***Za’atari Youth Task Force***

***Terms of Reference***

*The Youth Task Force (YTF)* is an action-oriented field-level forum, which is focused on youth-specific advocacy, planning and coordination, while addressing the cross-cutting nature of the population group, and works toward advancing the youth agenda in humanitarian settings in line with the Global Compact for young people in Humanitarian Action.

The YTF was created under the Protection and Education Sector Working Groups to facilitate field level coordination with the objectives of creating a safe and enabling environment for youth in Za’atari camp and to ensure informed youth programming in the camp. The main target group of the YTF is the youth aged 12 to 30 years.

**1. Objectives:**

* Coordinate and promote information and resource sharing among all youth actors in Zaatari camp.
* Advocate with donors, implementing agencies, camp and national authorities and advocacy groups for the needs of youth in the camp and for the implementation of activities that respond to those needs.
* Improve responsiveness to youth needs in youth programming by developing youth strategies at the camp level, and develop capacity of youth, youth volunteers and field staff working with youth.
* Promote youth participation in program planning, setup, and implementation, both in youth and non-youth-specific program responses.

**2. Principles**

The YTF group is guided by the following principles:

* Participatory approach: ensuring to the extent possible, consultation with all members of the community (women, girls, boys and men and youth with disabilities) in youth activities/programs.
* Gender Equality: Take gender considerations into account to ensure the safe and inclusive participation of both male and female youth.
* Safe spaces and security protocols: prioritize safety and security in youth spaces and programmes.
* Non-discrimination**:** equal treatment of individuals or groups irrespective of their particular characteristics.
* Quality: ensuring to the extent possible, programme quality in terms of service delivery, learning environment, content, processes and outcomes in accordance with relevant minimum standards.

**3. Coordination Structure**

**Co-Chairs**

The YTF is a sub-structure of Protection and Education Sector Working Groups, established to facilitate the coordination of adolescent and youth-focused programming in Za’atari camp. The Task Force will liaise closely with other sectors and delegates from the YF will attend meetings such as CP-GBV, education, Camp Management, MHPS, RH, community mobilization and other sectors deemed appropriate by the group. The YTF is led by two Co-Chairs elected by the task force participants once a year. Until April 2020 the YTF will be co-chaired by the United Nations Population Fund (UNFPA) and the Norwegian Refugee Council (NRC). The coordinating agencies have equal tasks and responsibilities at all times.

**Participation**

Participation in the Task Force is open to all actors working in Za’atari in the various sectors addressing youth issues. The YTF is an inclusive group functioning in English and Arabic. New actors, depending on type of interventions, will be directed to the CP-GBV, Education, or other relevant Working Groups in Amman where overall sector specific strategy and coordination takes place.

**Reporting System**

Activities of the Task Force should be planned and coordinated with both Protection and Education Sector Working Groups through the dissemination of meeting agendas, meeting minutes and action points, and shared documents. The Task Force will also facilitate the reporting process of the Syria Regional Response Plan when necessary, by promoting data gathering through relevant sector working groups.

Focal Points specific tasks include:

* Attend relevant sector meetings and provide updates on youth activities in Za’atari camp to sectors and report back to YTF proactively.
* Advocate with sectors for youth programming that is age and gender appropriate.
* Develop indicators with YTF to measure the number of youth programmes in sectors and keep sectors engaged on this.
* Support YTF chairs in conducting a baseline of youth programming in sectors.
* Attend YTF and relevant sector meetings regularly and be available and reliable for regular YTF side meetings for Focal Points.

**Frequency of meeting**

The youth TF group will meet on a monthly basis every second Tuesday of each month. Extraordinary meetings and ad-hoc task forces are created by the focal points and at the request of members of the group when this is considered necessary to address an issue of urgent nature. A draft agenda is circulated to members not later than two days before the regular meeting, giving the members the opportunity to suggest additional items for discussion. Draft minutes are circulated with the invitation and agenda for each meeting.

**YTF and Sector Working Group Responsibilities**

The YTF is not a formal ‘sector, and the Protection, Education and other relevant Sector Working Group chairs are accountable for delivery on some tasks that should not be covered by the YTF. Sector-specific tasks include: approval of policy; projects; approval of assessments; setting of objectives, outputs, indicators and associated budgeting/setting of targets. The latter does not prevent the YTF from discussing e.g. policy on youth or conducting advocacy, but such policy then has to be discussed at the sector level, or fit into wider sector level advocacy efforts. A key value added of the YTF is, based on its knowledge of youth activities in Za’atari, to feed back into camp management and sectors with technical advice and on gaps to be filled.

**Refugee Sector/YTF Responsibilities in relation to Youth**

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| **Forum** | **Responsibilities** |
| Youth Task Force | Discussion of assessments; proposal to the relevant sector for Sector approval through the inter-agency coordinated needs assessment registry & SOPs. |
| Design and delivery of youth specific advocacy messages in coordination with relevant Sectors. |
| Collation of youth specific indicators from the different Sectors/refugee statistics for youth-focused advocacy. |
| Sharing information among YTF members (e.g. opportunities for youth beneficiaries, staff capacity building, projects and other relevant initiatives). It should be noted that all information on higher education opportunities outside of Jordan to be coordinated directly with UNHCR Chair for the Tertiary Education Coordination Group prior to circulation. |
| Engage with interested stakeholders on youth issues and represent YTF on national and international fora |
| Knowledge management by consolidating available data, documentation of best practices and research for effective advocacy and coordinated planning |
| Report on YTF activities, initiatives and developments to Protection & Education sectors and to UNHCR camp management where relevant. |
| Support capacity development of agencies working with Za’atari youth by sharing and coordinating opportunities |
| Advise on programme development to address identified gaps in youth service provision |
| Education Sector | Approval of Assessments |
| Approval of Projects / as part of the planning process (3RP and subsequent appeals) |
| Setting of the Objective, Output, Indicators relating to Youth (in discussion with the YTF) |
| Monitoring and Reporting against indicators |
| Organizing Youth specific presentations facilitated by YTF; providing feedback to YTF on policy recommendations |
| Protection Sector | Approval of Assessments |
| Approval of Projects / as part of the planning process (3RP and subsequent appeals) |
| Setting of the Objective, Output, Indicators relating to Youth (in discussion with the YTF) |
| Monitoring and Reporting against indicators |
| Organizing Youth specific presentations facilitated by YTF; providing feedback to YTF on policy recommendations |

This ToR is a working document and may be revised and updated to meet the needs of all members by agreement of the majority of the members.

Youth Task Force contacts:

**UNFPA:**

Bothaina Qamar Mobile: 0797345349 E-mail: qamar@unfpa.org

**NRC:**

Dina Alaeddin Mobile: 0798534272 E-mail: dina.alaeddin@nrc.no

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