

Terms of Reference (ToR)

Contracted Youth Organization – YOUTHMED Project Role, Tasks, and Deliverables

1. Purpose

This Terms of Reference outlines the responsibilities of the youth organization contracted (the *contractor*) by Better World Foundation (BWF) (the *contracting authority*) under the YOUTHMED project. The organization is expected to implement or support the implementation of various project activities at the **local level**, under the supervision and strategic coordination of the project partner.

2. Activities and Responsibilities

The youth organization will contribute to the following activities, grouped by type of involvement:

1. Executing activities under the monitoring of the contracting authority

Activity Title	Code	Period	Description	Deliverable	Notes
Capacity-Building for 30 Youth	A 4.2.2 - a	10–20	Fully implement a 10-day training for 30 youth using project training modules	30 youth trained at local level	Trainers from the contracted org will execute the full training
Practical mentoring for 30 Youth	A 4.2.2 - b	10–20	Fully implement 8 practical mentoring sessions for 30 youth involving political and cultural leaders in discussion sessions	30 youth mentored at local level	mentors from the contracted org will execute the full mentoring
Organizing 2 Awareness Workshops and Events	A 5.1.1	3–14	Organize 2 workshops locally on gender-based discrimination	2 awareness workshops	Fully executed by the contractor
Providing Support	A 5.2.1	18–24	Identify and support 5 vulnerable	5 persons supported	Fully executed by the contractor

Services for Vulnerable Groups			individuals through local mechanisms		
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2. Involving Local Youth in the project Activities including:

Activity Title	Code	Period	Description	Deliverable	Notes
Produce 2 Short Videos	A 2.2.3	2–3, 24–30	Engage youth to present project inception and achievements	2 presenting videos	Executed by the contracting authority
Organize 5 Events and Workshops	A 2.3.2	14–30	Involve youth in planning and participating in events	1 event	Executed by the contracting authority
One-on-One Coaching in e-Media	A 4.2.3	14–24	Support youth in personalized digital coaching sessions	2 youth trained	Executed by the contracting authority
Develop 4 Testimonial Videos	A 2.2.2-a	18–22	Organize youth participation and produce 1 testimonial video	1 testimonial video	Executed by the contracting authority

3. Participating in the Following Activities

Activity Title	Code	Period	Description	Deliverable	Notes
Youth Exchange Visits	A 3.2.1	10–12	Nominate and send 1 youth to 3 international visits and 2 to national visit	4 visits	The contractor is responsible to fund all travel costs (visa, ticket, accommodation, etc.)
Strategic Cooperation Plan	A 3.1.2	3–12	Participate in consultation meetings and sign agreement	1 plan	Executed by the contracting authority

3-Day Capacity-Building for Trainers	A 4.2.1	3–12	Nominate 2 youth to participate in centralized training	2 youth trained	Executed by the contracting authority
5 Joint Networking Events	A 3.2.2	13–18	Ensure youth and community participation in 5 cross-border events	5 events	Executed by the contracting authority

4. Involving Political and Cultural Leaders

In the framework of joint networking events, the youth organization is also expected to:

- Mobilize relevant local and national political or cultural leaders.
 - Facilitate their participation to reinforce the project's local impact and legitimacy.
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3. General Provisions

- The contracted youth organization will be responsible for mobilizing its network and ensuring inclusive participation.
- All activities must be documented with attendance sheets, media outputs, and reports.
- Financial responsibility for expenses as per budget allocations will be governed by the agreement with the partner.