


# United Nations Major Group for Children and Youth

Terms of reference for  
Constituencies/Working Groups

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## Introduction

A Constituency/Working Group is the structure that directly facilitates formal **engagement and** participation in respective UN processes **and/or avenues** along the UN MGCY's areas of work. Each UN process or cluster of UN processes linked with a substantive area has a corresponding working group **as the formal constituency of that specific process/avenue**. It consists of *Global Focal Points (GFPs)*, *Regional Focal Focal Points (RFPs)* and may also include *Thematic Focal Points (TFPs)*.

## Global Focal Points

### Scope of Work

The Global Focal Points' scope of work includes the primary process/avenue as related to their topic (as named), including engagement in processes associated with the central theme of the primary process, the work of the HLPF and ECOSOC youth forum as needed, and the UN IANYD.

### Term Period and Calendar

The mandate period of the *Global Focal Points* is two (2) years. They should be elected by the annual meeting of their process handover period till the following the *High Level Political Forum* of the same year. For groups that cannot meet this schedule, they may ascertain their own calendar cycle.

### Primary Eligibility

The ideal candidate must have the following attributes:

- Be Youth-or-child led member entity of the UN MGCY, with the named representative lead being aged 29 or below at time of election
- Been actively engaged in the UN MGCY for at least 1 years;
- Extensive 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, their specific substantive area and associated political contents;
- Have detailed knowledge of the primary engagement avenues( as related to their substantive area) in the UN
- 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 interlocutor, and facilitator (and not a representative) of global youth;
- Has advocacy experience;
- Has experience with volunteer coordination
- Is fluent in spoken and written English;

- Has experience in administrative work and management;
- Is under 29 years old at time of application.

## Roles and Tasks

This entails coordinating UN MGCY's activities along its areas of work- Policy & Advocacy, Capacity Building, Youth Action, and Knowledge, as they relate to the substantive area, and processes/avenues of engagement of the Constituency/Working Group.

More specifically, the position involves the following tasks:

- Facilitate developing and executing a work plan for the WG in line with UN MGCY's Areas of Work Frameworks- [Policy and Advocacy](#), [Capacity Building](#), [Knowledge](#), [Action](#)
- Act as the primary liaison between the UN MGCY, other relevant youth and non youth stakeholders, and the relevant UN entities (the ones responsible for facilitating engagement in the respective processes) with Organising Partners (OPs) and Policy Officers in copy;
- Facilitating the preparation of formal inputs (statements, papers, reports, etc) related to their respective process and engagement avenues in coordination with the working group coordination team, the working group, the UN MGCY coordination team and the assembly, and where appropriate, with other stakeholders, as per the process and procedures document;
- Resolve any issues with redflags and prevent an input from being submitted or read if it is red-flagged and no agreement can be found;
- Informing the UN MGCY regularly of upcoming opportunities, developments, and progress of work, as well as reporting back on organised events and actions through the official mailing list and the official social media platforms;
- Coordinating regular and timely WG calls;
- Coordinating external communications and promotion for the specific WG;
- Attending monthly Assembly calls on behalf of the WG or sending an internally determined alternative representative;
- Uploading documents such as statements and policies to the website and internal library;
- Ensuring reflection and regular evaluation of activities;
- Other tasks as delegated by the WG, or tasks undertaken in relation to the above tasks.

## Governance and Oversight

- Are in their work being overseen by the Organising Partners and supported by Policy Officers, who step in if the functioning of the Constituency/Working Group is impaired. In such a case their first action would be to remind the GFPs of their role and responsibilities. If the functioning of the Working Group is not restored, Organising

Partners can then temporarily take over the steering of a Working Group and, as a last step, call for elections of new Focal Points.

- Contributing to a monthly newsletter and update to the Assembly, the coordination team and the IANYD;
- Report on the implementation of the work plan
- Adhering to the UN MGCY's Processes and Procedures;

## Election Process

The GFPs are elected by an election process coordinated internally by the respective constituency. Each constituency may seek the support of the members of the UN MGCY coordination team.

