United Nations Major Group for Children and Youth
Secretariat Terms of Reference
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Introduction

The secretariat of the United Nations Major Group for Children and Youth is responsible for overall facilitation of the UN MGCY. It comprises the Organising Partners (OPs), Policy Officers, Administrator and the Administrative Team. The secretariat conducts regular meetings that are led by an agenda and minutes are recorded and made available to all UN MGCY members.

This document elaborates the terms of reference of the specific positions in the secretariat.
**Organising Partners**

**Scope of Work**

The Organising Partners’ scope of work includes, but is not limited to:

- Policy (political, procedural and substantive) coherence (values of UN MGCY, means of implementation, principles of meaningful and rights-based institutional engagement, youth issues, established policy positions and more);
- Oversight of Constituencies/Working Groups, Platforms, Policy Officers and Administrative Team.
- Facilitate engagement in collective engagement avenues of the UN MGCY. These include, *inter alia*:
  - Policy Coherence and HLPF
    - High Level Political Forum (HLPF)
    - Office of the President of the General Assembly (OPGA)
    - Office of the President of ECOSOC (Economic and Social Council)
  - Youth Policy and Development
    - UN Inter Agency Network for Youth Development (UN IANYD)
    - UN Youth Strategy (Youth 2030)
    - United Nations ECOSOC Youth Forum
    - Office of the Secretary General’s Envoy on Youth (OSGEY)
    - Commission on Social Development (CSocD)
  - Other Collective Avenues
    - Executive Office of the Secretary General (EOSG)
    - Executive Office of the Deputy Secretary General (EODSG)
    - United Nations General Assembly High Level Week (UNGA HLW)

These portfolios may be carried out by a team of three different individuals responsible for each, or collectively by all.

**Term Period and Calendar**

The mandate period of the Organising Partners is two (2) years. Ideally, they should be elected by the ECOSOC Youth Forum with a handover period till the following High Level Political Forum.

**Primary Eligibility**

The ideal candidate must have the following attributes:

- Been actively engaged in the UN MGCY for at least 2 years;
- Experience in an advocacy-focused, membership based, youth-led or youth-serving organisation;
- Has held a mandate in UN MGCY for at least for 1 year or has equivalent experience in the UN system;
- Experience in and understanding of the UN and multilateral system, including working with Member States and UN entities;
- Experience in substantive and rights-based youth engagement with the UN in decision-making avenues;
● Experience and understanding of global sustainable development, human rights, and peace and security, resilience and humanitarian affairs, and other policy issues;
● Is familiar with substantive policy matters and associated political contents;
● Able to appreciate and work with people from diverse backgrounds, identities, ideologies, viewpoints and nationalities;
● Able to step outside of themselves and understand that they are an Organising Partner, an interlocutor, and facilitator (and not a representative) of global youth;
● Has proven advocacy experience;
● Has experience with volunteer coordination;
● Have detailed knowledge of the above mentioned collective engagement avenues in the UN
● Is fluent in spoken and written English;
● Has experience in administrative work and management;
● Is nominated by a member entity or working structure;
● As an OP the individual cannot hold any other position within the UN MGCY, other than the ex officio spot in the UN MGCY/CYI board
● Is under 29 years old at time of application.

Compensation

Organising Partners, at present, are not compensated by the UN MGCY or the CYI.

They may derive funding through mechanisms like a paid fellowship through a graduate program, a paid internship; a specific scholarship or any other means if it is from a not for profit entity in line with UN MGCY’s vision. In such a situation, this arrangement needs to be disclosed during the time of application, and the individual has to declare that the terms of funding do not pose influence in their work as an OP.

Roles and Tasks

This position entails the following tasks:

Policy Coherence/HLPF

● Ensuring consistency and substantive coherence among policy documents and advocacy priorities;
● Ensuring coherence across the political positions of the UN MGCY across its Constituencies/Working Groups and other activities.
● Represent the UN MGCY, its interests and priorities in the MGoS HLPF Coordination Mechanism and its Steering Group
● Facilitate, in coordination with the UN MGCY Coordination Team, the participation of the UN MGCY in the High-Level Political Forum
● Serve as the primary liaison of the UN MGCY with the EOSG and EODSG, OPGA, OP-ECOSOC, OSGEY

