



## **Youth Inclusion and Political Participation Consultant Scope of Work**

### **Project Background:**

The Consortium for Elections and Political Processes (CEPPS) is comprised of nonprofit, nonpartisan, non-governmental organizations dedicated to advancing and supporting democratic practices and institutions around the globe. Established in 1995, CEPPS pools the expertise of three premier international organizations dedicated to democratic development: the International Foundation for Electoral Systems, the International Republican Institute, and the National Democratic Institute. CEPPS has over 25 years of experience in collaboration and leadership in democracy, human rights, and governance support. As a mission-driven, nonprofit democracy organization, we differ from many development actors by maintaining long-term relationships with political parties, election management bodies, parliaments, civil society organizations and democracy activists. We operate as a consortium to provide USAID and other donors with the capacity to deliver complex democracy, rights, and governance (DRG) programming at scale across the entire spectrum of political contexts and geographic regions. CEPPS is currently implementing USAID's Democratic and Electoral Political Processes (DEPP) Leader with Associate Award (LWA), along with Senior Technical Partners Internews, ABA ROLI, V-Dem, and CIPE.

CEPPS recognizes that democracy and inclusion are indivisible. It is only when all people – including women, people with disabilities, young people, lesbian, gay, bisexual, transgender, queer, and intersex (LGBTQI+) individuals, Indigenous Peoples, and ethnic, religious, and linguistic minorities, – have equitable opportunities to meaningfully participate in the political life of their societies, that democracy can flourish. A key component of CEPPS's democracy, human rights, and governance (DRG) work therefore is advancing the equitable, meaningful, and sustained participation, representation, and leadership of members of historically marginalized groups and individuals in civic and political life.

With 65% of the world's population under age 35 and 90% of the world's young people living in developing nations, effective youth engagement is critical to implementing DRG initiatives and advancing democracy. In fact, early participation in public life fosters more sustained engagement and enhances democratic resilience. Yet, despite young people's right to have their voices heard and to participate in decision-making being guaranteed under international conventions, young people are regularly excluded from these processes. Although limited youth representation in public leadership positions means young people often have little say in or influence over policies, they will bear the consequences of decisions made today for decades to come.

CEPPS supports youth engagement efforts to: strengthen young people's opportunities for meaningful participation in civic and political life; amplify the voices and influence of young people in civil society,

politics, and public institutions; and develop leadership skills among young people, who are the current and next generation of citizens, activists, government officials, and political leaders. CEPPS youth programming includes activities that engage young people who have not yet reached the age of enfranchisement, but for whom there are important opportunities and avenues of civic engagement and leadership. CEPPS views youth engagement as both an intrinsic democratic value and an instrumental driver of change, making government more transparent, accountable, and responsive.

## **Overview of Services:**

CEPPS seeks external consulting services to map best practices, effective approaches, and gaps and needs related to youth inclusion, participation, representation, and leadership across the consortium to inform the creation of a practitioners' handbook on youth engagement.

All deliverables from the consultant, which are detailed further below in the Scope of Work (SoW) below, must be completed and submitted to CEPPS on or before the agreed upon date.

## **Scope of Work (SoW):**

The Youth Inclusion and Political Participation Consultant (hereinafter the Consultant), under the direction of the CEPPS Senior Inclusion Advisor and in consultation with youth points of contact across the consortium, will produce a consolidated, comprehensive Youth Engagement Handbook (hereinafter the Handbook). Based on an mapping of internal CEPPS activities, the final product will present: 1) identified best practices and effective approaches to fostering and sustaining meaningful youth inclusion, participation, and leadership in civic, political, and electoral processes across various ages and stages of young people and political contexts with a strong focus on intersectional youth identities; 2) identify gaps, needs, and areas for CEPPS; and 3) present 4-6 comprehensive case studies of effective youth engagement programming.

## **Detailed Description of Services:**

- Review and analyze internal documents provided by CEPPS including knowledge products, program assessments and reports, and related information to identify lessons learned, good practices, and program examples related to youth inclusion and political engagement;
- Conduct key informant interviews (KIIs) with youth and inclusion points of contact across the consortium to help identify partner-specific best practices, lessons learned, and program examples related to youth inclusion and political engagement;
- Draft 4-6 comprehensive case studies highlighting effective youth engagement approaches across a variety of ages and stages of young people and political contexts with a strong focus on intersectional youth identities;
- Draft Youth Inclusion and Political Engagement Handbook including at least three distinct sections: case studies; compilation of good practices across CEPPS partners; and key areas for further CEPPS engagement in this field;
- Integrate edits and technical feedback from CEPPS and other contributors on the draft Handbook;
- Coordinate with CEPPS partners to discuss related project items and key review, edits, and deliverable timelines;
- The final deliverable as indicated above must be provided to the CEPPS Senior Inclusion Advisor on or before the agreed upon date.

**Deliverables and Key Milestones:** The final Handbook with all sections completed is the primary deliverable and is due to CEPPS on or before the agreed upon dates. Key milestones needed to achieve this primary deliverable include:

	<b>DELIVERABLE</b>	<b>DATE - TBD</b>
1	Project workplan	
2	Completed data review, case study identification, and handbook outline	
3	Completed case study drafts	
4	Completed initial draft to CEPPS for review	
5	Final revised documents due to CEPPS	

### **Price**

The price proposal should be representative and inclusive of all services you intend to deliver as related to the total price of the proposal. Fixed Price Proposals must include the assumptions used (i.e., labor category, estimated numbers of hours, and rate per hour).

### **Education**

Bachelor’s degree in a relevant field.

### **Experience**

Minimum 5 years recent professional experience with the following:

**OBJ:**

- Professional competence in subject matter areas related to youth inclusion, representation, political participation, and leadership.
- Technical knowledge of Positive Youth Development (PYD) principles and both cross-sectoral and social behavior changes approaches to youth programming.
- Demonstrated experience working with an intersectional gender and social inclusion lens.
- Experience preferred in working on programs related to the establishment and consolidation of inclusive and accountable democracies to include but not limited to political party assistance, promoting electoral integrity and sound election administration, citizen participation, election observation, promoting the appropriate use of technology, improving the responsiveness of governing institutions, anti-corruption, consensus-building processes, and legal frameworks, mitigating electoral violence.
- Excellent written English language skills. Ability to present information concisely and accurately, proven ability to prepare comprehensive documents and reports.
- Good research, analytical, and problem-solving skills. Conscientious and efficient in meeting commitments and observing deadlines.
- Ability to work collaboratively with colleagues to achieve organizational goals. Solicits input by valuing others’ ideas and expertise and is willing to learn from others.

- Knowledge of USAID terms, language, and style. Previous experience with USAID or other donors in developing similar projects.

**To Apply**

Email letter of interest, resume or CV, and price proposal to:  
Alyson Kozma, CEPPS Senior Inclusion Advisor  
[Akozma@cepps.org](mailto:Akozma@cepps.org)