



Terms of Reference (ToR) Call for Youth ages 15 - 27 to apply for the Urban Futures (UF) Youth Champions Committee: Based in Zambia (Kitwe and Chongwe) and Zimbabwe (Mutare and Bulawayo)

Call for Applications/Expression of Interest

Date of issue: 26 February 2025

Deadline for submission of Proposal: 11 March 2025

Funding Type: Volunteer Opportunity

Value: Selected representatives (UF Youth Champions Committee) may receive allowances from implementing partners and Hivos—subject to funding availability—to cover participation costs for youth workshops, including transport, data, conference fees, and refreshments. The budget for these activities varies by city.

1. Background to Hivos

Hivos is an international development organisation guided by humanist values. Together with citizens and their organizations, we aim to contribute towards just, inclusive, and life-sustaining societies where people have equal access to opportunities, rights, and resources. We partner with others in the Middle East, Africa, Asia, and Latin America on three impact areas: Civic Rights in a Digital Age; Gender Equality, Diversity, and Inclusion; and Climate Justice. Hivos takes a solutions-driven approach and amplifies local voices to build broader movements for change.

2. Background to Urban Futures

In partnership with BOTNAR and local implementing partners in Zambia and Zimbabwe, Hivos officially launched the Urban Futures (UF) Project in February 2024. The project addresses the growing effects of climate change on food security and environmental sustainability.

The UF program (2023–2027) seeks to develop inclusive, climate-resilient cities and urban food systems, with a special focus on engaging youth to voice their priorities, influence decisions, and pursue opportunities in the food sector. The program encourages shorter value chains that yield healthy, sustainable food that is accessible, affordable, and appealing.

Urban Futures operates in 10 cities/region across five countries:

- Colombia (Cali and Medellin)
- Ecuador (Manabi MANPANOR and Quito-Choco Region)
- Indonesia (Bandung and West-Mangarrai)
- Zambia (Chongwe and Kitwe)
- Zimbabwe (Bulawayo and Mutare)

3. Purpose of the Urban Futures (UF) Youth Champions Committee

Hivos seeks to recruit 13 youth representatives (ages 15–27) per city (Mutare, Bulawayo, Kitwe, and Chongwe) who are passionate about leadership, climate change, agricultural production, entrepreneurship, and food systems. These youth will form a UF Youth Champions Committee in each city. Urban Futures is committed to empowering youth to lead and ensuring their voices guide the development of climate-resilient cities. This vision aligns with the values of Hivos, its partners, and the donor.

Rationale for the Youth Committee:

- **Promote Youth Inclusivity and Participation:** Ensure inclusive, transparent, and participatory food policies and governance, with attention to youth and gender equality.
- **Ensure Gender and Youth Inclusivity:** Maintain a 50/50 gender ratio for committee members to advance gender equality in project design and implementation.
- **Encourage Leadership Development:** Promote peer-to-peer education on food system and climate issues through the selected youth champions.
- **Provide Capacity-Building Platforms:** Organize meetings and workshops that build the leadership and technical skills of youth to become ambassadors of change.
- **Develop Youth-Friendly Campaigns and Communication Materials:** Create campaigns promoting healthy consumption, regenerative farming, and responsible food waste management with input from young people.
- **Foster Safe Spaces and Innovation:** Offer a supportive environment for youth to share ideas, promote innovation, and propose solutions for strengthening food systems and mitigating climate change.
- **Develop UF Food and Climate Youth Champions:** Enable youth to raise awareness of the project and represent it at city, national, and global levels.

Each UF Youth Champions Committee will collaborate with local implementing partners and with Hivos to ensure that local activities align with the global Theory of Change (ToC) and program outcomes.

4. Scope of the Assignment

Each UF Youth Champions Committee will be composed of 13 volunteers between the ages of 15 and 27, serving in the city where they reside. The committee structure is outlined below:

Committee Structure and Roles:

- **Committee Chair (1 representative):** Provides overall leadership, represents the committee, and ensures effective operations.
- **Vice Chair (1 representative):** Supports the Chair and committee members.
- **Secretary (1 representative):** Documents meeting outcomes and maintains

communications with stakeholders.