Youth Policy and Development

● Provide regular updates to the UN IANYD, OSGEY, UN DESA and UN Youth Strategy (Secretariat, High Level Steering Committee and Joint Working Group) on the activities of the UN MGCY and its members and vice versa
● Coordinate the participation of the UN MGCY in the UN IANYD, the OSGEY, the CSocD, the UN Youth Strategy and the ECOSOC Youth Forum
● Coordinate the role of the co convener/focal point of UN IANYD Youth Caucus as the third co chair of the UN IANYD
● *Serve as the primary liaison of the UN MGCY with the EOSG and EODSG, OPGA, OP-ECOSOC, OSGEY*

**Networks Coordination**

● Work with regional caucuses, the different youth entity platforms (international, regional, national, grassroots/local) to ensure their adequate functioning as per their respective TORs
● Work with youth platforms by standing in the UN (Youth Mechanisms of UNGA Observes, Youth Organisations with ECOSOC Status) to ensure their adequate functioning as per their respective TORs
● Coordinate effective linkages between national platforms/caucuses and other relevant working and coordination structures

**General Governance**

● Ensure the UN MGCY follows the *Processes and Procedures*;
● Uphold the Code of Conduct, as stipulated by the UN.
● Compile and coordinate UN MGCY’s Governance Reports to be submitted to UN DESA;
● Coordinate, finalise and submit UN MGCY’s Paragraph 89 reports to UN DESA;
● Ensure the provision of guidance for working structures;
● Add or close Working structures in coordination with the Assembly and the coordination team as needed;
● Work with the CYI board of trustees and determine the allocation of any funding made available as appropriate, in line with the UN MGCY’s Guiding Values and consultation with the UNMGCY Coordination Team, the Assembly as needed;
● Coordinate and facilitate the continuation and hand-over of the Organising Partner positions.

**General Facilitation**

● Organise the Assembly calls for the UN MGCY;
● Ensure Constituencies/Working Groups are functioning as per required tasks;
● Take active steps to support Working Groups that need further support to fulfill the *Processes and Procedures* document;
● Take active steps to ensure that *Global Focal Points, Policy Officers and the Administrative Team* are fulfilling their tasks;
● Facilitate UN MGCY activities to maximise presence and participation at the UN;
● Ensure reflection on and regular evaluation of activities;
● Delegate specific tasks to members as appropriate;

**Outreach**

● Outreach to potential and current members;
● Promote effective youth preparation and participation in UN processes;
● Provide regular updates of Organising Partner and UN MGCY activities to members;
● Actively seek resources to enable a more balanced participation, especially concerning young people with fewer opportunities;
● Disseminate relevant data and information to UN MGCY members in a timely manner.
Oversight of Organising Partners

The Organising Partners are overseen by the CYI Board of Trustees. They are accountable to the Assembly, the UNMGCY Coordination Team and to the CYI Board of Trustees;

Application Process

An application must be submitted to the current Organising Partners and UN MGCY/CYI board either by the individual or the eligible nominating entity, and should include the following components:

● Formal communication by the nominating entity
  ○ Name of Entity
  ○ Work and focus area of entity
  ○ Website (if any)

● Personal Information
  ○ Name
  ○ Age
  ○ Date of Birth
  ○ Country of Citizenship
  ○ Country of Residence
  ○ Address
  ○ Gender
  ○ Sex

● Substantive Information
  ○ Motivation for applying
  ○ Brief history of engagement in the UN MGCY
  ○ Brief history of understanding of sustainable development, human rights, peace and security, resilience and humanitarian affairs
  ○ Details of engagement with the UN
  ○ Details of engagement with youth entities
  ○ Relevant experience related to position
  ○ Bio

● Contact Information
  ○ Email Id
  ○ Phone Number
  ○ Skype Id
  ○ Social Media

● Two reference letters
● Description of the nominating entity's governance
● Website link and constitution of the nominating entity
● Names and details of the nominated lead person, including scan of passport bio page / government issued ID that shows date of birth
● Details of any funding being received for the role
Selection Committee

- The OPs will be recruited through an open recruitment process led by the CYI Board of Trustees and the UN MGCY Coordination Team;
- The applications will be reviewed by the CYI Board of Trustees and the UN MGCY Coordination Team (excluding applicants that may be included in either of these);
- The group may decide to interview shortlisted candidates;
- Final decision will be taken collectively through consensus; If consensus cannot be reached a vote with a ⅔ (two thirds) majority
- The OPs will be announced to the UN MGCY Assembly;
- If an eligible candidate cannot be found, then the call will be extended.

