

Terms of Reference for Expert for Youth Engagement
Deep-dive Training Workshop: Effectively Engaging Decision-Makers
Malaysia, 7-11 October 2023



I. Background:

The Hanns Seidel Foundation's office (HSF) focuses on training and capacity-building, exchange programmes, political dialogue, and public awareness-raising to contribute to the enhancement of democratic structures and processes in Indonesia and within ASEAN in the context of the Sustainable Development Goals (SDGs), in particular, SDG 5 Gender Equality, SDG 13 Climate Action and SDG 16 Peace, Justice and Strong Institutions.

The promotion of democracy and participatory processes to achieve the SDGs takes place in cooperation with a diverse range of local partners. With youth constituting over 34% of the population in ASEAN, HSF places a significant emphasis on engaging young people in its work and contributing to greater youth participation and engagement in regional development in line with the ASEAN Community Vision 2025. One area of concern is policy-making & implementation in the field of climate change, environment and biodiversity, which mainly takes place at a high policy level during inter-governmental meetings. However, most stakeholders and actors agree that sustainable change can only be achieved through a multilevel governance approach.

The Kunming-Montreal Global Biodiversity Framework (KM GBF) was adopted during COP15 in December 2022. This agreement aims to implement broad-based action to bring about a transformation in society's relationship with biodiversity, ensuring that by 2050 the shared vision of 'living in harmony with nature' is fulfilled. It comprises 23 Targets to be achieved by 2030 to set the world on a path to recovery and towards the 2050 vision. Among the adopted targets of the KM GBF, Target 22 mandates the Youth to be involved and engagement in all levels of the National Biodiversity Strategy and Action Plan (NBSAP) development and implementation.

Young people all over the world, including from Southeast Asia, have directed significant efforts to make their voices heard in the development of the GBF. It is important to increase the capacity development and engagement with decision-makers to prepare their meaningful participation.

To address this issue, HSF Indonesia, together with the Global Youth Biodiversity Network (GYBN), will organise a **Deep-dive training on: “Effectively Engaging Decision Makers”, in Malaysia, on 7-11 October 2023**. This training will focus on youth in ASEAN countries, with the participation of Youth Biodiversity Leaders (YBL), the alumni and current members of the youth training programme by the ASEAN Centre for Biodiversity (ACB).

The workshop will include lectures, practice, and learning methods. Prior to the onsite workshop, a short virtual phase is envisaged to prepare the participants on the topic in advance.

II. The Objective of Work:

The objective of the expert is to support HSF Indonesia on:

- a) Support the project committee on the preparation of Project Materials and Programme Development;
- b) Design and conduct a Workshop;
- c) Facilitation of online and onsite sessions;
- d) Post Project Evaluation and Post-Workshop Phase;
- e) Reporting and Guidelines on Youth Engagement with Decision Makers.

To achieve this objective, the expert shall, in particular, produce the following results:

1. Provide content input to key project materials such as Concept Paper, Programme, and Feedback Form;
2. Make suggestions and recommendations on non-formal programme elements;
3. Support and work closely with the coordinator and logistics consultant on developing the concept, programme, and on-site arrangements where applicable;
4. Prepare and conduct a 1.5-hour-long presentation/workshop for participants on the topic with interactive elements for participants (ppt presentation or other format required for documentation);
5. Facilitate the preparation and implementation of various workshops and lectures to ensure alignment with the overall project objectives, including resource person briefings;
6. Facilitate general sessions (introduction, icebreakers, summary/conclusions) to ensure the overall flow of the programme and moderate session as per programme needs;
7. Lead and guide the workshop to ensure that the sessions run smoothly and that all participants are engaged;

8. Help to guide and manage group discussions and activities in order to achieve specific goals/outcomes;
 9. Support the HSF Programme Manager on site, with the participants liaison, where needed;
 10. Support the HSF Programme Manager with inputs to the preparation of a Project Outcome Report.
 11. Recommend evaluation tools (short-term and long-term) and help the HSF Programme Manager in the conceptualization of the project evaluation and report;
 12. Facilitation of follow-up sessions with the target group, partners and speakers after the workshop in 2023;
 13. Prepare the final report of the Deep-dive training workshop, including recommendations/guidelines for meaningful Youth Engagement in Policy and decision-making processes in ASEAN in given context.
- *If any other work details are required, they will be explained in the contract.

III. Contract Duration: The Engagement of the Youth Expert is scheduled for August to 30 November 2023. The expert is expected to implement the work in close liaison with the HSF Office in Indonesia.

IV. Financial Remuneration: The expert will receive an honorarium based on deliverables and service based on the scope of work during the period of the contract.

V. Application:

Applicants should fulfil the following criteria and demonstrate these skills, knowledge and experience in their application documents:

- A minimum of three years of progressively responsible experience in the areas of Youth Engagement.
- Expertise in capacity building, Advocacy, and partnership on youth participation
- Knowledge and understanding of youth participation and engagement concepts and practice.
- Previous direct working experience with the youth, youth development programme, participatory processes and/or voluntary sector.

Interested applicants should submit their proposal in English and should include an updated CV, briefly explaining the reason why we should select you for this position; please explain if you have experience on a similar project (if any) in the respective field of work and a detailed quotation to HSF Indonesia with any information on regard with this position **latest by 4th September 2023**. Applications should be sent via email to Ms Purnama (purnama.yantje@hss.de) with the subject *"ToR _ Expert for Youth Engagement of the Deep-dive Training Workshop"*.