

## International Labour Organization (ILO)

### Terms of Reference

## YouthForesight Knowledge Facility Knowledge Management, Communications, and Community Facilitation Contract Dates: 1st April – 31st December 2024

### 1. Background

[The Global Initiative on Decent Jobs for Youth \(DJY\)](#) was endorsed by the UN Chief Executives Board for Coordination in November 2015 and launched in February 2016. [Generation Unlimited \(GenU\)](#) was launched at the 73rd Session of the UN General Assembly in September 2018.

The two initiatives share a common vision to improve the livelihood situation and prospects of young people around the world. Both initiatives aspire towards multi-stakeholder engagement that boost action and impact on youth education and skilling, employment, entrepreneurship, and engagement. This includes joining forces to expand and maintain the recently launched YouthForesight Knowledge Facility.

YouthForesight (<https://www.youthforesight.org/>) is a co-branded digital platform that draws from partners' collective experience to share knowledge and create learning opportunities. It is a one-stop-shop that provides access to curated tools, publications, databases and thematic resources for the design, implementation, and monitoring of youth targeted interventions.

The [YouthForesight Community Forum](#) provides a space for practitioners and broader stakeholders working on key issues for young people to connect, catalyse partnerships and share knowledge & engagement opportunities.

### 2. Objective of the assignment

The term of reference outlines the work plan for the consultant to contribute to knowledge management, communications, and community facilitation through the YouthForesight knowledge facility.

### 3. Scope of work

The consultant's scope of work will include the following. The consultant is expected to take part in bi-weekly calls on the progress of the work and respond to ad-hoc requests.

- 1) Knowledge curation and management on the YouthForesight knowledge facility:
  - Identify and curate knowledge resources through desk research and collaboration with selected knowledge sharing partners.
  - Curate thematic mapping of knowledge resources in an interactive format within the YouthForesight platform.
- 2) Communication activities for the YouthForesight knowledge facility:
  - Update the YouthForesight knowledge newsletter template, curate and circulate the bi-monthly newsletter based on latest inputs from partners and desk research.
  - Prepare engaging knowledge digests on selected themes and issue through relevant channels including the YouthForesight community forum, and social media accounts.

- 3) Facilitation of the YouthForesight Community Forum to foster a space for knowledge sharing and engagement for YouthForesight partners:
- Develop and oversee a strategy to advance the engagement of existing community members with YouthForesight Community Forum managers.
  - Review the forum functionalities and suggest improvements to enhance user engagement.
  - Plan and develop Community Forum activities in coordination with the ILO and its constituents as well as YouthForesight Community Forum managers.
  - Moderate activities within the Community Forum and support YouthForesight Community Forum members to access relevant knowledge products from the platform.
  - Design and implement virtual discussions in the Community Forum to boost user engagement and generate content in the Forum groups.
  - Support and coordinate knowledge sharing webinars for Community Forum members to boost user engagement, in coordination with YouthForesight managers.
- 4) Monitoring and assessing progress of the YouthForesight Knowledge Facility and Community Forum
- Manage YouthForesight Membership and User base.
  - Monitor and track engagement on the facility and related activities in the work plan against key success metrics and produce a quarterly monitoring report.

### Timeline and key deliverables

The external collaborator will work for a total of 100 non-consecutive working days over the period 1 April to 31 December 2024. The assignment will be undertaken remotely.

Dates	Key Deliverables	Days
15 October 2024	<b>Deliverable 1</b> – Identify and curate 200 knowledge resources on the YouthForesight platform, reviewed and approved by the ILO.	30
31 December 2024	<b>Deliverable 2</b> – YouthForesight Community forum facilitation and community building through platform maintenance, regular posts, monthly discussions, and monitoring & evaluation.	20
30 November 2024	<b>Deliverable 3</b> – Bi-monthly knowledge newsletters linking to key YouthForesight knowledge resources linking to assigned themes.	10
15 December 2024	<b>Deliverable 4</b> – Support and coordinate bi-monthly YouthForesight knowledge sharing events.	10
31 December 2024	<b>Deliverable 5</b> – Produce 4 quarterly monitoring reports	10
31 December 2024	<b>Deliverable 6</b> – Support to communication activities of YouthForesight, as assigned by YouthForesight managers.	20
<b>Total</b>		<b>100</b>

#### 4. Staffing, Roles, and Reporting

Throughout the course of this assignment, the consultant will report on a weekly basis to the ILO for coordination and follow-up and will keep ad-hoc communication with the ILO as needed. Deliverables should be shared in draft for feedback before they are considered final. If it appears necessary to change the tasks or timeline of work or exceed the time allocated, the consultant must discuss the circumstances with the ILO and obtain prior written approval. Data collection tools are either provided by the ILO or will be shared and discussed with the ILO prior to their use and mutually agreed on.

ILO may disclose all outputs and deliverables resulting from this assignment to any person and for any purpose ILO may deem appropriate.

#### 5. Required skills/experience

- First university degree in Social Science, Economics, International Relations, Communications, or a related field.
- Previous experience with development programmes and/or knowledge in the areas of employment, education and skilling, engagement of young people is an asset.
- Experience in knowledge management, communication, editing, copywriting, and/or managing and curating website content would be desirable.
- Proven experience in network facilitation and engaging knowledge stakeholders.
- Excellent organizational and coordination skills and performing work with attention to detail.
- Excellent written English and good drafting and editing skills. Knowledge of French, Spanish or another UN language would be an advantage.

#### 6. Confidentiality

All data and information received from the ILO for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to the ILO. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of the ILO.

#### 7. Application and deadline

Candidates should send their expressions of interest for this consultancy to the ILO by **17 March 2024** mid-night Central European Time, with the following:

1. Cover letter including their motivation, experience on the topic, and list of relevant work samples.
2. CV.
3. Daily fee in United States dollars.

Questions regarding this consultancy opportunity with the ILO must be addressed to Ms. Lena Xinyu Yan at [yanx@ilo.org](mailto:yanx@ilo.org).