



**MINISTRY
OF
EDUCATION, YOUTH & INFORMATION**
Every Child Can Learn, Every Child Must Learn



**YOUTH
INNOVATION
CENTRE**



Jamaica Youth Ambassadors Programme

2019 – 2021

Terms of Reference

Revised: August 28, 2019

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OVERVIEW

The Jamaica Youth Ambassadors Programme (JAYAP) was established in 2000 as a strategy to promote youth advocacy and facilitate youth participation in decision-making processes. Since 2000, the JAYAP has produced a number of youth leaders, who have offered representation of Jamaican youth issues at the national, regional and international levels. The 2019 selection of Jamaica Youth Ambassadors incorporates recommendations made in a JAYAP Programme Review conducted at the end of tenure for the last cohort.

PORTFOLIO AREAS

For 2019-2021, six young persons aged 27 years or younger will be appointed as Jamaica Youth Ambassadors (YAs).

The breakdown of portfolio areas and assigned YAs is as follows:

- CARICOM
- Commonwealth
- United Nations General Assembly

Regional and international obligations to CARICOM and the Commonwealth necessitate the appointment of youth ambassadors to these bodies. Association with both the CARICOM and Commonwealth Youth Programmes have borne fruit over the years, particularly through policy and programme recommendations for key youth development challenges and issues such as youth unemployment and entrepreneurship.

The portfolio - YA: United Nations General Assembly, provides an opportunity for Jamaican youth to have a voice at one of the highest levels of decision making in the world. Attendance at the General Assembly affords the opportunity for Jamaican youth to actively shape the development of international frameworks for action. The YA:UN is also responsible for promoting and advocating for action on the Post 2015 Agenda, and the organization of initiatives to commemorate International Youth Day and Global Youth Service Day.

APPLICATION PROCESS

An open call for applicants for the Jamaica Youth Ambassadors Programme will be held in September 2019. Interested youth are able to access the application form at bit.ly/JAYAP2019 or www.youthjamaica.com. Forms can be submitted online or to the Ministry of Education, Youth and Information – Heroes Circle.

JOB DESCRIPTION: JAMAICA YOUTH AMBASSADORS

YAs have the responsibility of advocating for and educating young people as per issues defined through consultations at CARICOM Youth Ambassadors Programme, the Commonwealth Youth Programme and the UN General Assembly. YAs also to bring national issues to the attention of policy makers and planners at the regional/international level through the coordination/collation of data relating to youth issues at the national level.

Jamaica Youth Ambassador Responsibilities

The responsibilities of YAs include (but are not limited to) the following:

- Coordinate/collate desk reviews and consultations on specific youth development issues;
- Provide analysis of national and international youth development trends, challenges and opportunities;
- Provide recommendations for policy and programme development;
- Provide support to national youth organisations (e.g. National Youth Council), through the dissemination of research data and other information relating to the YA's area of focus, to inform position papers and programme/project development;
- Regularly contribute to national discourse on youth development issues, through national and local media, public forums, consultations and other relevant avenues;
- Bring national issues to the attention of policy makers and planners at the Regional/international level through the coordination/collation of data relating to youth issues at the national level;
- Partner with relevant government ministries/agencies/departments towards effecting key aspects of the development agenda of these institutions, through representing the views of youth, and mobilising youth support.
- Provide support to Youth Innovation Centres (YICs) through facilitating empowerment sessions;
- Maintain links with Jamaican young people and remain an active member of a youth group;
- Carry out a total of 12 social intervention sessions with young people to pass on their knowledge and training (At least one session per year must be held at each YIC);
- Take part in the planning and execution of major Youth Division and other Government youth development activities including the Youth Ambassador Installation Ceremony, Prime Minister's Youth Awards and Youth Month (November).
- Serving as Dean of JAYAP for a period not exceeding 4 (four) months in order to undertake specific initiatives and assist with the overall coordination of the Programme.

