

Terms of Reference – Strengthening the monitoring and *accountability mechanisms for Youth Policy in Lebanon*

[Task 3.1. *Build consensus and test out options to improve the advisory and accountability mechanisms for the youth policy*]

I- Background and Context:

This set of terms of reference is for a short-term expert to provide technical assistance for the European Commission financed “Technical Assistance to Support Youth Development in Lebanon” project. The **overall objective of the project** is to support institutional reform in Government and Civil Society which will improve their involvement in the public policy making process for youth development in Lebanon. The project is being implemented on behalf of the European Commission by the British Council and the American University of Beirut. It is a 2 years project, which started in July 2016 and due to be completed by July 2018.

The project involves providing technical assistance to the Ministry of Youth & Sports and the Youth Forum in particular, along with other relevant stakeholders in government and civil society. The focus of the technical assistance is to support them to improve their effectiveness in the roles they can play to promote the priorities in the National Youth Policy. It is also to ensure that there is an improvement in co-ordination, accountability and scrutiny mechanisms for Youth policy. This includes increasing the means by which youth organisations are engaged on decision-making processes relating to youth within government and parliamentary processes.

The two specific objectives of the project are to:

- Enhance the roles of the Ministry of Youth & Sport and Youth Forum to progress priorities for youth and national Youth Policy
- Enhance co-operation, governance and accountability in relation to National Youth Policy and priorities for youth.

In order to attain the objectives, the project will work on achieving the following results:

- Result 1: The organizational and institutional capacities of both the Ministry of Youth and Sport and the Youth Forum are enhanced
- Result 2: Tools, mechanisms and strategies for advocacy and outreach around National Youth Policy issues are put in place
- Result 3: A shared governance and accountability model is tested between youth stakeholders and government

II- Scope of work and overall objective:

This term of reference relates specifically to Result 3; A shared governance and accountability model is tested between youth stakeholders and government.

The tasks associated with this activity will work towards ensuring that government is more accountable for decisions relating to the National Youth Policy and for decisions that impact on young people. This will be achieved by strengthening the role of youth civil society organisations and youth civil society groups, including the Youth Forum, to play a role in gathering and analysing information, through dialogue with government and by acting as a watch dog, or ombudsmen in relation to government effectiveness in promoting the Youth Policy and in implementing policies that relate to youth.

III- Tasks

In close coordination with the Team Leader, the expert will perform the following tasks:

1. Conduct consultations to understand existing governance, policy influencing, co-ordination and accountability mechanisms in relation to youth policy.
2. Conduct a desk review of research, reports and other relevant documents the extent to which Youth organisations including the Youth Forum take part in different parts of the policy making process, including:
 - a. the selection process and the rules relating to participation

- b. the ways in which they participate
 - c. the perceived value of their participation and the perceived influence youth organisations have in policy and decision-making processes
 - d. the perceived effectiveness of existing mechanisms to involve the Youth Forum
 - e. the gaps and the proposals for amendments or improvements.
3. Conduct a series of discussions / Semi structured interviews with the Ministry of Youth and Sport and other parliamentary and governmental stakeholders to gauge levels of commitment and interest in improving the mechanisms to involve youth civil society organisations and to examine the rationale and barriers to this. Similar discussions will take place with the Youth Forum and other youth civil society organisations.
 4. Draw on examples from other countries, including EU member states about different forms of youth civil society organisation involvement in policy and decision-making processes, from consultation and advisory mechanisms to scrutiny and review bodies
 5. Provide legal and technical guidance on options to introduce or strengthen the advisory and scrutiny function of youth civil society organisations.
 6. Give clear and practical recommendations on best mechanism that can be adopted

IV- Expected Deliverables:

