

Terms of Reference

CONSULTANCY TO SUPPORT THE OCEAN YOUTH OUTREACH INITIATIVES - COMMONWEALTH BLUE CHARTER

Job Title:	Ocean Youth Outreach Assistant (OYOA)
Duration:	Six (6) months (Twelve (12) person days per month)
Project Location:	Remote
Period:	12 December 2022 - 30 June 2023
Total Fees:	GBP 6,000 (£1,000 paid in 6 monthly instalments)

Background

The Commonwealth Blue Charter is an agreement by all 56 Commonwealth countries, adopted at the Commonwealth Heads of Government Meeting (CHOGM) in London, April 2018, and reaffirmed at the subsequent CHOGM in June 2022. In the Blue Charter, Commonwealth countries agree to actively cooperate to address ocean-related challenges and meet commitments for sustainable ocean development, while recognising the importance of young people and civil society (para 27).

Commonwealth Blue Charter Action Groups implement the Blue Charter. They are member-driven, led by 'Champion' countries. To date, 16 countries have stepped forward to be Champions on 10 topics they identified as priorities. Action Groups unlock the power of 56 nations and guide the development of tools and training, they are: Commonwealth Clean Ocean Alliance, Coral Reef Protection and Restoration, Mangrove Ecosystems and Livelihoods, Marine Protected Areas, Ocean Acidification, Ocean and Climate Change, Ocean Observation, Sustainable Aquaculture, Sustainable Blue Economy and Sustainable Coastal Fisheries.

The Commonwealth Blue Charter seeks to increase its engagement with youth across the Commonwealth.

As the principal intergovernmental organisation of the Commonwealth, the Commonwealth Secretariat implements the collective decisions of its 56 member governments. The Commonwealth Youth Programme (CYP), working with Commonwealth member governments, youth leaders and youth work professionals, develop and implement policy and programmes for the empowerment of young people. CYP focuses on areas of major political, economic, and social importance to young people, based on mandates received from Commonwealth Heads of Government Meetings, the Commonwealth Secretariat Strategic Plan, and through the direct consultation of young people through the Commonwealth Youth Networks (CYN).

CYP aims to support member governments, youth leaders and youth work professionals to create optimal enabling environments for young people to participate as equal partners in development and democracy. CYP also facilitates and supports youth leaders and representatives to build national, regional and Pan-Commonwealth networks, drive youth-led action, and have a voice in decision-making. As well as stand-alone initiatives, the CYP includes collaboration with other Commonwealth Secretariat Divisions to integrate a youth perspective across all key facets of the Commonwealth (e.g. economic, political, human rights)

The Ocean Youth Outreach Assistant (OYOA) will develop and implement the Commonwealth youth engagement strategies and structures under the activities of the Commonwealth Blue Charter, as well as building synergies with other related Commonwealth youth initiatives (e.g. Commonwealth Youth Awards and the 13 Commonwealth Youth Networks). In short, the OYOA will build bridges between the activities of the Commonwealth Blue Charter and the Commonwealth Youth programmes, and developing strong stakeholder relationships with member governments, Action Groups and the international stage. There will be possible engagement with relevant international events such as the UN Oceans Conference, UNFCCC COP, etc.

For more information on the Commonwealth Blue Charter, visit:

<https://bluecharter.thecommonwealth.org/>

Scope of Work and Key Responsibilities

The main role of The Ocean Youth Outreach Assistant (OYOA) is to build upon the previous incumbent's progress, to support the development of strategies, mechanisms and processes to increase youth participation in implementation of the Commonwealth Blue Charter, including engagement of representatives from the Commonwealth Youth Climate Network (CYCN).

Note there may be a small amount of travel to assist in the promotion of ocean-based youth activities at a conference such as the UN Oceans Conference, UNFCCC COP or Youth Ministerial subject to availability of funding.