Attendance and Participation in Youth Ambassador Activities

Youth Ambassadors are required to attend and participate in the following events:

- An initial meeting and residential training;
- Social Intervention sessions
- Monthly Meetings of all Youth Ambassadors; and
- End of Term De-briefing Meeting.

Outputs

- YAs are required to submit a draft work plan for the year with projected outputs and activities
- Monthly work plans to follow – Due on the first of each month
- Monthly reports are required from each portfolio area
- YAs are to submit a written report to Youth Division within two weeks of any mission (local, regional or international) being undertaken. This includes YIC interventions.
- Each YA is to produce an annual report detailing their activities in the previous year and their plans for the following year.
- Each Youth Ambassador is to hold at least 6 training sessions / interventions with various youth groups. A proposal for these sessions must be submitted to the Youth Division one month after their appointment, a short report must be submitted within two weeks after each session.

Time Commitment

a. Social Intervention Sessions

- 1 day per month delivery of social intervention session (this will sometimes take place in the week and sometimes on a weekend).
- 1 day per month preparation for social intervention session.

b. Training / JAYAP Activities

- Monthly Meeting
- 3 days initial training.
- Minimum of 6 update sessions per year.
- Approximately 4 days in November for participation in Youth Month Activities.

c. Missions

- Up to 2 weeks away from Jamaica for participation in international event (approximately once per year).
- 1 week preparation for each mission (this will include a visit to the Youth Division office and time taken to prepare any necessary speeches or reports).
- Up to one week post-mission reporting (this will include a visit to Youth Division, preparation of mission report and taking part in any related meetings and a knowledge sharing session to be hosted with relevant local stakeholders).

Management

The Youth Division undertakes to manage the activities of the Youth Ambassadors through:

- Providing support for interventions with young people
- Undertaking travel arrangements
- Organising occasions for youth ambassadors to meet and share experiences

Ambassador outputs will be managed by the following persons:

Ms. Kara Knight – Programme Development Specialist – kara.knight@moey.gov.jm

With oversight from:

Mrs. Hyacinth Blair – Senior Director – Children’s Policy Division

Mrs. Rani Sarju – Monitoring and Evaluation Specialist

Mr. Davey Haughton – Policy Analyst

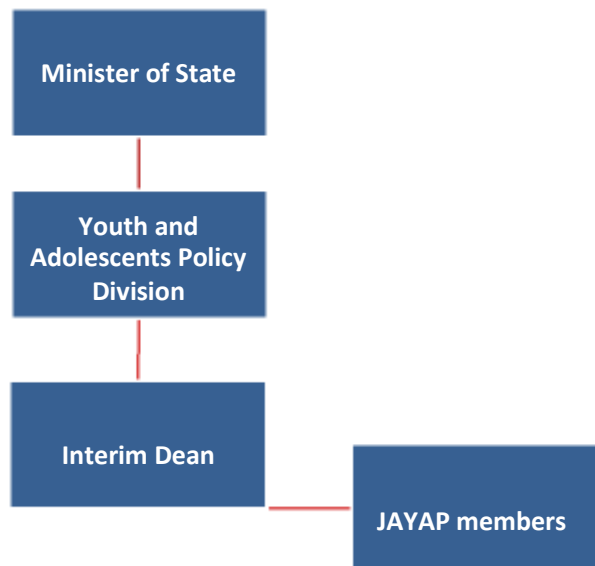
Role of the Interim Dean:

At the start of tenure, an interim Dean for the YAs will be selected. The interim dean will serve for a term not exceeding four (4) month. The order of service will be determined by the YAPD in consultation with the YAs.

