



Call for applications - Terms of Reference SHE SOARS Youth Coordinator and M&E Officer Consultant

Location: Uganda or Zambia

Duration: 12-month consultancy contract with possibility of extension.

Time commitment: 37.5 hours per week

Interested candidates should fill out [this form](#) by 11:59 pm EST (UTC-5) on July 1st, 2022

If you need any reasonable accommodations on our part to complete this application, please reach out to us via applications@youthcoalition.org, and we will support you.

About the YCSRR

The Youth Coalition for Sexual and Reproductive Rights (YCSRR) is an international organization of young people (ages 18-29 years) committed to promoting adolescent and youth sexual and reproductive health and rights at the national, regional and international levels. We are volunteers from all over the world, with a small team of staff based in Ottawa to support us in this mandate. We are students, researchers, lawyers, health care professionals, educators, development workers, and most importantly, we are all dedicated activists.

Together, we work to ensure that the sexual and reproductive rights of all young people are respected, guaranteed and promoted, and strive to secure the meaningful participation of young people in decision-making that affects the lives of young people and adolescents. We do this through advocating, generating knowledge, sharing information, building partnerships, and training young activists.

About the SHE SOARS! Project

SHE SOARS! (Sexual and reproductive Health & Economic empowerment [SHE] Supporting Out of school Adolescent girls' Rights and Skills [SOARS]) is a seven-year, Global Affairs Canada-funded project. SHE SOARS is a multi-stakeholder project working on the areas of sexual and reproductive health and rights and economic empowerment in Kenya, Uganda and Zambia. As part of YCSRR's mandate, our focus will be to **strengthen the capacity of youth-led organizations in the region & deliver on youth-led SRHR advocacy and**

meaningful youth engagement and empowerment across the project. In light of our key principles of co-leadership, co-ownership and co-creation, our intervention will be to improve effectiveness of youth-led organizations' capacity to advocate for evidence-based, accountable and equitable SRHR policies, legal frameworks and services.

About the Role

The YCSRR is seeking services for a **Youth Coordinator and M&E Officer Consultant**. The individual will coordinate & support the activities of the SHE SOARS Youth Advisory Board and lead on the monitoring & evaluation of YCSRR activities..

This person is to be based in one of the two implementing countries of SHE SOARS (**Uganda or Zambia**), for an initial duration of twelve months, with a possibility of renewal.

Job Description - Duties & Responsibilities

1. Coordination, support & monitoring and evaluation of Youth Advisory Board activities (50%)

The Youth Coordinator role will support the SHE SOARS project directly, through serving as the main staff member to coordinate the activities of the Youth Advisory Board. This includes:

- Design and implement an internal communications strategy to efficiently connect the YAB activities with the implementation of the SHE SOARS project.
- Design and facilitate meetings, discussions and participatory processes.
- Provide an interface for effective communication between YAB, SHE SOARS partners, and YCSRR Secretariat.
- Record the YAB's work for institutional memory and reporting.
- Generate reports, minutes and briefs for SHE SOARS partners & staff from the YAB's work.
- Ensure that there is information flow on advocacy messaging and objectives between partner organizations, membership and other stakeholders.
- Communicate with partners and program staff to ensure relevance and quality of activities.
- Ensure project learning is generated, documented and shared within the project with the support of the Project Manager.
- Support the activities of the Youth Advisory Board by coordinating logistics and availability of resources with YCSRR secretariat and partners.
- Analyze youth needs, develop solutions and identify resources necessary for the achievement for the YAB's mandate
- Ensure achievement of the SHE SOARS goals through implementing the YAB work plan within the partnership's established time frame.
- Prepare, calendarize and schedule YAB engagements, and connect directly with YAB members to ensure optimum conditions of engagement.
- Build enabling environments and safe spaces according to the needs of YAB members and project leaders.

- Support the Youth Advisory Board in the planning, implementation and evaluation of activities, including training, events, conferences, etc.
- Support YAB members in developing reports for their activities.
- Support mentorship of YAB members
- Perform other duties, as directed.

2. Monitoring & Evaluation (50%)

The Youth Connector will also be responsible for Monitoring & Evaluation activities of the general programs implemented by the YCSRR. They will design programme monitoring systems, build the capacity of staff in their analysis and dissemination of data, and coordinate information management and reporting for the Youth Coalition.

Primary Responsibilities:

- Implement and assess the monitoring & evaluation frameworks and tools for the YCSRR's programs.
- Facilitate design of SMART objectives, logic models, monitoring frameworks and evaluation plans.
- Ensure alignment of M&E activities with YCSRR's goals.
- Contribute to the development of annual work plans to identify project targets and ensure inclusion of M&E activities.
- Update the database of all projects/advocacy activities and ensure accountability on a regular basis.
- Develop additional databases and tracking tools as needed to demonstrate the effectiveness of YC's project interventions.
- Generate indicator reports for tracking progress against key indicators as needed.
- Contribute to the development of project reviews, assessments, surveys and other analytic or evaluation processes and products.
- Ensure that lessons learned from SHE SOARS evaluation are properly included in the organizational M&E plan.
- Conduct results-oriented monitoring and evaluation training for staff and members of the organization.
- Other duties as assigned.

