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# Concept Note for the Partnership with the Arab Youth Center

## Arab Youth Delegates Programme

**A New Partnership**

The Arab Youth Center (AYC) and UNDP’s The Youth Leadership Programme (YLP) in the Arab States have partnered to achieve their common vision by ensuring that the wide-spread support for youth in the Arab region is met.

In the pilot phase, the Arab Youth Center will fund eleven young people from the Arab region to work in 10 UNDP country offices and at the UNDP Regional Hub Amman. The objective of this assignment is to support youth programming and the implementation YLP at the country level as well as the regional and global level. The recruited youth will work under the supervision and guidance of the UNDP Youth Focal Points both at the country and regional levels. S/he will be an integral part of the Regional Programme team and will play an important role supporting UNDPs Country Offices and partners, with a strong focus on coordination, advocacy, planning, and evaluation.

This is an opportunity for the selected fellow to work closely with UNDP in the assigned country, familiarize themselves with the youth agenda and the national development plans and acquire a set of expertise to work with partners nationally, regionally and internationally. It will also facilitate a peer to peer learning to contribute to national and regional efforts for sustainable development. The selected youth cohort will engage together twice, once in the beginning of 2020 for an induction and the second time in the last quarter of 2020 for reflection.

**Roles of the Youth**

Under the overall supervision of the UNDP’s Youth Focal Point, the youth in the Arab Region is expected to substantially contribute to the effective management of youth programming by performing the following duties:

* Directly supports the YLP, where relevant and/or youth programming by following up on implementation, coordinating with partners and UNDP Country Offices, accessing regional networks, creating linkages and providing technical support.
* Contributes to strategic planning, developing innovative responses to emerging challenges and opportunities for youth in the Arab region around SDGs.
* Supports the timely preparation and quality control of all substantive technical reports, briefs and required documents, including progress reports, concept notes, background documents and briefing notes.
* Works closely with the regional team members in the development of project activities to promote youth’s social, political and economic empowerment in the Arab region.
* Facilitates the delivery of YLP activities by monitoring results achieved during implementation. S/he ensures and guides the appropriate application of monitoring, reporting and evaluation systems and procedures and develops enhancements if necessary.
* Captures stories which reflect on know how (procedures, processes, tactics) and know why (lessons learned, reasons for failures/success).
* Coordinates the youth’s leadership programme’s mentorship support, where relevant.
* Conducts an overview and analysis of the relevant partners, donors and stakeholders to the project, and develops a plan for efficient flow of information between them and the project, and vice versa.
* Develops general tools/guidelines for operative communication measures at regional/national/local levels, for instance press releases, social media, press events, social media and campaigns.
* Other tasks as assigned by Regional Coordinator in coordination with respective supervisor, and any required administrative work.

Each TOR will be tailored to the country context by the UNDP country office locally. AYC and UNDP will agree on broader criteria to include in all TORs.

**Youth Recruitment**

The proposed list of suggested countries by the UNDP currently includes:

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| 1. Bahrain 2. Djibouti 3. Egypt 4. Jordan 5. Lebanon | 1. Morocco 2. Palestine 3. Syria 4. Somali 5. Tunisia 6. RBAS Hub (In Jordan) |

The AYC will provide their preferred criteria for the candidates applying to the program, which UNDP will integrate to tailor a TOR with each respective country office. The recruitment process and placement of the delegates will fall with the regional and country offices of UNDP. A program coordinator to be hired under the project budget and will be placed in Amman under the supervision of the Regional Youth Focal Point, and will be the focal point between AYC, UNDP Regional, and the selected youth under the supervision of UNDP respective country Offices. Upon their selection, the delegates will be considered as UNDP staff with a one-year service contract in the UNDP regional (1) and country offices (10).

The start of the program is expected to be January 2020.

**Agreement signing and Program Announcement**

The Arab Youth Delegates program agreement signing meeting between H.E. Shamma Al Mazroui, UAE State Minister for Youth Affairs and Mr. Mourad Wahba, UNDP Director for Arab States will take place on 20th September 2019 on the side-lines of UNGA at DC-1, at UNDP’s Office. A press release will be prepared by UNDP and the Arab Youth Center and circulated.

**Recruitment**

Concerning UNDP COs and Hub will be responsible for the recruitment process. TORs will be tailed by each CO and inclusive of the above responsibilities listed. Recruitment will take two to three months, and COs will be directed to finalize for a start date in January 2020.

**Budget** (attached)

The budget includes all expenses associated with staff recruitment at SC6 (SB3 entry level), general operating expenses, administrative and direct project costs, coordination levy, as well as associated travel expenses. The total amount is for $295,837 US. The induction and closing meetings (in Amman and Abu Dhabi) will be organized by UNDP and AYC. AYC will cover associated costs separate of the budget. This will include covering the cost of both youth and their supervisors (flight, ticket and visa fees) for the induction event and only for the youth and selected UNDP staff for the closing event (flight, ticket and visa fees)

**Innovations Grant Proposals**

AYC will invite youth delegates to submit proposals for possible funding on a rolling-basis. The youth will submit a proposal based on their agreement with the UNDP Country Focal Point nationally. A steering committee inclusive of UNDP and AYC will be created to review proposals for funding by AYC. AYC may or may not fund submitted proposals pending available resources and aligning objectives of the proposals. Funding will not exceed $250,000 for all proposals submitted. A steering committee will be established the first quarter of 2020.

**Reporting**

Each participant of the program will submit a final project, paper, or report related to youth in their countries and relevant to the work they have done with UNDP and submitted to UNDP coordinator in Amman, who will share with AYC all the submissions.  The decision of the topic and details this assignment sits fully with UNDP country offices. This deliverable will be considered a requirement for graduating the Arab Youth Delegates Program.