## Resignation or Termination

An entity that serves as the GFP may at any point in time replace their primary lead (person) with another person that meets the criteria outlined in this TOR. The notification of such a change needs to be communicated to the membership of the constituency, the UN MGCY coordination team and the UN MGCY secretariat.

## Compensation

Leads representing the Global Focal Points, at present, are not compensated by the UN MGCY or the CYI.

They may derive funding through the member entity that holds the position or 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.

## Regional Focal Points

### Tasks

- Facilitate developing a work plan for the region of the WG in line with "*Policy Design, Implementation, Monitoring and Accountability*" framework along the four areas of work;
- Facilitating the participation and preparation of formal inputs (statements, papers, reports, etc) related to the regional elements of their respective process and engagement avenues in coordination with the working group coordination team, the working group, the UN MGCY coordination team and the assembly, and where appropriate, with other stakeholders, as per the process and procedures document;
- Conduct outreach with relevant children and youth entities in the region, with the help of the regional caucus and according to the outreach strategy, to inform them of the engagement, and invite them to join in and share relevant materials;

- Coordinate regular and timely regional WG calls;
- Attend the monthly WG call, provide updates on activities taking place in the region, and promote engagement opportunities for the members to take part in;

### Criteria of Applicants

*In addition to the criteria elaborated in the table above, the candidates must meet the following criteria*

- Be an active member entity of the UN MGCY or an active CYI member where CYI is the nominating entity.
- Must be able to commit to the roles and responsibilities of the respective Focal Point positions as outlined above.
- If nominated by CYI, the person cannot be holding another mandated position. A member entity can however hold multiple focal point positions.

### Governance and Oversight

- Are in their work being overseen by the Global Focal Points, who step in if the functioning of the RFPs is impaired. In such a case their first action would be to remind the RFPs of their role and responsibilities. If the mandate and responsibilities of the RFP are not observed and executed properly, GFPs can then temporarily take over the communication and role of RFPs and, as a last step, call for selection of new Focal Points.
- Contributing to a monthly newsletter and update to the WG and GFPs on the regional activities
- Report on the implementation of the work plan
- Adhering to the UN MGCY's *Processes and Procedures*;

### Selection Process

The RFPs are elected by an election process coordinated internally by the respective constituency and the regional caucus. Each constituency may seek the support of the members of the UN MGCY coordination team.

### Thematic Focal Points

#### Tasks

- Facilitate the thematic discussion on the particular topics assigned to the TFP within the WG
- Contribute to the capacity building of the WG around the themes
- Contribute to the knowledge stream

- Attend the monthly WG call, provide updates on activities taking place around the topic, and promote engagement opportunities for the members to take part in;
- Contact all relevant children and youth organizations and networks in the region, with the help of the regional team and according to the outreach strategy, to inform them of the engagement, and invite them to join in and share relevant materials;

## Criteria of Applicants

*In addition to the criteria elaborated in the table above, the candidates must meet the following criteria*

- Be an active member entity of the UN MGCY or an active CYI member where CYI is the nominating entity.
- Must be able to commit to the roles and responsibilities of the respective Focal Point positions as outlined above.
- If nominated by CYI, the person cannot be holding another mandated position. A member entity can however hold multiple focal point positions.

## Governance and Oversight

- Are in their work being overseen by the Global Focal Points and their, if there is, respective cross-cutting platform coordinator, who step in if the functioning of the TFPs is impaired. In such a case their first action would be to remind the TFPs of their role and responsibilities. If the mandate and responsibilities of the TFP are not observed and executed properly, GFPs can then temporarily take over the communication and role of TFPs and, as a last step, call for selection of new Focal Points.
- Contributing to a monthly newsletter and update to the WG and GFPs on the regional activities.
- Report on the implementation of the work plan.
- Adhering to the UN MGCY's *Processes and Procedures*.

## Selection Process

The RFPs are elected by an election process coordinated internally by the respective constituency and the regional caucus. Each constituency may seek the support of the members of the UN MGCY coordination team.

