TERMS OF REFERENCE

SHORT TITLE OF ASSIGNMENT

Young Pasifika Wayfinders Coordinator

BACKGROUND

In the Pacific, 40% of the population are under 18 years of age.[1] The right for all children to participate and be heard in matters which affect them is indicated in the Convention on the Rights of the Child (CRC) (article 12-17).[2] The CRC also includes an article regarding the right of children with disabilities to participate. However, the vulnerabilities and needs of adolescents are distinctly different from those of children and therefore often remain unaddressed. Strengthening participation and civic engagement of children and adolescents is key to UNICEF's work and is enshrined in the 2022-2025 Strategic plan Goal Area 2 and the UNICEF Pacific Gender and Adolescent Strategy.[3] These goals simultaneously contribute to inclusive, peaceful and environmentally sustainable communities.

In 2025 UNICEF has established a dedicated Pacific Adolescent Boys Advisory Group "Young Pasifika Wayfinders" which will be an essential platform for engaging adolescent boys in building meaningful participation in the region. UNICEF takes a life-course approach to adolescent development and participation and engages a diverse group of adolescent members through an advisory role. The Group involves adolescent boys in UNICEF's programme design, planning and implementation. Specifically, to engage them on topics and issues which affect them (adolescent mental health, gender equality and positive masculinities, help seeking behaviors, bullying, online safety, climate change, bullying prevention, healthy relationships).

A key purpose of the Young Pasifika Wayfinders is to improve child-centered and child-led programming in the Pacific through co-design and consultation with adolescents. The group informs UNICEF's prospective programme design and implementation to address and counteract the harmful gender norms socialized during adolescence. In line with the UNICEF mandate, Gender Action plan and Pacific Gender & Adolescent strategy, UNICEF co-designs evidence-based initiatives which promote positive masculinities amongst children and adolescents. The members engage with UNICEF to co-create innovative new ideas that connect with Pacific adolescents through online platforms and social media spaces. The group members receive mentorship and training through a series of workshops to critically reflect and explore several key themes: gender socialization, harmful norms, deconstructing masculinities, online safety and social media, healthy relationships, and mental wellbeing. They are also engaged in youth advocacy efforts around these topics.

OBJECTIVES / SCOPE OF WORK

The UNICEF Child Protection section requires technical assistance, administrative support and coordination of the Young Pasifika Wayfinders (YPW) regional adolescent advisory group. The candidate will play a key role in

[1] UNICEF Situational Analysis of Children in the Pacific Island Countries, 2021

[2] Convention on the Rights of the Child (CRC) Convention on the Rights of the Child | OHCHR

[3] UNICEF Pacific Gender Equality and Adolescent Strategy Brief, 2024, Gender Equality and Adolescent Strategy Brief-Online.pdf.pdf

coordinating the YPW group and provide administrative support to the co-chairs of the group. This includes the facilitation of online monthly meetings, bi-annual in-person workshops & providing consistent communication to members and partners. The consultant will ensure the advisory group operates in accordance with its Terms of Reference and with UNICEF's Safeguarding Policy and procedures. The candidate will support the co-facilitation and development of participatory workshop modalities and participatory group work for adolescent members, which includes critical reflection on gender socialization, masculinities, and adolescent mental health. It will also require the development of creative workshop formats which provide skills training to adolescent members on advocacy, civic participation, public speaking and youth leadership.

The candidate will provide technical support to the YPW members on the development of Pacific positive masculinity frameworks and culturally appropriate positive masculinity initiatives and advocacy content in consultation and collaboration with adolescent boys. Additionally, the consultant will support the development of monitoring and evaluation processes for the Pacific Adolescent Boys Advisory group, in line with the UNICEF Gender and Adolescent Action Plan and UNICEF Pacific Gender & Adolescent Strategy. The candidate should have strong organizational experience in managing events, regional workshops, including liaison and communication with venues, travel companies and partners.

The candidate will support YPW members to co-design adolescent advocacy initiatives and 'call to actions such as social media campaigns (in line with the YPW annual Advocacy action plan). They will also support the review and adaptation of UNICEF IEC (Information, Education, and Communication) materials for adolescents. The candidate is expected to have experience in facilitating adolescent participation and a strong understanding of Pacific youth and gender identities, masculinities and gender socialization. The candidate should also have in-depth experience on child safeguarding, informed consent processes, child participation, child-led codesign practices and adolescent participatory approaches.

The candidate will ensure YPW members are linked to UNICEF programmatic section initiatives across the WASH, Education, Health, Social Policy, Child Protection and Social Behaviour Change sections. They will also work closely with the UNICEF communications team to ensure YPW advocacy efforts and social media content is created and aligned with UNICEF's approach and communications strategy. The candidate will build and support partnerships with other Pacific adolescent/youth participation organizations and ensure continued collaboration with SPC's Pacific Girl Reference Group.