- Leads (2 representatives): Provide strategic leadership on climate policy from a youth perspective and participate in governance structures.
- Narratives Leads (2 representatives): Advocate for healthy consumption, behavior change, and education on nutrition and food waste.
- Agri-Food Systems Leads (2 representatives): Promote sustainable farming practices among youth and educate the community on organic and climate-smart agriculture.
- Finance Leads (2 representatives): Encourage investments in sustainable agri-food enterprises, support youth-led businesses, and provide financial literacy training.
- Wellness Lead (1 representative): Promote physical, mental, and emotional wellness among committee members.
- Impact Officer (1 representative): Align efforts with project objectives, assess impact, and document success stories.

5. Scope of Work:

The UF Youth Champions Committee will work closely with the Urban Futures Southern Africa team, local implementing partners, and the global M&E team to deliver on the following:

Key Deliverables:

1. Organize and attend regular meetings aimed at achieving the program's core pathways of change/project objectives.
2. Participate in capacity-building workshops to enhance leadership and practical skills.
3. Mobilize community awareness campaigns around climate change and food system challenges.
4. Engage in decision-making platforms to influence food system policies in their cities.
5. Propose and organize interactive events or workshops to encourage dialogue and innovation among youth.
6. Contribute to policy briefs to strengthen existing policies related to food systems.
7. Develop youth-friendly communication materials in collaboration with stakeholders.
8. Collaborate with implementing partners, Hivos, and various stakeholders to build climate-resilient cities.
9. Represent the project at local, national, and global levels.
10. Ensure youth-led initiatives align with the project's internal M&E framework.
11. Provide feedback on project implementation.
12. Document success stories from youth and community initiatives.

13. Participate in regional meetings (Chair, Vice Chair, Secretary, Impact Officer) with Hivos to facilitate linking and learning.

6. Incentives for UF Youth Champions Committee Members

- Capacity Building: Access to workshops on policy, advocacy, agroecology, research, leadership, and more.
- Policy Contribution: Opportunities to shape policy governance and promote resilient city initiatives.
- Support and Mentorship: Guidance for youth initiatives and businesses; travel allowances for high-level meetings.
- Community Engagement: Opportunities to give back, access to small grants, leadership growth, and network expansion.
- Certifications: Participation certificates to support career development.

7. Role of Hivos and Role of Partners in UF Youth Champions Committee

Hivos Role	Implementing partners Role
<ul style="list-style-type: none"> • Assist in selecting committee members. • Induct the committee on their mandate and project objectives. • Coordinate a regional linking and learning workshop for all youth committee members. • Provide ongoing mentorship and technical support. • Facilitate regular meetings to gather feedback from youth on project progress. • Connect committee members to city, national, and global engagement opportunities. • Evaluate and document the committee’s impact, including changes in members’ lives and overall project outcomes. 	<ul style="list-style-type: none"> • Lead the selection process for committee members. • Provide capacity-building activities (technical, theoretical, and practical workshops). • Create a safe space for the committee to share and explore ideas on climate-resilient cities. • Cover youth committee expenditures related to Urban Futures activities and youth-led initiatives. • Offer mentorship and leadership development support. • Provide monthly project updates and ensure youth input is integrated. • Gather impact stories from youth and community efforts. • Involve committee representatives in decision-making platforms at city and national levels. • Monitor and evaluate committee activities. • Ensure representatives of the committee are involved in decision-making platforms at the city and national level. • Monitoring and Evaluation of Committee efforts

9. Evaluation Criteria

The selection of the youth will be based on the following criteria:

Criteria	Weighting
Experience in Food Systems, food entrepreneurship and Climate Space	30%
Motivation for joining the committee (project will assess writing skills)	25%
Leadership experience (especially working with or leading youth groups)	15%
Proposed idea/solution to address a climate or food system challenge	30%

The selection process will be conducted in partnership with implementing partners, based on applicants' responses in the application form.

10. Criteria for Youths who will be selected:

Applicants should:

- Be a resident of the city for which they are applying.
- Be between the ages of 15 and 27.
- Demonstrate good written and spoken communication skills.
- Have a strong understanding of climate change and food system challenges faced by youth in their city.
- Have experience in youth-led or climate-focused initiatives, particularly in the chosen thematic area.
- Possess solid presentation and negotiation skills.
- Be proficient in English.

11. Duration of the Assignment

Selected youth will serve on the UF Youth Champions Committee for eight months (March 2025 – October 2025), with the possibility of extension based on performance and project requirements.

12. Application Details

Interested applicants should complete the Online Application Form: <https://forms.office.com/e/GYUPgeJEgg>



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Deadline: 11 March 2025