

Call for expression of interest for the review of the Guidance, Counselling and Youth Development Centre for Africa (GCYDCA)

Closing date: 23 October 2015

Approximate duration of assignment: The assignment will entail a 1-week mission and 2 additional weeks for data analysis and reporting.

Location: Africa, at least one trip to Malawi required.

TERMS OF REFERENCE

Background

Category 2 institutes and centres under the auspices of UNESCO form an important part of UNESCO's network and as a general rule represent an effective partnership model for UNESCO's programme delivery, significantly contributing to priority areas in UNESCO's fields of competence. Category 2 institutes and centres are intended to contribute to the achievement of UNESCO's strategic programme objectives and sectoral or intersectoral programme priorities and themes and to the attainment of programme results at the Main Lines of Action (MLA) level of the UNESCO programme and budget (C/5), whether through individual action, joint action with other category 2 institutes and centres or through joint implementation with the Secretariat. Category 2 institutes and centres can also play a considerable role in helping the Organization achieve programme objectives for which sectoral expertise or resources are not sufficient.

In order to enhance the operation and effectiveness of individual UNESCO category 2 institutes/centres, as well as the effectiveness of their network, an Integrated Comprehensive Strategy for Institutes and Centres under the Auspices of UNESCO, as contained in document [37 C/18](#), was approved by the 37th Session of the General Conference ([37 C/Resolution 93](#)). This strategy, among other elements, provides guidelines for review of category 2 institutes/centres (see also [190 EX/INF.16](#)).

Those guidelines provide that an agreement for the establishment of an institute or centre as a category 2 institute/centre is typically concluded for a definite time period, not exceeding six years. The agreement may be renewed by the Director-General, with the approval of the Executive Board, in the light of a review of the activities of the institute/centre and of its contribution to the Strategic Programme Objectives of the Organization and the aforementioned Integrated Comprehensive Strategy for category 2 institutes and centres.

The main objective of the Centre is to promote the development of young women and men in Africa, through capacity building, guidance and counseling, with a specific focus on young women, for them to become successful entrepreneurs, leaders, and more generally active citizens engaged in promoting development and peace in their communities. Its specific objectives are:

- To foster capacity development in various fields of competence for youth transition to adulthood; in particular providing opportunities for youth to develop their employability skills, to engage effectively in their communities and to contribute to peace and development.
- To promote civic engagement through youth-led social entrepreneurship and culture of peace training programmes, including skills building, coaching and mentoring, facilitating access to professional networks, to be adapted to the context and carried out in the sub-region and in Africa in general.

In order to achieve those objectives, the functions of the Centre are:

- Capacity building: the design and implementation of trainings aimed at youth development and to develop expertise in guidance and counselling of youth and of partners dealing with youth, producing adequate tools.
- Sharing of knowledge: development and management of programmes/activities promoting youth development, youth civic engagement youth-led social entrepreneurship, youth peace-building, and allowing the sharing of good practices and experiences in the sub-region and beyond.
- Networking: establishment of networks for raising awareness and exchanging information on youth development and peace-building, and for fostering cooperation among institutions working in the same domain.

Purpose

The main objectives of this review are to assess the Centre's performance with respect to its objectives and functions, and its contribution to UNESCO's strategic programme objectives and sectoral or intersectoral programme priorities and themes. The findings of the review will serve as the basis for the Category 2 Centres Review Committee's recommendation to the Director-General. The Director-General will then include the results of this review in her report to the Executive Board on the execution of the Programme with recommendations as to whether the designation as category 2 institute or centre under the auspices of UNESCO should be maintained, terminated or not renewed.

The results of this review will be shared with the Government of Malawi and the Centre, and included in the report to the Executive Board on the execution of the Programme, as specified in the Integrated Comprehensive Strategy. They will also be made available on the website of the Social and Human Sciences Sector.

Scope

In order to meet the purpose of the review described above, the following parameters shall be considered by the review:

- a) Whether the activities effectively pursued by the Centre are in conformity with its functions;
- b) The relevance of the Centre's programmes and activities to achieving UNESCO's strategic programme objectives and sectoral or intersectoral programme priorities and themes, as defined in the Organization's Medium-Term Strategy (C/4), and to attaining programme results at the Main Lines of Action (MLA) level, as defined in the Organization's Approved Programme and Budget (C/5); of particular interest to the review is the Centre's alignment to the strategic goals and objectives of UNESCO in the field of youth and the Organization's Operational Strategy on Youth 2014-2021;
- c) The effectiveness of the Centre's programmes and activities to achieving its stated objectives;

