

REVISION AND DRAFTING MONTSERRAT NATIONAL YOUTH POLICY 2022-2030

TERMS OF REFERENCE (ToR)

The Government of Montserrat, is seeking applications for the services of three (3) individuals residing on Montserrat to complete the revision and drafting of the Montserrat National Youth Policy 2022-2030.

1.0 BACKGROUND

The 2013 effort to produce a National Youth Policy, a revision process of the 2004 National Youth Policy document, produced in August 2004, was not presented to the Cabinet for approval. The data on which the policy document was developed resulted from a highly participatory and consultative process. The 2013 consultative review utilized relevant data collected from the previous process and also conducted recent discussions with an approved Steering Committee, focus groups, youth groups & organizations, interviews with influential professionals, persons in key positions in public and private sectors, religious leaders, community leaders, law enforcement officers and stakeholder organizations.

The purpose of the National Youth Policy is to facilitate the development of an environment that optimizes the potential of all youth residing on Montserrat. Specifically, the policy seeks to do the following:

- Define a common vision for youth development
- Articulate the framework for the local service providers and at the same time attract International Donors working in youth development
- Articulate the roles and responsibilities of youth in their personal and national development
- Serve as a tool for advocacy and the multi-sectoral approach to Youth Development
- Guide the Youth Department in the development and delivery of its programmes

2.0 SCOPE OF WORK

Complete a desk review and data collection of all relevant legislation and draft policy documents (national, regional, and global) relevant to youth development, monitoring and evaluation, youth programme assessments and quality and relevant programmes in Montserrat.

- (a) Host stakeholder consultations to discuss analysis
- (b) Design the methodology for stakeholders' consultations and
 - Be flexible to incorporate relevant learning initiatives/styles to accommodate the various levels of stakeholders

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| Deliverables | Content | Time of Submission |
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| Inception Report | <p>A Report that describes the consultant’s understanding of the ToR, the initial findings, proposed methodologies, and foreseen and/or encountered difficulties in collecting data or any other information. It should also include any minor revisions to the work plan outlined in the technical proposal to meet the objectives and to satisfy other requirements as set out in this ToR.</p> <p>The Report will include a detailed Work Plan (including methodology to be used for delivering the specific activities), schedule of activities of the team and schedule of presentation of all deliverables.</p> | Within four (4) weeks of commencing the Consultancy |
| Inception Workshop and Inception Workshop Report | <p>Inception Workshop to sensitize all major stakeholders about the specifics of the Consultancy.</p> <p>Inception Workshop Report to include findings from the Inception Workshop and any modifications to the approach to the assignment as a result of the same.</p> | Within seven (7) weeks of commencing the Consultancy |
| Youth Leader Development Programme | This Report provides the context and guidance / directive of which the training & development programme will follow. Outlines the content and the methodology for the duration of the training. Training areas must be suitable and meets the needs of the participants and the country. | Within four (4) months of commencing the Consultancy |
| Consultation summary of stakeholder engagement | This Report should summarize all points raised from engagement with the various youth and community groups and the possible recommendations identified to address same. Should clearly identify the various groupings and concerns and comments for each group. | Within four (4) months of commencing the Consultancy |
| Draft Final Report | This Report provides details of the assignment including activities performed, results obtained, recommendations and follow-up actions required. It should include the proposed methodology for piloting, evaluating the pilot, and full-scale implementation of the revised national curriculum. Based on the outputs from implementing the capacity development training plan, recommendations for training and continuous professional development to sustain effective curriculum development should be included. | On or before 01 st October 2022 |

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| Final Report | The Final Report contains the same specifications as the Draft Final Report, incorporating any comments received from the key stakeholders on the draft Report. | On or before project deadline of 30 th November 2022 |
| Other Specific Reports | <p>The National Strategic Plan will define how the policy goals will be realized, establish monitoring and evaluation mechanisms, provide estimates of the costs associated with the policy implementation, the sources of the funding and the time frame within which each aspect will be achieved.</p> <p>Details of the contents of each Report will be discussed and agreed to by the Ministry of Education, Youth Affairs and Sports (MEYAS) and the consultancy team.</p> <p>These Reports, should be presented as stand-alone documents and combined as Annexes to the Draft Final and Final Reports.</p> | <p>To be collaboratively determined with the MEYAS at the inception of the consultancy.</p> <p>All should be completed within the six (6 month) time frame for the consultancy</p> |

3.0 DURATION

The consultancy is expected to take approximately **six (6) months** commencing **01 June 2022**.

4.0 EXPERTISE REQUIRED, QUALIFICATIONS AND EXPERIENCE

1. Background knowledge of Youth Development / Work or a strongly related field, supported by at least four (4) years' experience working within the youth development sector developing and implementing youth programs and initiatives
2. At least five (5) years' experience of policy development and instructional leadership, with evidence of senior leadership experience in these or strongly related areas
3. Skills in relation to strong community outreach and or marketing
4. Experience working in similar settings on projects of similar scope will provide significant additional value and
5. Excellent ability to plan and deliver outcomes within the agreed timeframes.

5.0 REPORTING

The successful individuals will report to the Director of Community, Youth & Sports Services, keeping the Permanent Secretary, Ministry of Education, Youth Affairs & Sports copied on all correspondences - electronic and hard copy.

6.0 RENUMERATION

Each committee member will be paid a stipend of EC\$2,000.00 (taxable) per month¹ for the duration of the engagement (01 June – 30 November 2022). The relevant taxes apply as per the Income Tax Act.

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