- **Outline of the research and analysis approach** that will be undertaken by the expert, including the research questions, research and consultation tools, a stakeholder map for the desk research and consultation exercise and summary of the literature that has been reviewed and sources of information
- **Written up notes** from consultations with stakeholders
- A **draft** report and **final report** including an executive summary findings which is likely to include:
 - Analysis of the current context in relation to Youth Policy and Youth development co-ordination, accountability and scrutiny functions in Lebanon
 - Mapping other forms of public sector accountability mechanisms and current social accountability mechanism and analysis of their effectiveness in Lebanon
 - A synopsis of mechanisms and analysis of comparative advantages and disadvantages of each used by civil society and Parliamentary functions relating to Youth Policy and Youth Development drawing from international experience
 - Analysis of roles and benefits of different co-ordination, scrutiny and accountability options and how they could be used to advance National Youth Policy priorities and implementation
 - Mapping of Key stakeholders to be involved, their expectations and envisaged roles and accountabilities in relation to different mechanisms
 - Suggestions on capacity development needs for civil society and government in order to be able to implement the options that have been identified for new scrutiny, accountability and co-ordination mechanisms
 - Gaps in relation to the current legislation and legal status of different stakeholders that would need to be addressed in order to establish co-ordination, scrutiny and accountability mechanisms.
 - legal and technical guidance on options to introduce or strengthen the advisory and scrutiny function of youth civil society organisations.
 - Clear and practical recommendations
- A **Power Point presentation** to present to beneficiaries the result of the mission Technical advice on legal adjustments and on capacity development needs in order that a new mechanism(s) can be piloted and put into practice.

V- Timeline:

The assignment is expected to take place in the period **Mid-January to end March 2017 for 30 working days** as per the below timeline:

The expert will be expected to submit the first draft report after 1 month from the start-up of the consultation.

The expert will be expected to submit the second draft report after 2.5 weeks from the submission of the 1st draft

The analysis will be presented to the stakeholders within 3.5 weeks of the report being produced.

The following table sets out the maximum number of days that will be allocated to the expert.

<i>Activity</i>	<i>Sub-Activity</i>	<i>Tasks</i>	<i>Days</i>
<i>Analysis and report writing</i>	<ul style="list-style-type: none"> • <i>Map and detect current public sector and social accountability mechanisms and key stakeholders</i> 	<ul style="list-style-type: none"> • <i>Meetings</i> • <i>Compilation of data</i> 	8
	<ul style="list-style-type: none"> • <i>Identify best practices and effective mechanisms Outside Lebanon</i> • <i>Comprehensive review of gaps and issues hindering the accountability and advisory component</i> 	<ul style="list-style-type: none"> • <i>Desk research</i> • <i>Consultations(If the best practices are applicable in Lebanon)</i> • <i>Meetings</i> 	10
	<ul style="list-style-type: none"> • <i>Write the report in first and second draft.</i> 	<ul style="list-style-type: none"> • <i>Data analysis</i> • <i>Coordinating with key stakeholders</i> 	4
<i>Reaching consensus on mechanism to be adopted</i>	<ul style="list-style-type: none"> • <i>Present the report to key stakeholders</i> • <i>Provide technical advice in further dialogues, as required</i> 	<ul style="list-style-type: none"> • <i>Consultations</i> • <i>Identify method to reach consensus</i> 	8

VI- Skills and competencies

1. Qualifications and Skills

- At least master degree in social sciences, public policy, human rights, public affairs or any relevant major related to the assignment.
- Proven experience in the analysis and development of co-ordination, accountability and scrutiny functions in key policy areas

2. General Professional Experience

- A minimum of 8 years of general professional experience working on relevant Youth Policy issues, institutional development, working with government institutions (Ministries, public institutions)
- Excellent report writing skills
- Excellent communication and facilitation skills
- Fluency in Arabic and English both in writing and speaking

3. Specific professional experience:

- A minimum of 5 years of experience working on co-ordination, scrutiny, transparency, governance and accountability mechanisms, including in relation to legal status and legislative review
- A minimum of 5 years of experience in conducting solid evidence reviews and/or comparative analyses
- A minimum of 3 years working with public entities
- At least one work experience in the youth sector
- Experience in partner countries of the European Neighbourhood Instrument (ENI) or European member states or other international contexts is an asset.

VII-Reporting requirements:

The selected expert will report to the Team Leader.

All deliverables are to be submitted to the Team Leader as agreed per contract and as a condition for completion of assignment.