

ANNEX 1: TERMS OF REFERENCE FOR THE ADVISORS

1. MONITORING AND EVALUATION Specialist

Under the direct supervision of the Minister of Youth and Sports (or any other person the minister delegates), the Monitoring and Evaluation Officer will be responsible and accountable for the overall monitoring and evaluation of the Youth for Change Programme and support to the Ministry of Youth and Sports. And will monitor successful implementation of agreements for the youth rehabilitation component. He/she will be responsible for monitoring of impacts, preparing of result based reports, communication and advocacy of results, and documentation of experiences and lessons learned. He/she will specifically ensure successful implementation of agreed deliverables.

Specifically, the M&E officer will deliver the following results:

1. Provides capacity to the Ministry's M & E Unit to carry out monitoring of activities under the Youth for Change Component in close collaboration with UNDP
2. Provides support to the M & E unit to independently plan, manage and monitor the implementation of programmes providing services to youth in the long-term.
3. The MoYS M&E unit is strengthened and carries out monitoring of activities under the Youth for Change Components in close collaboration with UNDP
4. Organizes the mid-term review between the Ministry, UNDP and the Partner agencies
5. Develops M & E manual with the necessary tools and produces a final product during this assignment.
6. Conduct Advanced M&E and Project Management Cycle trainings
7. Organize Inter-agency/partner Youth coordination Meetings
8. Prepares monitoring plans and field mission monitoring reports and shares these with UNDP.
9. Monitor progress of agreement implementation through close collaboration with all relevant people (consultants, advisors, interns, other government institutions, UNDP staff etc.), offer feedback and keep regular communication with all relevant people in the Ministry and UNDP.
10. Track and analyze progress towards agreed outputs and activities as per the agreement with UNDP including regular monitoring of the delivery of consultants/advisors and graduate interns.
11. Highlight risks and challenges that may hinder/delay implementation, and provide recommendations to address those risks and challenges.
12. Design a simple reporting format for capturing progress against agreed deliverables to be used and quality narrative reports using this format.
13. Be responsible for preparation of monthly, quarterly, annually and ad hoc narrative reports on UNDP support to Ministry of Youth and Sports.

14. Prepare reports, provide documentation and dissemination of information to donor and other program stakeholders.

Competencies

- Ability to lead strategic planning, results-based management and reporting.
- Demonstrated experience in monitoring and evaluation of development project activities.
- Strong communication both oral and written including facilitation skills and ability to establish good working relationships with colleagues and stakeholders in a sensitive environment. S/he must be able to respond quickly to requests for information.
- He/she must demonstrate strong interpersonal and motivational skills as well as the ability to work with minimal supervision.
- Excellent analytical skills including the ability to write clearly and concisely, and have sound quantitative skills (managing, analyzing and interpreting data).
- Broad knowledge and understanding of the mandates of Ministry of Youth and Sport would be an advantage.
- Understanding of gender issues highly desirable.

Required Qualifications

- Advanced degree in the fields of law or related field including Public Administration/Public Policy or Business Administration.
- Minimum of 3 years relevant work experience with at least 2 years of experience working in a Monitoring and Evaluation role.
- Knowledge and experience in working within the spheres of Somali public sector especially the youth sector

1. Finance Specialist

Under the direct supervision of the Minister of Youth and Sports (or any other person the minister delegates), the financial specialist will be responsible and accountable to support effective and accurate financial resources management and oversight of the Ministry's finances and funds allocated through projects, provide technical assistance to implementation of operational and financial management strategies and procedures particularly implementation recommendations of the HACT assessments done by a consultancy company for the Ministry of Youth and Sports. He/she will specifically ensure successful implementation of the following deliverables:

- Monitor and support the management of the projects budgets allocated in the letter of the agreement
- Ensure effective and accurate financial resources management of the funds entrusted to the Ministry for project activities.

- Proper planning, expenditure tracking and reporting of financial resources in accordance with government procedures.
- Prepare necessary manuals required under HACT and recommended in the assessment report
- Liaise with Government Auditor General to act on recommendations given to the areas of weaknesses as noted in the HACT final report
- Provide technical assistance to the Finance and Administration department and deliver trainings to build their capacity in finance and administration.
- Ensure full compliance of financial activities, financial recording/reporting system and audit follow up with government p rules, regulations, policies and strategies; implementation of the effective internal control, proper design and functioning of the financial resources management system.

