

## 12<sup>th</sup> Annual South-East Asia Red Cross Red Crescent Leadership Meeting 2015

# Terms of reference: regional youth and organizational development forum

TOR: Youth and OD forum / **Cambodia** / 25-27 February 2015

### Definition

IFRC's approach to organizational development and capacity building is shifting. The two concepts are no longer regarded as isolated and stand-alone approaches. Instead they are increasingly viewed as critical to an integrated approach to support more effective and sustainable national society programmes.

The work of Regional Youth & OD Forum (RYODF) is guided by the Strategy 2020 which, among other enabling actions, calls for building strong national Red Cross & Red Crescent societies for achieving its three strategic aims namely:

- Saving lives, protect livelihoods, and strengthen recovery from disasters and crises;
- Enabling healthy and safe living;
- Promoting social inclusion and a culture of non-violence and peace.

Regional Youth and Organizational Development Forum is a platform for collaboration between 11 South-East Asia Red Cross Red Crescent National Societies: Brunei Darussalam, Cambodia, Indonesia, Lao, Malaysia, Myanmar, Philippines, Singapore, Thailand, Timor-Leste and Viet Nam.

Work of RYODF is centered on the strategic functions of National Society Development Unit (NSDU) namely:

- **Support to National Society governance:** in legal base, statutory matters, branch development and partnership meetings.
- **Organizational development:** assistance to national society counterparts and stakeholders to assess, agree on needs and approach; and support to the implementation of development processes to improve the society's relevance, performance and impact through sustainable services and programmes.
- **Capacity Building:** identifying with other core programme delegates/staff and PNS representatives the capacity building that is required; and develop plans to train such personnel to support these activities.

### Purpose

- To provide a platform for networking and regional cooperation in South-East Asia (SEA) to ensure that National Societies are more effective and efficient in service delivery to

targeted communities through tailor made youth and organisational development interventions.

- To mainstream National Society organisational development and youth components within National Society programmes.<sup>1</sup>
- To strengthen relationships between national societies, aiming to create an environment of trust and cooperation that will allow for open, honest and practical discussions on their development priorities.
- To provide technical support to the SEA National Societies in their initiatives on organizational development, capacity building, and youth.
- To promote the exchange of experience and best practice as well as to provide peer support across all the movement partners in South East Asia.
- To liaise closely with relevant networks of non governmental organisations (NGO) and other institutions.

## **Operating guidelines**

### **Agenda**

- A provisional agenda will be developed with inputs from the SEA Youth & OD Forum Steering Committee and IFRC South-East Asia regional delegation (SEARD) not later than 21 days before every meeting.
- The agenda will be adopted by Forum members at the beginning of every meeting.
- The meeting may request presentations from external guest speakers from other organizations, networks or governments or senior staff from the International Federation, ICRC or National Societies.

### **Attendance**

- National Societies are required to nominate an individual who will represent them, attend the meetings, act as a contact person in the National Society for RYODF correspondence and activities and be responsible for disseminating information about RYODF work to all relevant persons in his/her National Society. S/he shall have a senior role in the OD of National Society. Regarding Youth participation, 22 Youth Network members (one youth staff and one youth volunteer leader from each NSs) shall take part in the Forum. The appointed member shall serve for a term of minimum two years. S/he may be re-appointed, or replaced at any time, by his/her National Society.
- IFRC SEARD National Society Development Unit, in addition to organisational support for the event, participates in the Meeting as technical advisor.

### **Duration**

- The Meeting is a four-day event. The first three days will focus on programmatic issues and the last half-day will be an opportunity for the host National Society to organize a field visit or visit to NS Headquarters.

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<sup>1</sup> As areas defined by South-East Asia Organisational Development matrix presented Annex 1.

### **Frequency**

- The meeting shall be convened annually hosted by different NSs on a rotational basis.

### **Working language**

- The working language of the RYODF meeting will be English.

### **Budget and Funding**

The funding for the cooperation related activities should in principle come from two sources: in part from the budgets of the Federation's annual country/regional appeals, and in part from the budgets of the individual National Societies of the region. It is intended that the share coming from the National Societies will gradually increase over time.

### **RYODF sub groups**

RYODF will be divided into two thematic sub groups as follows:

- Sub group 1: Youth development
- Sub group 2: OD & Capacity development

Other sub groups might be established as the regional cooperation efforts continue to develop, based on needs.

### **Role and Responsibility**

The overall role and responsibility of the individual sub groups is to pursue, facilitate and implement activities in line with the various objectives and activity areas of sub group. On the basis of terms of references developed by RYODF, each sub group formalizes its work to the extent it deems appropriate.

### **Tasks and Responsibilities**

#### **Host National Society**

- The meeting will be co-chaired by the host National Society and the RYODF Chair. The host National Society will rotate as per alphabetical order but with the possibility to opt out. In such case the next National Society in line will host the next annual RYODF meeting.
- The co-chairmanship role will be passed to the host National Society at the end of the each meeting.
- The host National Society will make all efforts to support organization of the meeting including administrative and logistical issues. It will be assisted by the Secretariat.

#### **Secretariat**

- The South-East Asia Regional Delegation will act as the Secretariat for the annual RYODF meeting and in between the meetings.
- Head of National Society Development Unit of SEARD will be the focal point for the Secretariat in the SEARD.
- The Secretariat, SEARD National Society Development Unit, will provide necessary support in organizing RYODF meetings as per request of the RYODF Chair and host National Society.
- The Secretariat will work as per the directions of the Chair of the RYODF and host National Society.

- The Secretariat, on behalf of the Chair and the host National Society, will support working sub groups to follow-up on the decisions taken ahead of the next meeting.
- The SEARD will be responsible to cover the meeting's related costs of the Secretariat.

### **RYODF Chair**

- RYODF Chair will be elected among the forum members and by the forum members.
- RYODF Chair is elected for a period of minimum two years.
- RYODF Chair will coordinate the overall activities of forum and represent the forum at regional events and other events.
- RYODF Chair will co-chair the RYODF meeting with the host National Society.
- Chair will report back to members and to SEA leaders, with support from IFRC SEARD on a regular basis the progress of the working group towards its objectives.

### **Reports and communication**

- Minutes of the meeting will be under the responsibility of the host National Society, with the support of the Secretariat of the meeting, including Action Points to be addressed during interim period between meetings.
- Relevant documentation will be made available in advance and posted on a specific SEARD web page for easy access at least one month before the meeting.

### **Main Activity areas between the meetings**

- Follow up on Action Points from the meeting minutes.
- Report back to Steering Committee Chair on a quarterly basis on progress.

### **Expected results**

- **Strengthened National Societies** - South-East Asia National Societies are better positioned to pull together their existing capacities as well as to explore further opportunities for better service delivery to do more, do better and reach further.
- **Enhanced service delivery** - Increased integration of Youth, OD and Capacity Building aspects within Health and Disaster Management programmes.
- **Effective regional networks** - National Societies in the region gradually take the ownership of the Regional Youth & Organisational Development network increasing its effectiveness.
- **More responsive SEARD** – National Societies can count on the advice and guidance from the IFRC SEARD National Society Development Unit.
- **Increased mutual learning** - National Societies benefit from mutual knowledge and experience sharing.

### **Revision of the Terms of Reference**

A review of the Terms of Reference is suggested during the next Forum. Amendments to the Terms of Reference must be agreed by member National Societies.