Resignation or Termination

- The term of an OP can end before its mandated time of two years if:
  - The OP either resigns;
  - Is asked to leave by a decision of the CYI Board of Trustees. In such a scenario the CYI Board of Trustees will have to make a comprehensive case for the removal, and give the individual the right to respond.

Mid Term Selection

- If more than 9 months of the resigning Organising Partner’s term remains, the Coordination Team, the CYI Board of Trustees and the Secretariat and additional volunteers will run a by-election process (with the same procedures as the Organising Partner selection process) to replace them. If less than 9 months remain, the Organising Partner position will remain vacant until the next election process.
- Any changes to the described Mid Term Selection may be implemented through consultation with the Assembly and the Coordination Team.

UN Stipulated Requirements

The United Nations Department of Economic and Social Affairs’ minimum eligibility requirements are:

- Expert knowledge and understanding of the Commission on Sustainable Development and/or its successor arrangements, major United Nations conferences, summits and related intergovernmental decision-making processes, and the work of the United Nations in general;
- Particular expertise in performing work related to themes of sustainable development under discussion;
- Demonstration of competent collaboration within major groups stakeholder networks, and preferably also with the United Nations and its Member States, as evidenced by range of contacts and references by peers and colleagues;
- Demonstration of legal, transparent and representative governance structure with appropriate accountability to participants on policies, decisions, and actions taken through voting or other democratic decision-making processes;
- Membership and outreach must have international scope;
- Minimum commitment to remain engaged for two years, or as determined by the modalities of the High-Level Political Forum;
● Possession of the organisational means and time to perform the required tasks and responsibilities, without monetary compensation;
● Assurance of participation in sustainable development meetings in New York throughout the policy cycle, or as determined by the modalities of the High-Level Political Forum;
● Recognition that usually several co-organising partner entities working in conjunction are needed to achieve adequate representation from all regions and constituents;
● Holding consultative status with the United Nations Economic and Social Council, or specially accredited to a major United Nations conference or summit on sustainable development;
● If an organisation is not already accredited but is otherwise qualified, the UN MGY will assist in accrediting the organisation after the organisation submits an Organising Partner application.
Administrator

Scope of Work

Coordinate the administrative work of the Secretariat of the UN MGCY, general administration and coordination, including finance and communications, and oversee a team of young people in the administrative team to assist in this task.

Term Period and Calendar

The mandate period of the Organising Partners is two (2) years. They should be elected by the ECOSOC Youth Forum with a handover period till the following High Level Political Forum.

Primary Eligibility

The ideal candidate must have the following attributes:

- Is familiar with youth organisations, platforms, and mechanisms;
- Has experience with volunteer coordination;
- Is familiar with administrative work and management;
- Has experience with database management;
- Has experience with communications;
- Has experience with accounting for non-profits;
- Has experience with funding for youth-led organisations and platforms;
- Has knowledge of issues related nonprofits based in the UK, the US and other countries;
- Has experience organising workshops and capacity building sessions for young people;
- Has experience creating pamphlets and other materials relevant for training and capacity building around advocacy and other matters;
- Is fluent in spoken and written English;
- Is able to deal with a wide variety of cultures and peoples;
- Is preferably under 30, but can be older.
- The candidate could also perform this position as part of:
  - A paid fellowship through a graduate program;
  - A paid internship.

Roles and Tasks

This position entails the following tasks:

- Managing the schedule of UN meetings and the work calendar for the Secretariat and the working groups;
- Coordinating the administrative work of the UN MGCY Secretariat;
- Managing the membership database;
- Managing the communications team;
- Ensure a record of contributions are kept (lobby points, statements etc);
- Producing newsletters with input from the different working structures;
- Managing the website;
- Scheduling and keeping record of regular Assembly calls;
- Scheduling and minuting CYI Board of Trustees calls;
- Scheduling and coordinating information regarding other calls;
- Coordinating and/or supporting fundraising efforts for/within the UN MGCY;
- Maintaining financial records of the UN MGCY and writing financial reports;
● Support writing grant proposals for the UN MGCY;
● Managing the funds of the UN MGCY;
● Coordinating logistics and organising trainings, capacity building sessions, and youth blasts for the UN MGCY in partnership with the relevant focal points;
● Producing materials related to advocacy and processes in which the UN MGCY is active;
● Coordinating a pool of trainers that can assist with work around trainings and capacity building sessions;
● Managing partnerships for trainings, capacity buildings and youth blasts;
● Forming a team of young people to assist with this work and made up of the following positions, including additional ones that the secretariat may deem appropriate:
  ○ Communications Officer;
  ○ Finance Officer;
  ○ Training and Capacity Building Officer.
  ○ Actions Officer