SELECTION CRITERIA: (KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED)

- Understands advanced aspects of primary area of specialization as well as the fundamental concepts of related disciplines (financial resources management)
- Continues to seek new and improved methods and systems for accomplishing the work of the department
- Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself professionally
- Demonstrates comprehensive knowledge of information technology and applies it in work assignments
- Continually looking for ways to enhance financial performance in the Ministry

Qualifications:

- Advanced** (Masters) University Degree in Finance/Accounting, Business, or Public Administration, or a professional accounting qualification from an internationally recognized institute of accountancy. Professionally qualified accountants from an internationally recognized institute of accountancy will have a distinct advantage.

2. CAPACITY DEVELOPMENT Advisor

Under the direct supervision of the Minister of Youth and Sports (or any other person the Minister may delegate), the capacity development advisor will be responsible for guiding the Ministry's capacity development effort including conducting capacity assessment, developing capacity development plan, Reviewing capacity assessment reports and ensuring recommendations are implemented, conducting training needs assessment, developing a training plan for the Ministry's staff and delivering monthly trainings, and recommending capacity development initiatives.

Specifically, the Capacity Development Advisor will deliver the following results:

- ☒ Conduct capacity assessment for the Ministry and based on that, develop and finalize an capacity development plan for the Ministry (also using the capacity assessment conducted by UNDP) including a detailed action plan for the implementation of the capacity development plan with options and clear recommendations.
- ☒ Lead the Ministry's effort to develop its capacity including establishing benchmarks and indicators and monthly targets.
- ☒ Undertake a training needs assessment for the Ministry staff and based on this, produce a training plan with options to upgrade the current skill set of the staff of the Ministry.
- ☒ Based on the training needs assessment, carry out monthly trainings for the Ministry staff utilizing ministry capacities (including consultants supported under this agreement). Document and provide reports on trainings delivered.
- ☒ Produce monthly reports on capacity developments efforts carried out in the month including institutional targets achieved and capacity building trainings conducted.
- ☒ Develop a capacity development and supervision plan for all graduate interns working in the Ministry and make sure graduates are attached to departments and are getting opportunities for growth and learning from senior advisors.
- ☒ Any other tasks as may be entrusted by the ministry from time to time.

Competencies

- ☒ Demonstrates integrity, impartiality, fairness, honesty and truthfulness in daily activities and behaviors.
- ☒ Demonstrates strong oral and written communication skills.
- ☒ Leads teams effectively and shows mentoring as well as conflict resolutions skills.
- ☒ Demonstrates ability to share knowledge, mentor and coach people so as to transfer skills.
- ☒ Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- ☒ Consistently approaches work with energy and a positive, constructive attitude.
- ☒ Demonstrates openness to change and ability to manage complexities.
- ☒ Understanding of gender issues highly desirable.

Qualifications

- ☒ Accredited university degree in related discipline with at least 3 years of relevant working experience.
- ☒ The Consultant should have a proven background in capacity development preferably within the public sector.
- ☒ Experience as a trainer with a proven expertise in both developing and delivering trainings for the public sector is necessary.
- ☒ Experience at drafting reports, briefings and training materials.
- ☒ Computer and IT skills especially Microsoft office package.
- ☒ Be fluent in Somali and English.

3. Youth Development Advisor

Under the direct supervision of the Minister of Youth and Sports (or any other person the Minister may delegate), the Youth Development advisor will have responsibilities for the design, implementation and overall quality of strategies and activities based on the Youth Policy that promote vulnerable youth development and youth engagement, particularly concentrating on youth at risk of criminality, who are likely to resort to violence at some point, ensure the most appropriate youth groups are not missed out to benefit from the programme, works closely with mentors and other key stakeholders of the programme:

Specifically, the Youth Development Advisor will deliver the following results:

- ☒ Develop strategies to increase learning and skills building for employment, leadership and healthy behaviors to prepare young people for transition into productive and self-helping citizens
- ☒ Provide technical leadership in community engagement and development opportunities for youth
- ☒ Provide technical leadership in design, development, planning, and implementation; and capacity-building in quality social rehabilitation and economic reintegration
- ☒ Ensure that project strategies and activities addressing youth are evidence-based and in line with state-of-the-art, internationally recognized best practices; including Youth in Development Policy.
- ☒ Develop and maintains collaborative relationships with funding agencies in the joint Youth for Change Programme/implementing partners, relevant government agencies, youth-serving organizations, and other NGOs.