- d) The quality of coordination and interaction with UNESCO, both at Headquarters and in the field, with regard to planning and implementation of programmes, as well as with other thematically-related category 2 institutes/centres;
- e) The quality of relations with African Member States, including its focal points, government agencies and UNESCO National Commissions, and with public/private partners and donors;
- f) The nature and quality of organizational arrangements, including management, governance and accountability mechanisms;
- g) The human and financial resource base and the quality of mechanisms and capacities, as well as context-specific opportunities and risks for ensuring sustainable institutional capacity and viability;
- h) The process of mobilizing extrabudgetary resources and to what extent such extrabudgetary funding is aligned to the strategic programme objectives of UNESCO;
- i) Whether the administrative requirements for a UNESCO Category 2 Centre are met and a succinct proposal for remedial action if needed.

Methodology

The review of the Centre will include:

- A desk study of relevant documents, provided by the Centre and UNESCO Secretariat;
- A visit to the Centre, including interviews with the Centre's management and staff;
- Interviews (in person, telephone, online and/or via e-mail) with the Centre's stakeholders, collaborators, and beneficiaries as well as UNESCO staff concerned;
- Preparation of the review report.

Roles and responsibilities

The review will be conducted by one external reviewer. Local travel, materials, secretarial support and office space will be provided by the Centre during the field visit. The reviewer will be responsible for telecommunications and printing of documentation.

The Youth and Sport Section will facilitate and oversee the review process, to the extent possible, by providing any relevant information. The external reviewer will be responsible for the delivery of the draft and final review report. The UNESCO Social and Human Sciences Sector will be responsible for reviewing and approving the report.

Background documents

UNESCO shall make the following documents available to the reviewer in electronic form:

- The Executive Board and General Conference documents concerning the establishment of the Centre;
- Background documents related to the Centre;
- The Medium-term Strategy, 2014-2021 (37 C/4) and Approved programme and budget for 2014-2017 (38 C/5);
- Relevant correspondence concerning the cooperation between UNESCO and the Centre.

The Centre shall make the following documents available to the reviewer in electronic or paper form:

- Annual progress reports;
- Financial reports;
- List of staff;
- List of key publications;
- List of donors and project partners;

- Minutes, decisions and working documents of the Governing Board and Executive Committee meetings;
- Report of support provided to or received from Member States;
- Available audit and evaluation reports;
- Account of networking achievements linked with other thematically related category 2 institutes/centres and UNESCO's programmes.

Draft review report

A draft report shall be submitted in English presenting findings and recommendations, with a draft executive summary. The UNESCO Social and Human Sciences Sector, the Government of Malawi and the Centre itself will have the opportunity to comment and give feedback to the reviewer.

Final review report

The final report (max. 20 pages, excluding annexes) should be structured as follows:

- Executive summary (maximum three pages);
- Methodology;
- Findings;
- Recommendations (as described below);
- Annexes (including interview list, key documents consulted, Terms of Reference).

The language of the report shall be English.

The report should present three types of recommendations: 1) a general recommendation whether renewal of the Centre's status as a category 2 centre is warranted and would conform to the Integrated Comprehensive Strategy; 2) specific recommendations to the Centre for improving the effectiveness of its operations; 3) specific recommendations to UNESCO for improving the effectiveness of its coordination and interaction with the Centre.

Schedule

The review shall be completed no later than 15 January 2016.

The schedule for the review is as follows:

- A desk study of background documents (to be completed prior to the visit to the Centre)
- A mission to visit the Centre (to be planned in consultation with UNESCO).
- Writing and submission of the draft review report (deadline: 6 December 2015).
- Submission of the final review report (deadline: 7 January 2016).

The dates of the mission to the Centre will be defined by UNESCO in coordination with the Centre and taking into account the reviewer's availability.

Qualifications of the external reviewer

The review will be carried out by one independent expert/reviewer. He/she should possess the following qualifications:

- At least 7 years of professional experience in research and/or capacity building in the field of social and human sciences with a particular focus on youth;
- At least 7 years of professional experience in policy and programme evaluation in the context of international development;
- Fluency in English;
- Knowledge of the role and mandate of UNESCO and its programmes.

Submission of proposals/expression of interest

Interested candidates should submit their applications in English, consisting of:

1. Curriculum vitae of expert/reviewer;
2. Letter expressing interest and clearly identifying how the candidate meets the required skills and experience;
3. A succinct financial proposal, distinguishing the fees for services from the travel expenses.

Applications should be submitted no later than 23 October 2015, midnight (Paris time) to c.maresia@unesco.org. Please note that applications submitted through other channels will not be considered. Selection will be made on the basis of best value for money.