*These young people will report to the Administrative Coordinator in executing their tasks.*

**Compensation**

● At present the *administrative coordinator* is not compensated by the UN MGCY or the CYI;
● Based on funding available, the CYI board may decide to compensate the *administrative coordinator*;
● The person may derive funding through mechanisms like a paid fellowship through a graduate program, a paid internship; a specific scholarship or any other means if it is from a not for profit entity in line with UN MGCY’s vision. In such a situation, this arrangement needs to be disclosed during the time of application, and the individual has to declare that the terms of funding do not pose influence in their work as an OP.

**Oversight of Administrative Team**

● Is overseen by the Organising Partners and the CYI board of trustees. It also directly reports to the coordination team for tasks related with the functioning of the respective working and coordination structures.

● If the functioning of the administrative team is impaired, the OPs are obliged to remind the administrative coordinator of the team's role and responsibilities. If the functioning is not restored, Organising Partners can then temporarily take over and, as a last step, call for a new selection process.

**Application Process**

An application must be submitted to the CYI board and the OPs either by the individual or a member entity, and should include the following components:

● **Formal communication by the nominating entity (if any)**
  ○ Name of Entity
  ○ Work and focus area of entity
  ○ Website (if any)

● **Personal Information**
  ○ Name
  ○ Age
  ○ Date of Birth
- Country of Citizenship
- Country of Residence
- Address
- Gender
- Sex

- Substantive Information
  - Motivation for applying
  - Brief history of engagement in the UN MGCY
  - Brief history of understanding of sustainable development
  - Details of engagement with the UN
  - Details of engagement with youth led entities
  - Relevant experience related to position
  - Bio

- Contact Information
  - Email Id
  - Phone Number
  - Skype Id
  - Social Media

- Two reference letters
- Description of the nominating entity's governance
- Website link and constitution of the nominating entity
- Names and details of the nominated lead person, including scan of passport bio page / government issued ID that shows date of birth
- Details of any funding being received for the role

Selection Committee
- The administrative coordinator will be recruited through an open recruitment process led by the CYI Board of Trustees and the UN MGCY Coordination Team;
- The applications will be reviewed by the CYI Board of Trustees and the UN MGCY Coordination Team (excluding applicants that may be included in either of these);
- The group may decide to interview shortlisted candidates;
- Final decision will be taken collectively through consensus; If consensus cannot be reached a vote with a ⅔ (two thirds) majority
- If an eligible candidate cannot be found, then the call will be extended.

Resignation or Termination
- The term of an Administrator can end before its mandated time of two years if:
  - The administrative coordinator resigns;
  - Is asked to leave by a decision of the CYI board of trustees and the UN MGCY coordination team. In such a scenario they will have to make a comprehensive case for the removal, and give the individual the right to respond.

Mid Term Selection
- The coordination team, the CYI board of trustees and additional volunteers will run a by-selection based on the same process.
Policy Officers

Scope of Work
The scope of work for the Policy Officers includes:
- Support, backstop and directly help coordinate the work of different constituencies/working groups aligned by the pillars of the UN and/or cross-cutting issues.
- Support and coordinate discussions and deliverables on relevant current affairs, trends and emerging issues and events as related to their areas of focus.
- Work on producing substantively/thematically focused forward looking and narrative shaping, *inter alia*, documents/processes associated with the Advocacy Framework of UN MGCY.

Substantive Areas
The following topics include a policy officer position:
- Peace and Security
- Sustainable Development
  - Economic Policy
  - Environmental Policy
  - Social
- Human Rights
- Resilience and Humanitarian Affairs

Term Period and Calendar
The mandate period of the Policy Officers is two (2) years. They should be elected by the ECOSOC Youth Forum with a handover period till the following High Level Political Forum.