Competencies

- ☒ Demonstrates integrity, impartiality, fairness, honesty and truthfulness in daily activities and behaviors.
- ☒ Demonstrates strong oral and written communication skills.
- ☒ Leads teams effectively and shows mentoring as well as conflict resolutions skills.
- ☒ Demonstrates ability to share knowledge, mentor and coach people so as to transfer skills.

- ☑ Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- ☑ Consistently approaches work with energy and a positive, constructive attitude.
- ☑ Demonstrates openness to change and ability to manage complexities.
- ☑ Understanding of gender issues highly desirable.

Qualifications

- ☑ Master's Degree or its International Equivalent in education, business, or other relevant field.
- ☑ 8+ years of experience in education development with an emphasis on youth development activities.
- ☑ Excellent track record of achieving results in similar types of skill development activities.
- ☑ Demonstrated high-level technical, analytical, and interpersonal skills.
- ☑ Expertise in delivering training to diverse audiences with varying levels of education.
- ☑ Strong critical thinking and technical writing skills.
- ☑ Excellent interpersonal and multi-cultural skills coupled with strong public speaking abilities.
- ☑ Experience in projects promoting livelihood interventions and youth employment with a focus on economic reintegration.
- ☑ Demonstrated knowledge of vocational training opportunities in various country contexts.
- ☑ Understanding of child labor issues, including youth employment.
- ☑ Experience working with relevant government agencies, civil society organizations, employers.
- ☑ Must have strong English written and oral communication skills.
- ☑ Knowledge of adolescent development and best practices to promote positive youth development
- ☑ Be fluent in Somali and English

Youth GRADUATE INTERNSHIPS

INTRODUCTION

The Ministry of Youth and Sports of Somalia is seeking young graduates who have recently graduated from a recognized tertiary institution in the field of social sciences, business, Public administration, human rights, international affairs or related discipline and who are highly motivated and wish to build a successful career within the public sector.

The Law Graduate Internship Program aims to provide recent graduates with extensive exposure to the operations of the Ministry of Youth and Sports and facilitate the opportunity to transition to a career in public service in general and specifically the Ministry of Youth and Sports.

TRAINING AND DEVELOPMENT:

The successful applicants will participate in an extensive training program aimed at strengthening the skills and experience of public officers. People with talent, commitment and drive who have tertiary qualification in a related field are encouraged to apply. This Graduate Internship Opportunities provide an excellent opportunity for the right people for career development and to obtain promotional skills and opportunities for entry into public service.

SELECTION CRITERIA

To qualify for the youth Graduate Internships, applicant should meet the following criteria:

- ☑ Be between the age of 20 -32 years is preferred;

☒ Hold an undergraduate (Bachelor) degree or equivalent in business, social sciences, business, public administration or a related field;

☒ Be a Somali citizen.

☒ Excellent Somali and English language skills.

☒ Women are particularly encouraged to apply for this Graduate Internship Opportunities

APPLICATION DOCUMENTS:

Applicants for the Graduate Internship Opportunities MUST submit/send ALL of the following documents:

2. CV outlining academic qualifications, any work experience and two (2) academic or work referees; and

3. Certified copy of the official university certificate and record of results.

4. Cover page providing why the candidate should be selected and meets the selection criteria.

SELECTION CRITERIA: (KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED)

1. Excellent knowledge of research methods, the ability to analyze issues and write quickly, clearly and concisely and the ability to provide rapid, comprehensive and impartial oral and written briefings;

2. Understanding of the system of government in the Federal Republic of Somalia;

3. Strong oral and interpersonal skills to communicate effectively with ministers, members of parliament, senior public officials and a range of stakeholders;

4. High standards of integrity and the ability to handle confidential matters and provide impartial advice;

5. Demonstrated capacity to participate effectively in small teams and a commitment to collaborative work practices;

6. Good information management skills including ability to use and manage a range of computing software;

7. Tertiary qualifications in a relevant discipline, (listed above) Native language and written skill in Somali. Excellent language and written skills in English is an advantage