and support in evolving the programme based on evidences. The consultant will support the Youth Engagement Lead to manage the successful delivery of the fund in alignment to Plan's strategy and the fund model. This will include coordinating initial grant cycles from the call for application to the reporting and M+E. Given the priority focus on funding for youth across the organization, he / she will support exchange and learning on the topic of flexible funding for young people's organizations



and promote good practices in this area.

Likely tasks to include:

- Coordinate the Monitoring, Evaluation, Accountability and Learning of the project
- Document the YCF and produce key deliverables (YCF: guidelines, onboarding process, case studies, global report, impact stories...)
- Liaise with youth grantees and Plan International country offices to provide support and guidance on the YCF requirements;
- Support the project lead in the management, knowledge management, building the identity of the YCF, planning and sustainability development of the YCF, to set up YCF alumni network
- Support the YCF workshops to embed the YCF model in the region
- Develop the YCF Grantees Capacity Strengthening model and program
- Provide day-to-day coordination to help solve problems, arrange sessions for the YCF grantees and facilitating the YCF wider network (co-design and co-lead calls, webinars and workshops as needed to exchange knowledge and encourage collaboration between grantees)
- Support the MERL Advisor and YCF focal points to gather data to prove concept e.g. provide support where needed for collecting data from offices, setting up interviews with youth partners, sharing surveys with youth partners
- Support the Youth Engagement Lead with regional coordination including identifying opportunities for shared influencing with girl and youth partners
- Support to develop a sustainability plan for the initiative
- Identify good practices within Plan and the sector for funding young people's organizations and their change initiatives
- Facilitate and/or support cross-regional learning opportunities between offices and grantees e.g. set up capacity-building workshops, facilitate an internal learning platform, share resources etc.
- Ensures that Plan International's global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in accordance with the principles and requirements of the policy
- Produce monthly and quarterly report of YCF implementation
- Coordinate the grant cycle from start to finish across the region, tracking applications, coordinating review panels, carrying out due diligence checks, communicating decisions, setting up meetings with successful grantees, helping to track reports

Some requests can exceed the YCF tasks and cover the entire youth engagement portfolio as part of the influencing ambition in the region.

Knowledge/skills required

This position would suit an early career professional who has previously supported a project management, evaluation or coordination process, either within an INGO or national-level civil society organization.

Criteria;

- Bachelor's or master degree in any relevant field (social science, women's studies, political science, international development etc.) or the equivalent in work experience and non-formal education



- Strong skills and experience in Monitoring, Evaluation, Research and Learning
- Experience or qualification in Human Rights, Gender, International Development, advocacy or related areas.
- Understanding of youth movements, young feminist activism and regional activism trends in West and Central Africa
- Understanding of digital, youth centered communication and storytelling
- Experience supporting projects focused on girls, young women, or youth more broadly
- Proficiency in English and French
- Excellent written, interpersonal, and email communication
- Experience working with different teams and cultures
- Self-motivated, collaborative and curious. Able to work independently.
- Project management /coordination support experience

Role specification

When? This contract will be full time and will start in February 2021. The contract will constitute around 10 months' work.

Reporting to: Pamela Akplogan, Youth Engagement Lead, Plan International WACA Hub

Location: Remote – the location of this position is flexible and can be based anywhere. Depending on arrangements with Plan International Country Offices, the consultant will also be able to work from Plan office and access equipment.

Application process: Please send your CV and covering letter to Abdoulaye.SALL@plan-international.org by 18th February. We will pay strong attention to skills and personality. We are not able to provide any equipment, and the remuneration will be based on internal provisions.

Applicants under 30 years old are strongly encouraged to apply.