Background

IYAFP is a trailblazer in the field of SRHRJ. As one of few global organizations that exist for young people, entirely led by young people, we play a strategic role in elevating the voices of young people. We leverage youth energy, creativity and expertise to improve advocacy and set a fully youth-led agenda. Our values-driven community and geographic diversity position us as a coordinating mechanism for global movement-building in SRHRJ. The basis of our work lies in the fundamental human right of all young people to access their SRHRJ.

The Country Coordinators Programme is a flagship initiative that brings together young human rights defenders from different countries and territories to coordinate advocacy initiatives, projects, campaigns, and other activities in their communities. Country Coordinators are committed volunteers that work to advance SRHRJ and lead their own agenda on the ground. They serve in their capacity for a period of two years. To support them, IYAFP offers an online capacity strengthening program as part of the experience. This program is structured in three modules and includes a series of live discussions and opportunities for interaction. Also, a set of events and activities are planned to provide Country Coordinators with additional opportunities to expand their knowledge and reach.

Scope of Work

The Country Coordinators Programme encompasses a series of activities and opportunities for Country Coordinators to strengthen their skills, clarify their values, connect with each other, and implement activities in their communities. We are looking for a consultant for June-November 2021, with solid experience in network engagement, capacity building, facilitation, and strong knowledge of SRHRJ and project management to support the implementation of the Country Coordinators Programme’s cohort 2020-2022.
Objectives

1. Provide leadership for the engagement of IYAFPs network and the Country Coordinators Programming.
2. Support the administration of the current grantmaking process for Country Coordinators and other in-country projects.
3. Lead on the implementation of key activities of the Country Coordinators Calendar of Activities and coordinate the capacity strengthening programme for Country Coordinators.
4. Provide support to Country Coordinators and IYAFPs members as needed.

Duties and responsibilities

1. Country Coordinators Programming

   a. Coordinate the implementation of Country Coordinators’ online capacity strengthening programme.
   b. Co-facilitate online interactive sessions and meetings with Country Coordinators.
   c. Lead the implementation of CC Programming activities.
   d. Act as the focal point for communications with Country Coordinators.
   e. Continuously track activities, meeting attendance, opportunities, etc. of Country Coordinators.

2. Administrative support

   a. Support Country Coordinators through IYAFPs grantmaking process and reporting.
   b. Provide support to other in-country projects and initiatives as needed.
   c. Ensure timely and accurate reconciliation of expenses and financial reporting of grantees and other in-country projects.
   d. Prepare progress reports for the consideration of the Executive Team.

3. General

   a. To attend regular meetings with the Executive Director and other members of the Executive Team. The position is likely to require occasional attendance at evening and weekend meetings and events. The postholder will be expected to attend whenever reasonably practicable.
   b. To contribute positively to the effectiveness and efficiency of the teams in which they work.
   c. To undertake other duties as needed which are commensurate with the role, including project work, internal job rotation and absence cover.
   d. To uphold IYAFPs values by positively promoting and representing IYAFP.
**Reporting**

This consultant will report to the Executive Director.

**Timeline**

The timeline for services will cover from September until the end of November 2021.

**Benefits**

- Remote work
- Mostly flexible hours
- Paid position

**Qualifications**

**Essential**

- Bachelor’s degree in areas related to health, education, or other relevant social sciences.
- Excellent facilitation skills with previous experience conducting online training and capacity strengthening programs.
- Fluent in English, with excellent writing and communication skills.
- Conflict management and resolution skills.
- Project management skills.
- Knowledge of Sexual and Reproductive Health, Rights, and Justice.
- Experience working or volunteering with youth-led organizations.
- Ability to be highly transparent and communicative.
- Ability to work remotely and independently on deliverables with little direct supervision.
- Youth (under the age of 30).

**Desired**

- Strongly preferred fluency in French and/or Spanish
- Previous experience in coordination of volunteers.

**Competencies**

- Conflict management
- Adaptability
- Initiative
- Facilitation
- Monitoring and evaluation
How to Apply

Complete the assignment and apply: Assignments

For any questions, please contact ajarandilla[at]iijafp.org