ACTIVITIES, DELIVERABLES AND TIMELINES, PLUS PAYMENT SCHEUDLE PER DELIVERABLE

ACTIVITY	DELIVERABLES	ESTIMATED TIME TO COMPLETE	PAYMENT (%)
Planning & coordination of YPW regional workshop (January 2026) including learning & capacity development monitoring tools.	Workshop summary report highlighting key outcomes, progress and next steps for the Advisory Group (2-3 pages)	15-20 days	10% Payment based on reports
Monitoring & implementation of the YPW Annual Advocacy Action Plan, supporting members to achieve planned tasks.	Updated Advocacy Action Plan quarterly	50 -60 days	10% Payment
Support YPW members to co-design U-Report Polls in Pacific countries	5 U-Report Activations and 3 survey polls completed	50-60 days	10%

and plan U-Report activations in member countries			
Planning & coordination of YPW regional workshop (July 2026) including learning & capacity development monitoring tools.	Workshop summary report highlighting key outcomes, progress and next steps for the Advisory Group (2-3 pages)	20-25 days	10% Payment based on reports
Planning & coordination YPW regional workshop (December 2026) including learning & capacity development monitoring tools.	Workshop summary report highlighting key outcomes, progress and next steps for the Advisory Group (2-3 pages)	30-40 days	10% Payment
Planning & coordination of monthly (online) YPW advisory group meetings, including mentoring and support provision to adolescent participants.	Meeting minutes/meeting presentations.	30-40 Days	10% payment
Contribute to development of reports and Monitoring & Evaluation progress reports for the Advisory group.	1 YPW Phase 1 report and evaluation report on Advisory group outcomes.	20-30 days	10% Payment based on finalization of reports
Support development of communications and media materials and content in collaboration with YPW members and UNICEF communications team.	3x communications products for UNICEF website.	30-40 days	10%
YPW Member engagement & liaison with YPW participants, parents, partner organisations & education providers.	Updated monthly member engagement tracker	60-70 days	20% payment

QUALIFICATIONS, SPECIALIZED EXPERIENCE AND ADDITIONAL COMPETENCIES

☒ Bachelors ☐Masters ☐ PhD ☐ Other

Education

- Bachelors degree in Social Work, Education, Gender, Psychology, social sciences, community development or relevant degree.

Professional experience

- At least 5 years of professional experience in Gender, Social Work, Community development, Child Protection, Adolescent development, gender equality and gender socialization.
- Understanding of adolescent and youth issues across Pacific Island country contexts.
- Experience in group work facilitation with adolescent participants including leading interactive, engaging and creative group work.
- Experience in working with adolescent boys, youth males, on topics related to gender identity, gender socialization, masculinities, mental wellbeing and self-esteem.
- Experience designing and facilitating youth participatory frameworks, participatory youth action methodologies.
- Lived experience in working within the Pacific region and cultural context.
- Knowledge of gender and development, human rights and children's issues across the Pacific.

- Knowledge and understanding of GBV primary prevention interventions related to gender/social norms change
- Experience with safeguarding risk assessments, child participation standards and child protection protocols.
- Languages & Skills: Fluency in written English is required. Expresses ideas and facts in writing and orally in a clear, organized, and convincing manner appropriate to the audience and occasion.

Skills/Competencies

- Analytical skills
- Facilitation/training
- Ability to persuade, influence, negotiate, advocate
- Inter-personal skills, relating with people, team work, networking
- Adaptability, flexibility, cultural sensitivity, tact, diplomacy, patience, respectful attitude
- Communication skills, both speaking and writing; in particular, ability to communicate technical concepts,
- knowledge and skills in a clear, simple and jargon-free language; ability to present information in a well-structured, logical manner
- The position requires deep understanding of Pacific social and cultural contexts. Candidates from Pacific Island Countries are particularly encouraged to apply.
- Communications skills are highly desirable (social media, photo and video, drafting press releases etc.)

Languages

- Excellent analytical, communication, writing and editorial skills in English

CONDITIONS OF WORK AND CLARIFICATION ON SUPERVISION

The consultant will report to the Child Protection Specialist (GBV and PSEA). And will work closely with the co-chairs of the Young Pasifika Wayfinders initiative. The consultant should have monthly update meetings with the UNICEF Child Protection & GBV Specialist to provide updates on progress, challenges, and opportunities. The consultant will be based in the UNICEF Pacific MCO in Suva, Fiji. The consultant will be expected to travel to other Pacific Island countries for UNICEF events, consultations, meetings with partners or YPW workshops. The consultant should prepare a financial proposal which includes; their professional fees and the estimated travel costs (return flight + DSA) of 5 international trips (7 days length) from Suva to: Nadi, Kiribati, Samoa, and Tonga.

ADMINISTRATIVE ISSUES

- 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 to ensure that the visa (applicable) and health insurance 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.

- No contract may commence unless the contract is signed by both UNICEF and the consultant/ contractor.
- Consultant/Contractor will be required to complete mandatory online courses (e.g. Ethics, Prevention of Sexual Exploitation and Abuse and Security) upon receipt of offer and before the signature of contract.

GUIDANCE FOR APPLICANTS

Please submit a **separate financial offer** along with your application. The financial proposal should be a **lump sum amount for all the deliverables** and should show a break down for the following:

- Monthly fees– based on the deliverables in the Terms of Reference above.
- Travel (economy air ticket where applicable to take up assignment and field mission travel)
- Living allowance where travel is required (7 days in Kiribati, 7 days in Samoa, 7 days in Nadi, 7 days in Tonga).
- Miscellaneous- to cover visa, health insurance (including medical evacuation for international consultants), communications, and other costs.