

TERMS OF REFERENCE

TITLE: Establishing a Network of Youth Centres and a Community of Practice (open to National Consultants only)

CONTRACT MODALITY Individual Consultancy

DUTY STATION Belgrade, Serbia (Home-based/Remote)

DURATION OF CONTRACT 7.5 months

Purpose of Assignment

The MoTY (Ministry of Tourism & Youth) Strategy (Specific Objective 2, Measure 2.1) highlights the state’s role in creating youth spaces that provide quality support for all young people’s personal and professional development. This includes informing all young people, offering opportunities for quality leisure time, enabling free participation in non-formal education and other activities, and ensuring access to psychosocial support and various development opportunities. UNICEF has supported the MTY in establishing youth spaces at the local level by generating knowledge on youth centers based on EU and domestic practices, and by developing operational standards for youth centers and clubs, which are planned to be adopted in 2026–2027. One of the identified priorities is to ensure that infrastructure, available resources, and staffing are adequate, and that standards are in place to make youth spaces efficient, functional, safe, and secure for all users, employees, collaborators, and service providers. MTY agreed to support full integration of PSEA standards into youth offices and future youth centres and clubs Standard Operating Procedures. In addition, institutionalization steps will be supported through MTY and local self-government calls for proposals and training resources will be hosted on MTY’s website. All trainings for the workforce that will be working with young people in those centers will be enriched with PSEA component. The consultant will support the establishment of a national network of youth centers and a community of practice, assist institutionalizing standards for youth spaces, while providing technical guidance and ensuring safeguarding and PSEA standards are embedded in policies, public calls, and programmatic cycles in coordination with UNICEF.

Scope of Work

Under the supervision of the Youth & Adolescent Development Specialist, the Consultant will provide short-term technical support for the establishment of a national network of youth centers and a community of practice, assist MTY in institutionalizing operational and safeguarding standards, and strengthen the capacities of existing youth centers and their workforce in cooperation with implementing partners. In coordination with UNICEF, the consultant will facilitate knowledge sharing, training, and the integration of standards and resources into MTY’s policies and programs.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline (in weeks/months) and input days to complete the deliverable
<p>Support the establishment of a learning community for youth centers focusing on PSEA principles and strategic framework of UNICEF and MTY</p>	<p>Deliverable 1: Community of practice established and strengthened</p> <ul style="list-style-type: none"> - Conduct at least four meetings with teams from youth centers and other stakeholders as needed to facilitate knowledge sharing, identify synergies, coordinate and harmonize efforts with MTY and UNICEF collaborations. - Produce minimum of four meeting reports summarizing progress, agreements, action items, opportunities for collaboration, and alignment with MTY, UNICEF and EU-funded initiatives after each meeting. - Consolidate shared identity and operational practices of youth centres in accordance with standards ensuring PSEA integration and workforce capacity. -Support youth centers to develop comprehensive strategic plans and SOPs in line with defined standards ensuring inclusivity and accessibility for all young people. 	<p>By March 30th 2026 - 5 days By May 30th 2026 - 5 days</p> <p>Total of 10 days</p>
<p>Support MTY to define opportunities for their full standardization</p>	<p>Deliverable 2</p> <p>Provide support to MTY to develop roadmap for the accreditation process of youth centers in line with relevant legal/regulatory framework.</p>	<p>By 30th of July 2026</p> <p>4 days</p>
<p>Support PSEA Integration and Workforce Capacity Building</p>	<p>Deliverable 3</p> <ul style="list-style-type: none"> -Facilitate the full integration of PSEA standards into the functions of youth offices, existing and youth centers that will be opened in 2026, and clubs in coordination with MTY. -Assist in institutionalization steps through MTY and local self-government calls for proposals, ensuring that training resources and guidance materials are made available on the MTY website. -Support interested stakeholders to enrich all workforce training for personnel working in youth centres and offices, with a dedicated PSEA component to ensure safe and accountable service delivery. 	<p>By 28th of February 2026 - 4 days By 30th March 2026 - 4 days By 30th of September 2026 - 2days</p> <p>Total of 10 days</p>

Payment Schedule:

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes:

- Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Minimum requirements:

- **Education:** University degree in Education, Pedagogy, Psychology, Sociology, or other fields of Social Studies and Humanities
 - **Work Experience:**
 - At least 5 years of experience in supporting the implementation and monitoring of youth policy and youth development projects.
 - Experience in the development and running of non-formal learning programmes with children and adolescents from different national, social and cultural backgrounds.
 - **Skills:**
 - Demonstrated flexibility and creativity in planning and problem solving
 - Ability to work effectively with a diverse team in a sensitive environment
 - **Language Requirements:** Excellent oral and written Serbian and English skills
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