

TERMS OF REFERENCE

Consultant for the Development of a Policy Brief on the Role of Caritas Africa and its Member Organizations in Promoting Youth Leadership and Inclusion in the Africa Region

1. Background and Justification

As an instrument of the Catholic Church's social ministry in Africa, Caritas Africa plays an essential role in promoting integral human development and the well-being of vulnerable populations. As part of its 2024-2030 strategic plan, it plans to empower women, young people, and people with disabilities, and to offer them the space they need to participate fully in the mission and development of Caritas Africa. The active participation of young people in ecclesial and social structures is essential to ensure the sustainability of Caritas initiatives. Caritas Africa has already undertaken several initiatives in this regard, including the creation of the Caritas Africa Youth Forum in 2023, which brings together 211 young people from its member organizations. This forum aims to value the contribution of young people to the Caritas mission and to offer them a space for dialogue and the sharing of experiences.

For more youth involvement, it is necessary to establish a clear policy defining the role of Caritas Africa and its member organizations in promoting youth leadership and inclusion in Africa. In this context, Caritas Africa is looking for a consultant to develop a strategic policy aimed to:

- Guide and strengthen the engagement of young people within Caritas structures in Africa.
- Promote their inclusion in the decision-making and operational processes of member organizations.
- Develop strategies to mobilize and empower young people in charitable and humanitarian services.

2. Mission Objectives

The general objective is to develop a comprehensive policy brief for Caritas Africa that will serve as a reference for promoting youth leadership and inclusion within the network.

Specific Objectives

- Analyze the current state of youth involvement within Caritas Africa structures and its member organizations.
- Identify best practices and challenges related to youth participation in decision-making and operational bodies.
- Define clear guidelines and recommendations to strengthen youth leadership and inclusion.
- Propose an action plan for policy implementation.

3. Expected Outcomes

- A situational analysis of youth involvement within Caritas Africa structures and its member organizations
- Best practices and challenges related to youth participation in decision-making and operational bodies

- A strategic policy document on youth leadership and inclusion, including recommendations and priority areas for intervention.
- A detailed action plan for the implementation of the policy

4. Methodology

- Presentation sessions on the consultancy mission roadmap.
- Desktop on youth involvement within Caritas Africa structures and its member organizations.
- Interviews with key informants (main national partners, youth stakeholders, youth groups)
- Presentation and validation meeting (policy, action plan)

5. Deliverables

The consultant is expected to produce a document including:

- A final policy brief validated and adopted by Caritas Africa.

6. Consultant Profile

This assignment will be carried out by a consultant with at least ten years of proven experience in developing policy documents and strategies for young people. It is open to all candidates meeting the following conditions:

- At least a master's degree or equivalent in social sciences or a similar discipline.
- Demonstrate relevant work experience in youth support programs by providing certification of services.
- Have carried out similar work with Caritas
- Strong knowledge of Caritas networks and youth socio-economic realities in Africa.
- Excellent skills in communication and multi-stakeholder dialogue facilitation.

7. Duration and Timeline

The mission will last two (02) months from the contract signature date. A detailed timeline will be agreed upon with the selected consultant.

8. Submission Guidelines

Interested consultants are invited to submit their applications, including:

- A methodological note explaining their understanding of the mission and their approach to achieving the deliverables.
- A detailed CV highlighting relevant experience.
- Copy of diploma
- Certificate of services provided
- Work certificate
- Any other document attesting to your experience relevant to the consultancy sector
- A financial proposal including service costs.

Applications must be submitted before June 15, 2025, at 5:00 PM GMT to the following email addresses:

secaf@caritas-africa.org

recrutement@caritas-africa.org

9. Contact Information

For further information, please contact:

+228 22212937 / 22220026

10. Payment Terms

The payment terms will be defined based on the selected financial proposal and according to the validation stages of the deliverables:

- 30% upon contract signing.
- 40% upon submission of the first draft of the document.
- 30% upon final validation.

A withholding tax will be applied to the total contract amount, in accordance with the tax legislation in force in Togo (Article 99 of the General Tax Code). The applicable rates vary depending on the contractor's tax status:

3%: if the contractor has a Tax Identification Number (TIN) and a valid tax compliance certificate.

5%: if the contractor has a TIN but no tax compliance certificate. 20%: if the contractor does not have a TIN or is a non-resident.

11. Intellectual Property Clause

Caritas Africa acknowledges the consultants' contribution to the development of this policy. However, the final document and all associated rights shall remain the exclusive property of Caritas Africa.

Done in Lomé, on March 21, 2025.

Mrs. Lucy ESIPILA

Regional Coordinator of Caritas Africa