Primary Eligibility
The ideal candidate must have the following attributes:
- Been actively engaged in policy and advocacy work for at least 2 years, preferably in a UN setting and related to UN MGCY
- Experience in an advocacy-focused, membership based, youth-led or youth-serving organisation;
- Experience in and understanding of the UN system, including working with Member States and UN entities;
- Experience in substantive and rights-based youth engagement with the UN in decision-making avenues;
- Experience and understanding of global sustainable development, human rights, and peace and security and other policy issues as it relates to their specific area;
- Is familiar with substantive policy matters and associated political contents;
- Able to appreciate and work with people from diverse backgrounds, identities, ideologies, viewpoints and nationalities;
- Able to step outside of themselves and understand that they are a Policy Officer, an interlocutor, and facilitator (and not a representative) of global youth;
- Has proven advocacy experience;
• Has experience with volunteer coordination;
• Have detailed knowledge of the above mentioned collective engagement avenues in the UN;
• Is fluent in spoken and written English;
• Has experience in administrative work and management;
• Is nominated by a member entity or working structure;
• Is under 32 years old at time of application.

Roles and Tasks

This position entails the following tasks:

• Support, backstop and directly help coordinate the work of different constituencies/working groups aligned by the pillars of the UN and/or cross cutting issues.
• Support discussions and deliverables on relevant current affairs, trends and emerging issues and events as related to their areas of focus.

Compensation

• At present the policy officers are not compensated by the UN MGCY or the CYI; 
• Based on funding available, the CYI board may decide to compensate the policy officers.
• The person may derive funding through mechanisms like a paid fellowship through a graduate program, a paid internship; a specific scholarship or any other means if it is from a not for profit entity in line with UN MGCY’s vision. In such a situation, this arrangement needs to be disclosed during the time of application, and the individual has to declare that the terms of funding do not pose influence in their work as an PO.

Oversight of Administrative Team

• Is overseen by the Organising Partners and the CYI board of trustees. It also directly reports to the relevant members of the coordination team for tasks related with the functioning of the respective working and coordination structures.
• If the functioning of the administrative team is impaired, the OPs are obliged to remind the administrative coordinator of the team's role and responsibilities. If the functioning is not restored, Organising Partners can then temporarily take over and, as a last step, call for a new selection process.

Application Process

• OPs, Board and the Relevant Constituencies/Working Groups to play a role in the selection of the policy officer.
• An application must be submitted to the CYI board and the OPs either by the individual or a member entity, and should include the following components:

  • Personal Information
    ○ Name
    ○ Age
    ○ Date of Birth
    ○ Country of Citizenship
    ○ Country of Residence
    ○ Address
- Gender
- Sex

- Substantive Information
  - Motivation for applying
  - Brief history of engagement in the UN MGCY
  - Brief history of understanding of relevant substantive area
  - Details of engagement with the UN
  - Details of engagement with youth led entities
  - Relevant experience related to position
  - Bio

- Contact Information
  - Email Id
  - Phone Number
  - Skype Id
  - Social Media

- Two reference letters
- Description of the nominating entity’s governance
- Website link and constitution of the nominating entity
- Names and details of the nominated lead person, including scan of passport bio page / government issued ID that shows date of birth
- Details of any funding being received for the role

Selection Committee

- The policy officers will be recruited through an open recruitment process led by the CYI Board of Trustees and the relevant members of the UN MGCY Coordination Team;
- The applications will be reviewed by the CYI Board of Trustees and the relevant UN MGCY Coordination Team (excluding applicants that may be included in either of these);
- The group may decide to interview shortlisted candidates;
- Final decision will be taken collectively through consensus; if consensus cannot be reached a vote with a ⅔ (two thirds) majority
- If an eligible candidate cannot be found, then the call will be extended.

Resignation or Termination

- The term of an Policy Officer can end before its mandated time of two years if:
  - The administrative coordinator resigns;
  - Is asked to leave by a decision of the CYI board of trustees and the UN MGCY coordination team. In such a scenario they will have to make a comprehensive case for the removal, and give the individual the right to respond.

Mid Term Selection

- The coordination team, the CYI board of trustees and additional volunteers will run a by-selection based on the same process.