Following are key operational functions. The OYOA will be expected to:

- Support increased engagement of Commonwealth youth in the implementation of the Commonwealth Blue Charter and related ocean events;
- Develop a database of youth stakeholders working on Ocean issues;
- Establish and support the start-up and convening of a dedicated working group for young people interested in the Oceans to convene and collaborate under the CYCN;
- Working with the Youth team, support the capacity building of the CYCN to engage youth on ocean-related issues and the sustainability of the established working group;
- Working with the Blue Charter team, establish a system of recruiting and encouraging participation of at least 1 youth representative for each of the CBC Action Groups;
- Working with the Youth team, support selection and recruitment of CBC Youth Action Group representatives and facilitate their engagement with the CYCN;
- Working with the Blue Charter team, support youth-focused advocacy and communications activities on the CBC including through coordination of social media posts, webinars and other activities;
- Attend and support relevant meetings on behalf of the Secretariat and provide reports on meetings;
- Maintain close regular communication with the assigned staff(s) from the Blue Charter and Youth team, and the relevant Commonwealth Youth Networks. This includes ensuring regular updates, and the sharing of Blue Charter work to

Commonwealth Youth including CYCN and vice versa via CYP, and Blue Charter's communication pathways; and

- Perform any other related duties as may be required from time to time.

Handover Report

At the completion for the contract, the successful applicant will be required to facilitate a handover process, in the form of a report no later than 1 month before contract end, in order to support the continuity of work and transfer of knowledge to the Commonwealth Secretariat:

- Create a handover report outlining day-to-day activities of the role, details of ongoing and planned network projects/activities (including status updates, deadlines and any issues encountered); network focal points and contacts; information on key processes and systems where relevant; and account log-in details to yourcommonwealth.org and any relevant social media platforms.
- If required, provide a virtual on-boarding session to incoming staff or consultants, and/or network members staff; providing an overview of the network's day-to-day activities of the role; ongoing and planned network projects/activities (including status updates, deadlines and any issues encountered); and information on key processes and systems where relevant.

Deliverables, Timelines & Remuneration

The assignment is expected to take place from 12 December 2022 - 30 June 2023. This contract may be renewed or terminated with 1-month notice pending satisfaction of the OYOC's work.

The Ocean Youth Outreach Assistant will receive a total of £6,000, which shall be remunerated in 6 monthly £1000 instalments, subject to satisfactory completion of monthly report.

Deliverables	Due Date	Remuneration
Submission of Initial Report - December 2022	12/01/2023	£1000
Submission of Monthly Report - January 2023 & Submission of 2022/23 Work Plan & Outreach strategy proposal	12/02/2023	£1000
Submission of Monthly Report - February 2023	12/03/2023	£1000
Submission of Monthly Report - March 2023	12/04/2023	£1000
Submission of Monthly Report - April 2023 Completion of Mid-Contract Engagement Progress Review	12/05/2023	£1000
Submission of Monthly Report - May 2023 submission of Final Report and presentation	12/06/2023	£1000
Total		<u>£6,000</u>

The Youth Team of the Social Policy Development Section will coordinate and fund any necessary work-related matters, upon approval by the relevant Commonwealth Secretariat official.

Reporting and Key Accountabilities

The Ocean Youth Outreach Assistant will work under the supervision of the Head of Social Policy Development Section and the Head of Oceans and Natural Resources, delegated to the Blue Charter Outreach and Project Development Manager, Oceans and Natural Resources section for day-to-day supervision.

Person specification

Applicants must be:

- Aged between 18 to 29 years at the time of application;
- A citizen of a Commonwealth member country;
- Committed to Commonwealth values and the Blue Charter's aims;
- Passionate about the ocean and sustainability;
- Able to commit on average 22.5 hours per week to this role;
- Experienced in youth engagement, outreach and communication strategy and implementation

Education

- A bachelor's degree in a relevant topic (e.g. environmental sciences / management, sustainability, international development, marine biology, or maritime law) is strongly preferred, though real-world experience will also be taken into account.
- Excellent communication skills (verbal and written) in English is required. Fluency in additional languages is an asset.

Experience

- Track record in ocean and/or climate advocacy, education and/or awareness raising;
- Prior experience in resource and volunteer mobilisation, including setting up of engagement bodies / communities;
- Travel and experience / sensitivity with cultures other than their own is an asset;
- Prior experience of effective outreach on environmental issues;
- Track record of liaising with youth on ocean and/or climate issues;
- Stakeholder and partnership experience and successes;
- Proven ability to work remotely and to willingly take on new tasks and responsibilities as they arise.