

Terms of Reference of Youth Volunteers at Youth Forum Nepal

I. General Information

Title: Youth Volunteers

Sector of assignment: YFN Program Team Support on formulation of Strategy for 2008 programmes, progress report of past activities, inter-agency coordination & support to the Chairman and Senior Program Officer

Location: Kathmandu, Nepal

Duration of assignment: Eight weeks fixed-term appointment renewable subject to satisfactory performance and recommendation by Program Evaluation Committee.

II. Supervision

Direct Supervisor: The Senior Program Officer

Content and methodology of supervision: The Youth Volunteers will work under the direct supervision of Senior Program Officer and Chairman to execute set actions passed by board meeting of Youth Forum. The weekly performance review of the Youth Volunteers will be done by the Chairman in line with the YFN Program Team's work plan and the YFN Results and Competency Assessment (RCA) system.

III. Duties and Responsibilities

a) Progress Report and Annual Strategic Plan

- Prepare Progress Report of past programs including International Youth Day 2008 Program in consultation with the Youth Forum Nepal Officials & Partner Agency
- Prepare conceptualization of program themes and proposal draft under the direct guidance and supervision of Program Team of Youth Forum Nepal and partner/donor agencies.
- Assist in advocating the program issues with the donor/agencies.
- Work under the direct supervision of Senior Program Officer and bear the duties assigned by him
- Maintain complete and up-to-date information on YFN programmes and budgets in IYD, to respond to request from UN, media, donors and Government;
- Assist in drafting the Reports of the Youth Forum Nepal to provide an overview of joint operational activities for development;
- Involvement in procurement of materials related to the programs; keep upto-date records of the materials and their usage

b) General YFN issues

- Ensure that activities already initiated on promoting youth awareness programs within the YFN are followed up and monitored;
- Liaise closely with donors on coordinating issues relevant to the Youth Development.

- Liaise closely with National Human Rights Commission and OHCHR on emerging human rights issues in order to link activities;
- Conceptualize innovative ideas on various youth awareness programs, prepare drafts for proposals and budgeting
- Liaise with relevant partners in the support to the YFN's target fields of active youth participation.

IV. Qualifications and Experience

Bachelor's Degree in: any of the social sciences, preferable in development studies, international relations, law, or political science.

With relevant work experience in policy management, research and organizing seminar, conferences. Actively participated in designing, monitoring, evaluation and execution of youth-related initiatives will be an added advantage. Familiarity in socio-political background of Nepal, Millennium Development Goals (MDGs) and other global initiatives, Communications/public relations/advocacy experience is essential.

Key competencies of the assignment:

- Excellent drafting skills in English and presentation/facilitation skills;
- Cultural sensitivity, inter-personal skills and ability to work smoothly under pressure;
- Excellent organizational skills and ability to handle effectively multiple tasks without compromising quality, team spirit and positive working relationships with all colleagues;
- Dependability, reliability and initiative, and;
- Diplomacy, tact and patience.

V. Compensation

At the moment, Youth Forum Nepal does not have its resources to compensate the volunteer in terms of remuneration. However, exceptional volunteers discharging their outstanding performances will have a chance to work with Youth Forum Nepal in near future.

The volunteers will be given a Work Certificate after the completing of the above mentioned task.

VI. Duration

The work period for the Youth Volunteers will be starting from the next day of their submission of their application of volunteering. The facts and conditions underlined above are mandatory for only the period specified.