



**CALL FOR APPLICATIONS
FOR
COORDINATOR AND RESOURCE PERSONS
6TH AFRICAN WORLD HERITAGE YOUTH FORUM
The African Youth in the Next 50: The Heritage We Want**

DATE: 10-15 October 2022

VENUE: Dja Faunal Reserve, Cameroon

ORGANISERS: African World Heritage Fund (AWHF), International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM), UNESCO, Ministry of Arts and Culture of Cameroon

Deadline: 4 September 2022

1. BACKGROUND

The African World Heritage Fund (AWHF) was created in 2006 to support the effective conservation and protection of cultural and natural heritage of outstanding universal value in Africa. The main objective of AWHF is to address the challenges faced by African State Parties in the implementation of the 1972 Convention, specifically, the underrepresentation of African sites on the World Heritage List and the insufficient conservation and management of these sites.

The 5th of May marks African World Heritage Day, an international day proclaimed by UNESCO Member States in November 2015 to celebrate the exceptional cultural and natural heritage of the African continent. Since 2016, as a build-up to the African World Heritage Day, young people (i.e. individuals aged 18 to 35) from all over the African continent come together in the African World Heritage Youth Forum to discuss and debate their involvement in the conservation, management, and promotion of World Heritage. The African World Heritage Youth Forum target motivated, active, and driven African youth interested in engaging in a World Heritage network and eager to implement the outcomes of the Youth Forum in their home countries.

This document defines Terms of Reference for the Consultant in the organization of the 6th African World Heritage Youth Forum.

2. Objective

Give guidance and orientations to the Resource Persons/ Coordinator to organise the 6th African World Heritage Youth Forum.

3. RESPONSIBILITIES OF COORDINATOR

Responsibilities: Planning and Implementation within the framework of the Youth.Heritage.Africa, the Coordinator is expected to:

1. Familiarize himself/herself with all related documentation.
2. Assist the Coordination Team develop the draft training program for the Forum;
3. Serve as a resource person during the African World Heritage Youth Forum;
4. Prepare pedagogical material and deliver presentations during the Forum;
5. Contribute to the discussions and assist participants with practical exercises concerning their World Heritage activities;

6. Assess and contribute to the development of Action Plan for completion of country's nomination project;
7. Write a report on his/her participation in the African World Heritage Youth Forum;
8. Ensure the smooth involvement of Coordinators, Resource Persons and Resource Assistant in the preparation, implementation and follow up of the Youth Forum.
9. Coordinate the preparation of pedagogical material and deliver presentations during the Youth Forum.
10. Assist with the preparation and implementation of the Youth Forum:
 - a. Identify, engage and send official information and invitation letter to partners.
 - a. Prepare list of the Local persons to be invited for the opening and closing ceremony of the Forum.
 - b. Send invitation for the opening and the closing ceremonies of the Forum.
 - c. Coordinate with the focal point of the Republic of Cameroon to secure the venue (meeting/conference room) and the basic material for the secretariat and participants (including projector and laptop for presentations); Ensure the safety of participants and coordinate all emergency services and health care in situ during the Forum.
 - d. Identify professionals in the heritage and youth sectors at the local levels to be involved as coordinators, resource persons and assistants. Develop participants and resource persons profile (biography).
 - e. Print and photocopy materials/ documents for the forum.
 - f. Finalize and send practical information for participants regarding arrival and stay during the Forum.
 - g. Send additional background information (i.e. articles) to help participants prepare for Forum.
 - h. Prepare badges for participants and resources persons and print final colour version of certificates.
 - i. Oversee the arrival of participants/ partners and transfer to the venue.
 - j. Daily coordination of activities of the Forum (rotation of the moderator and rapporteur amongst resource persons and assistants) and Implement registration and distribution of Forum material.
 - k. Take part in the daily evaluation meeting and readjustment of program if necessary.
 - l. Collect all materials (presentations) for archives and short video recordings of the main events of the Forum.
 - m. Take digital photos of event and file according to date/activity to be shared with participants at the end of the Forum.
 - n. Distribute and collect course evaluation before the participants leave.
 - o. Prepare thank you letters for people and institutions involved in the forum (resource persona, assistants, invited speakers, organisers of study visits, host institutions, local associations, etc.)
11. Prepare report on the implementation of the Youth Forum with all supporting documents.

4. DELIVERABLES

- a. Development of the training program for the Youth Forum with the indication of theme/session to be animated by the Coordinating team, Resource Persons, Resource Assistant.
- b. Invitation and Thank you letters to participants and partners.
- c. Pedagogical material (PowerPoint presentation) on assigned topic/theme/session for the Youth Forum.
- d. Implementation Report of the Youth Forum with supporting documents.

5. WORK PLAN

Timeframe	Activities/ Milestones
9 September 2022	- Agreement of ToRs - Orientation meeting with AWHF

	- Signing of contract
12 September – 19 October 2022	- Commencing the preparational work identified in the responsibilities above.
10 to 19 October 2022	- Implement Youth Forum in Cameroon
28 October 2022	- Submit report of the review/evaluation of the Youth Forum

6. SPECIFIC TERMS AND CONDITIONS

6.1. Period of the Contract

From 9 September 2022 to 28 October 2022.

6.2. ELIGIBILITY

Applicants must fulfil the following requirements:

- Minimum requirements: a post-secondary certified training and/or qualification;
- Fluency in French (being the working language of the Forum) and ability to communicate in English;
- Available for the entire duration of the Forum.
- Experienced in the field of World Heritage; working on conservation and promotion of heritage in their regular activities, along with other young people.
- Ability to write reports.
- Personal attributes: motivated, active and driven individuals interested in learning how to assess the viability, feasibility, and desirability of social business ideas while engaging in a World Heritage network of young Africans eager to implement the outcomes of the forum in their home countries.

Note: Female candidates are strongly encouraged to apply.

6.3. How To Apply

Kindly submit your CV and cover letter describing your involvement in heritage and highlight your previous experience as a Resource Person or Coordinator for Youth or Heritage activities.

Send your CV and Cover Letter to africanworldheritageyouthforum@gmail.com by 4 September 2022.

6.4. Address AWHF

African World Heritage Fund
 Development Bank of Southern Africa
 1258 Lever Road, Headway Hill, Midrand 1685 South Africa
 Tel.: +27 11 313 5018
 Fax: +27 11 206 3061
 Attention: **Mr. Souayibou Varissou** (Executive Director)