

TERMS OF REFERENCE

Youth and Civil Society Advisor- Consultant

Location: Tunisia - Tunis

About us

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

British Council Tunisia employs approximately 70 members of staff. Our activities are broad-based, including a thriving Teaching Centre, growing Exams business, and a sizeable portfolio of grant, partnership and externally-funded English, Education, Arts and Society programmes and projects.

The Supplier will advise the implementation of the EU4Youth. The project is a co-delegation between AECID, the British Council, and FIIAPP, with AECID as the lead partner. The overall value is €15.460.000. Through this project, and the wider framework of the overall EU4YOUth Initiative for Tunisia (€60m from 2018), the European Union aims to support the social and economic inclusion of young people across the country. To contribute specifically to this, our joint project's overall objective / expected (long-term) impact is: "The inclusion and participation of young vulnerable Tunisians in public life is strengthened through creativity, culture and sport while taking into consideration the different forms of exclusion".

The AECID, British Council, and FIIAPP approach to delivering these outcomes is based on the following:

- working with vulnerable youth and their communities and responding to their needs
- building confidence, inclusion, and sustainability: including information and knowledge sharing between vulnerable youth and their communities to ensure their access to economic and creative opportunities
- supporting the development of public policies and civil society initiatives in sport and culture that are accountable and transparent and focus on vulnerable youth and their communities

Purpose of the consultancy

As Youth and Civil Society Advisor, the Supplier will be providing a range of support to the programme team including the evidence-based technical design of the programme and its activities, developing mechanisms for the inclusion and representation of the beneficiaries in the programme's governance and decision-making processes, ensuring that the programme is responsive to young people's needs and priorities, and ensuring that programme activities are aligned with objectives and meet high standards of quality. Additionally, the Supplier will hold responsibility for learning management, including the identification and documentation of programme approaches and lessons-learned



The Supplier will be expected to have relevant knowledge and experience in one or more of the following areas: youth development programming, digital youth engagement, digital media development, and must have evidence of designing and supporting the delivery of complex programmes in Tunisia and managing and undertaking original research of drawing on recognized standards in research design and delivery and of conforming to research ethics, demonstrating best practice throughout.

Deliverables

Inception

1. Work with the Senior Programme Manager (SPM) to design the programme's inception activities;
2. Capture and document the inception activities' outcomes.

Technical Design and Quality Assurance

3. Work with the Senior Programme Manager to develop a participatory governance model for the programme which is inclusive of young people and provides them with opportunities to influence the programme's activities and which enhances the programme's responsiveness to the needs and priorities of young people;
4. Work with the SPM to refine the programme purpose, theory of change, scope and outcomes, into a final and agreed programme design which incorporates inception findings;
5. Provide conceptual input into the design of programme activities, in collaboration with grantees, delivery partners, and other programme stakeholders;
6. Support the SPM on local partner identification, including development of selection process and selection criteria for local network formation and lead the assessment process to ensure that the local partners selected are those most suited to effectively contribute to and benefit from the project.
7. Define the sourcing strategy to arrive at the optimal mix of delivery partners to most effectively support the programme purpose and outcomes, including: market research on appropriate suppliers; development of ToRs and the evaluation criteria for tenders; support with the evaluation of tenders; briefing and onboarding of successful suppliers.
8. Work in collaboration with the SPM and selected delivery partners to agree a finalised workplan and finalised deliverables for each of the selected partners, as well as appropriate governance and coordination mechanisms to ensure partners are working collaboratively and efficiently in the delivery of the programme outcomes.
9. Work with grantees, partners, and the programme team to design and deliver strategies for the delivery of each programme component;
10. Work with grantees, partners, and the programme team to ensure that activities and outputs are aligned with programme objectives and with the beneficiaries' needs;
11. Identify and flag programme risks and propose mitigation measures;
12. Produce recommendations to ensure the iterative adaptation of the programme;

Learning Management

13. Regularly review and analyse monitoring data and help organise learning events with staff, partners, and beneficiaries to help managers identify successes, lessons learned, and make decisions about adapting activities and approaches to achieve results;



14. Advise the monitoring and evaluation team in relation to the development and adaptation of the programme's results framework;
15. Document programme learning including lessons-learned, case studies, impact assessments, and success stories;
16. Share learning outputs and liaise with the monitoring and evaluation team;
17. In consultation with the SPM, oversee and commission research aimed at informing programme and activity design and adaptation;
18. Advise the SPM and the programme team on the dissemination of the programme's learning outputs and materials and their use in policy-influencing and stakeholder engagement.

Other ad hoc deliverables may be agreed in writing during the course of this consultancy between the British Council SPM and the Supplier.

Person Specification – skills, knowledge and experience

General skills and qualifications (mandatory)

- Minimum master's degree in political science, social science or similar related field;
- Proven written and spoken English, Arabic and French.

Role specific knowledge and experience

Essential	Desirable	Assessment stage
Five years practical experience in development or community-based projects as part of local NGOs or donor-funded programmes; Relevant experience in the monitoring and evaluation of international development programmes; Outstanding communication, interpersonal and leadership skills; Excellent presentation skills.	Excellent organizational and time management skills Excellent verbal and written communications skills	Shortlisting and Interview

Other mandatory requirements

- Applicants must have the right to work in Tunisia.
- All Consultants will be required to follow British Council policies, as outlined online at <https://www.britishcouncil.org/about-us/how-we-work/policies>.