Eligibility and Other Criteria

- YCSRR is an organization of young people under 30 years old. Only applicants below 30 years old are eligible for this position.
- The YCSRR is committed to decolonizing SRHR practice and to allow young people from targeted countries to lead on the projects that affect them. The applicant is to be based in Uganda or Zambia and will work remotely.

Youth Coalition for Sexual and Reproductive Rights recognizes the contributions and critical perspectives that individuals from minority groups and communities that face systemic

exclusion bring to our team. People including, but not limited to, those from the following groups are encouraged to apply: women; mothers; single parents; immigrants; people of colour; lesbian, bisexual, gay, two spirit, transgender, gender non-conforming, queer, and questioning people; intersex people; people with disabilities; and those marginalized on the basis of class or caste.

Who we are looking for

The ideal candidate has experience working directly with young people in participatory processes and co-creation. They are also an expert in monitoring & evaluation, coordination, and advocacy knowledge related to sexual and reproductive health and rights and/or have experience working with youth and adolescents. The individual must have cultural awareness and experience with youth-led and/or community-led initiatives in one of the SHE SOARS three implementation countries. The consultant will have experience of mobilising young people, and an interest in youth-centered issues. They will also share values that are aligned with our [Principles and Values](#).

The working language of the YCSRR is English.

Required

- Efficient written and oral communication skills in English
- Excellent interpersonal skills and clear communication skills
- Strong experience working in the field of monitoring and evaluation
- Demonstrated experience in designing, implementing and operating M&E systems from project initiation to close out. This includes a Bachelor's degree, or equivalent work experience
- Ability to synthesize information and communicate it effectively to diverse audiences, design and implement efficient workflows and procedures
- Demonstrated ability in community building and organizational communication
- Strong commitment to the principles of anti-oppression practices and demonstrated commitment to YCSRR principles and values
- Demonstrated capacity to work both in a self-directed manner and collaboratively with other staff and volunteers
- Demonstrated SRHR related advocacy skills including team coordination, management, logistics, outreach, networking, and planning. These skills can have been developed through either education or work experience
- Demonstrated success in establishing partnerships and building rapport with youth leaders
- Proven experience in facilitating organizational communications channels and utilizing software for remote working
- Experience of managing project deliverables, time management and working with multiple stakeholders
- Ability to work in a fast paced environment and manage deadlines with minimal supervision
- Proven ability to work autonomously and in a remote-based setting
- Experience and/or knowledge of one or more of the following areas: gender; sexual and reproductive rights; comprehensive sexual education; public health; adolescents and youth; minority rights; rights-based initiatives; youth-led spaces and/or community development

- Strong commitment to the principles of anti-oppression practices and demonstrated commitment to [YCSRR principles and values](#)
- Demonstrated capacity to work both in a self-directed manner and collaboratively with other staff and volunteers
- Demonstrated ability working in multicultural work environments
- Willingness and ability to travel within the region (Kenya, Uganda and Zambia)

Desired

- Involvement in a youth-led and/or social change initiative, organization, or network
- Experience working in local/national government, intergovernmental or international NGOs, or grassroots / community-led initiatives
- Knowledge of the issues surrounding youth and adolescent social and economic empowerment
- Experience working with volunteers and with remote teams
- Experience in innovative approaches to advocacy design
- Familiarity with Results Based Management

What We Offer

- Remuneration for this position is CAD 21,000 for the 12-month consultancy, paid in monthly installments (1,750.00 CAD per month). Additionally, we provide an allowance to be used for a comprehensive benefits plan and paid leave
- A flexible and youth-friendly work environment
- Capacity building and professional development opportunities
- A safe(r) space for youth leadership, advocacy, and activism
- A platform to grow your advocacy, professional skills and experience in SRHR

Location and Conditions of Service

- The initial duration of this consultancy is 12 months, with possibility of extension;
- This is a full-time commitment (37.5 hours per week);
- The YCSRR is committed to decolonizing SRHR practice and to allow young people from targeted countries to lead on the projects that affect them. The applicant is to be **based** in Uganda or Zambia and will work remotely;
 - Given the international location of staff, members and partners, the individual will have to be occasionally available to attend meetings outside regular business hours.
- **The successful candidate is expected to start in mid July (2022).**

How To Apply

Interested candidates should fill out [this form](#) by 11:59 pm EST (UTC-5) on July 1st, 2022.

The application form includes the following sections:

-Principles and Values

-CV Upload

-Equal Opportunity Monitoring

-Application Questions

1. Please list and describe the occasions in which you've successfully designed and facilitated meetings, group discussions and/or participatory processes.
2. Please list and describe your experience designing and implementing M&E plans.
3. How has your experience prepared you for this role as Youth connector/M&E officer?
4. Tell us about your advocacy work around MYE and youth-centered SRHR.

-Final questions

Feel free to prepare your answers to the written questions in a separate document and then fill in the form. We also accept video and audio responses, to be submitted through the google form. If you have any questions or concerns do not hesitate to contact us by email and we will respond promptly. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, applications@youthcoalition.org.

No late or incomplete applications will be considered. Unfortunately, due to the volume of applications received, only shortlisted candidates will be contacted for an interview. We will not be able to provide individual feedback on applications.