Duties and responsibilities of the dean are as follows:

- Acts as chairperson for monthly meetings
- Is primary contact between YAs and the YAPD
- Guides the activities of the JAYAP with specific focus on their portfolio area
- Coordinates all activities of the ambassadors as outlined above in JAYAP responsibilities
- Collates and submits monthly and quarterly reports from YAs
- Maintains attendance and participation record

JAYAP Reporting Structure



Non-Performance of Duties/ Termination

Before a young person can be formally appointed as a Youth Ambassador, it will be necessary for them to sign the included Terms of Reference Agreement, stating that they commit to undertaking the duties listed, reporting requirements and will adhere to the JAYAP Code of Conduct.

Should a Youth Ambassador fail to carry out any of the duties outlined in the TOR, or violate the Code of Conduct, the Youth Ambassador will receive a formal warning from the Senior Director of the Youth Division.

Should a further non-performance of duties occur, the young person will be removed from the programme and gazetted in the media.

Warning and/or Termination proceedings will be initiated the following:

- Missing three (2) consecutive monthly meetings without notifying the interim dean/YAPD
- Non-submission of mission reports within the stipulated timeframe
- Absence from mandatory programme activities outlined in Time Commitments (above) without notice/communication with the MOEYI
- Violation of the Code of Conduct



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JAMAICA YOUTH AMBASSADORS PROGRAMME CODE OF CONDUCT

1. **Leadership:** Each member shall conduct him/herself at all times in a manner that promotes youth interest with dignity to ensure public confidence in the integrity of the Jamaica Youth Ambassadors Programme. Each member, by personal example and by admonition to colleagues whose behaviour may threaten the nobility of the Jamaica Youth Ambassadors Programme, shall watchfully guard the responsibility of his office and the responsibilities and duties placed on him by the Jamaica Youth Ambassadors Programme.
2. **Stewardship:** All officers of the Jamaica Youth Ambassadors Programme are entrusted to perform their duties with integrity.
3. **Responsibility:** Each member will perform his or her duties with the utmost professionalism.
4. **Inclusivity:** Each member will respect all cultures, ethnicities, religions, sex, genders and people of any age. No member will segregate another individual based on any of these criteria stated.
5. **Confidentiality:** Information shared with members of the Jamaica Youth Ambassadors Programme that deals with private matters is to remain confidential.
6. **Participation:** Each member is expected to participate where necessary in events or activities and adhere to stipulated deadlines associated with the Programme during their tenure.
7. **Decorum.** All members shall present themselves as model youth.
8. **Misuse of Offices:** No member of the Jamaica Youth Ambassadors Programme shall take advantage of the official capacity of his/her Office for personal gain or advantage, including any act beneficial to any person in whose welfare he or she has interest.
9. **Malicious Act:** No member of the Jamaica Youth Ambassadors Programme shall participate in any malicious act that may cause injury to either the image or property of the Ministry.
10. **Bribery:** No member shall be involved in any agreement to accept a bribe or any gift, donation or token that may be considered as a bribe
11. **Press/Media:** No member of the Jamaica Youth Ambassadors Programme shall undertake any media, press, social or speaking engagements a representative of this body without prior approval from the Ministry of Education, Youth and Information.
12. **Non-Partisan Participation:** No Jamaica Youth Ambassador may show public affiliation to any national political party, nor may they hold membership in any political organisation during their tenure.
13. **Accountability:** Each member shall uphold and abide by the conditions set out in the Code of Conduct. **Failure to do so will lead to immediate termination of membership.**

Revised August 28, 2019



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**Jamaica Youth Ambassadors Programme
Terms of Reference Agreement Form**

I _____ of _____
(Print Name) (Address)

and duly appointed Jamaica Youth Ambassador Assigned to the _____
(portfolio name)

portfolio have read, accept and do hereby agree to adhere to the duties, responsibilities and guidelines as set out in the **Ministry of Education, Youth and Information Jamaica Youth Ambassadors Programme Terms of Reference** dated August 28, 2019.

Signed:

Jamaica Youth Ambassador:

Name Signature Date

Portfolio

Witnessed By:

Ministry of Education Youth and Information:

Name Signature Date

Position



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Position