POLICY DOCUMENT

TITLE

In-Country Management Team Terms of Reference (TOR)

SCOPE OF WORK

"Establishing a functional team to expand PEP Africa's service to young people and local communities in-country."

PREPARED ON AND BY

PEP
AFRICA
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"Sharing skills, Changing Lives"

SDGs

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Approved by the Vice Chair Board of Directors:

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TERMS OF REFERENCE

These Terms of Reference (TOR) serve as guidelines to the working team's day-to-day operations guided by relevant instruments of the organization reflected on the website www.pepafrica.org

The responsibilities of the PEP Africa country team are not just tasks and duties but a crucial role in advancing the organization's mission and objectives within a specific country or region. Your work is integral to our operations, and we value your contribution immensely.

These are the outline responsibilities for the country Team:

1. **TEAM RESPONSIBILITY:**

    -   **Leadership and Coordination:** Provides overall leadership and coordination for the organization's activities within their country. (This involves setting goals, developing strategies, and ensuring all team members work together effectively.)

    -   **Strategic Planning:** Developing and implementing strategic plans that align with the organization's overall goals and objectives while considering the country's or region's specific needs and context.

    -   **Program Development:** Designing, planning, and executing programs, projects, and initiatives that address key issues affecting youth within the country. This could include educational workshops, community service projects, advocacy campaigns, or skill-building activities.

    -   **Resource Mobilization:** Identifying funding opportunities, writing grant proposals, and securing financial resources to support the organization's activities. This may involve cultivating relationships with donors, sponsors, and other funding sources.

    -   **Partnership Building**: Establishing and nurturing partnerships with other youth organizations, NGOs, government agencies, academic institutions, and community groups to leverage resources, share expertise, and maximize impact.

    -   **Community Engagement:** Engaging with local communities to raise awareness about relevant issues, solicit input and feedback, and mobilize support for the organization's initiatives. This could involve organizing community events, conducting surveys, or facilitating focus group discussions.

- **Advocacy and Policy Influence**: Advocating for policy changes and reforms that benefit youth and address systemic issues such as education, employment, healthcare, and social justice. This may involve lobbying government officials, participating in public hearings, or organizing advocacy campaigns.

- **Capacity Building:** Build the capacity of youth leaders and volunteers within the organization through training, mentorship, and skills development activities. This could include leadership, communication, project management, and advocacy workshops.

- **Monitoring and Evaluation**: Monitor the progress and impact of the organization's programs and initiatives, collecting data, and evaluating outcomes to assess effectiveness and inform decision-making. This may involve developing monitoring and evaluation frameworks, conducting surveys or interviews, and analyzing qualitative and quantitative data.

- **Communication and Outreach**: Communicate the organization's mission, activities, and impact to various stakeholders through diverse communication channels, including social media, newsletters, websites, and press releases. This could also involve raising awareness and generating publicity with the media.

- **Governance and Compliance:** Ensure compliance with legal and regulatory requirements and adherence to the organization's policies and procedures. This may include maintaining accurate records, preparing financial reports, and conducting regular audits.

- **Conflict Resolution:** In the event of conflicts or disputes within the organization or among its members, the country teams are expected to address them fairly and constructively. This could involve facilitating mediation, promoting dialogue, and fostering a culture of respect and inclusivity, ensuring that all voices are heard and respected.

- **Cultural Sensitivity:** Recognizing and respecting cultural differences and diversity within the country or region and ensuring that the organization's activities are inclusive and culturally sensitive.

- The responsibilities outlined for the country teams are not just tasks but a crucial role in advancing the mission of youth-led organizations and driving positive change within their communities. The country teams contribute significantly to the organization's mission and objectives by fulfilling these responsibilities.

2. TEAM COMPOSITION:

- A Country Lead (COL),
- A Social Development (SoDET) Trainer,
- A Program Administrator and Finance Officer (PAFO),
- A Project Officer (PRO),
- A Community Improvement Officer (CIO),
- A Communications and Knowledge Manager (COMKnoM),
- A Youth Engagement Officer (YEO) and
- Support Staff/Interns (As needed)

The Country Lead will ask a committee member who does not uphold their responsibilities or misses meetings without a reasonable explanation to resign from the team /committee. If the member refuses to resign, a vote will be taken on removing the member from the committee.

3. TERM / MANDATE:

- The in-country team's mandate is two years, renewable once. It begins immediately after the Elective General assembles.

4. TEAM LEAD /CHAIR:

The Country Lead will be a Board member determined by the Board of Directors.
The Country Lead shall:
- Call meetings of the Team in-country.
- Chair meetings of the Team In-country.
- Designate another Team member to chair the committee in the Country Lead Chair's absence.
- Report to the Board of Directors on the work of the Team /committee.

5. QUORUM:

- A quorum shall be a simple majority (50%+1) of the voting team/committee members present at a meeting.

6. DECISION-MAKING:

- The Team /committee shall strive for consensus (i.e., "you can live with the decision/idea") when making decisions. If consensus cannot be achieved, the team/committee members must agree on how to deal with the outstanding issue, i.e.,
- vote, continue discussion, table the issue to another meeting, or take the issue to the Board of Directors.

- When voting, the majority (50%+1) rules with a quorum present.
- There shall be no proxy or email voting unless explicitly determined by the Team/committee before a vote.
- The Team/ committee cannot commit to using the organization's financial and human resources without prior approval from Team Lea. In the absence of the Team Lead, approval may be sought from the Executive Director.

7. MINUTES:

- The Communications and Knowledge Management (COMKnoM) Team / Unit shall take minutes at the team/ committee meetings, which shall be approved at subsequent meetings. Minutes will be kept and stored by the organization's practices and policies.

8. GUESTS:

- The Team Lead/ Chair may invite guests to attend meetings as a resource as required.

9. ACCOUNTABILITY:

- The Country Team/Committee. Will be accountable to the Board of Directors through the Country Lead.