

Terms of Reference

Development of Policy Paper for Expanded Youth Leadership and Governance Program

I. Background

The Expanded Youth Leadership and Governance Program (EYLGP), implemented in Region 8 with a focus on the provinces of Samar and Southern Leyte, aims to empower youth leaders and strengthen their participation in local governance and development processes. The program supports capacity building interventions, leadership development initiatives, and mechanisms for youth engagement in policy-making and service delivery.

To further institutionalize youth participation and ensure sustainability of youth-led governance interventions, the program seeks the services of a consultant to develop a **Policy Paper** that highlights key issues, policy gaps, and recommended policy and programmatic reforms enhancing youth engagement at the local government level.

II. Objectives

To develop a comprehensive and evidence-based policy paper that will inform local government units (LGUs), regional agencies, and youth-serving organizations on strategies to strengthen youth leadership and institutional participation.

Specific Objectives:

1. Assess the current policy environment affecting youth leadership, governance participation, and service delivery in Region 8.
2. Identify policy gaps, challenges, and opportunities based on program learnings, youth consultations, and existing local governance mechanisms.
3. Recommend policy options and actionable strategies to strengthen youth engagement in governance.
4. Produce a policy paper aligned with national and local policy frameworks, LGU priorities, and EYLGP program outcomes.

III. Scope of Work

The Consultant shall:

1. Document Review
 - Review national and local legislation, policies, and guidelines on youth leadership and governance (e.g., SK Reform Act, Local Governance Code, Philippine Youth Development Plan, etc.)

- Assess EYLGP documents, reports, workshop outputs, and relevant LGU data.
2. Stakeholder Consultations
 - Conduct interviews or focus group discussions with:
 - Youth leaders engaged in EYLGP
 - Local Youth Development Officers (LYDOs)
 - LGU officials (Sangguniang Bayan, LCE offices, LGOOs)
 - CSOs, development partners, and youth-serving agencies
 - Synthesize insights on policy gaps and priorities.
 3. Policy Analysis
 - Analyze existing policies and institutional arrangements.
 - Identify systemic bottlenecks, enabling conditions, and best practices.
 - Benchmark relevant models or frameworks from other regions or programs.
 4. Drafting the Policy Paper
 - Develop a structured, evidence-based policy paper including:
 - Executive summary
 - Background & context
 - Problem statement
 - Policy analysis
 - Policy options
 - Recommended policy direction
 - Implementation considerations
 - Monitoring & evaluation framework
 5. Presentation and Refinement
 - Present the draft policy paper to ZFF, partners, and stakeholders.
 - Integrate feedback and finalize the document.

IV. Deliverables

1. Inception Report
 - Work plan, methodology, timelines, consultation strategy.
2. Policy Review Matrix / Consultation Summary
 - Key findings from document review and stakeholder consultations.
3. Draft Policy Paper
 - Complete draft for review by ZFF and partners.
4. Final Policy Paper
 - Revised and formatted policy paper incorporating stakeholder comments.
5. Presentation Deck
 - Summary of the policy paper for dissemination or advocacy events.

V. Timeframe

Engagement will span 10 person days from February-March 2026

Activities	Output	Indicative Schedule in Days	No. of Days
1. Develop an Inception Report in pre-work for policy paper documentation			
1.1. Orientation/ presentation of project objective, roles, and expectations from UNFPA and ZFF	<ul style="list-style-type: none"> Meeting notes from the inception meeting with UNFPA and ZFF Work plan, methodology, and timeline for the development of Policy Paper Consultation with stakeholders Strategy Plan 		1
1.2. Develop research framework and identification of data collection tools with outline timelines			
1.3. Finalization of stakeholders to engage (LGUs, SK, youth orgs, NGOs) and determine consultation formats (in-person, virtual, community-based)			
2. Policy Review Matrix/ Consultation Summary			
2.1 Review existing laws, ordinances, programs (national & local) and analyze relevance to youth leadership and governance	<ul style="list-style-type: none"> Completed policy review matrix Raw consultations notes Summary of policy review matrix (thematic) 		4
2.2. Conduct FGDs, interviews, surveys with key and identified stakeholders			
2.3. Identify gaps, opportunities, and recurring issues			
3. Development of Policy Paper for Expanded Youth Leadership and Governance Program (EYLGP)			
3.1. Submission and vetting of 1 st draft of policy paper with references	<ul style="list-style-type: none"> 1st draft of policy paper with references for review and comments of ZFF and UNFPA in Word Slide deck/ presentation of policy paper to ZFF and UNFPA in PowerPoint 		3
3.2. Submission of 2 nd or final draft of policy paper with references	<ul style="list-style-type: none"> List of comments from the 1st vetting session 2nd or final draft of policy paper with references for review and comments of ZFF and UNFPA in Word 		2
Total No. of Person Days			10 days

VI. Required Expertise

- Proven experience (at least 10 years) in public policy analysis and development, particularly in governance or youth-focused initiatives.
- Background in youth development, leadership programming, or civic engagement, with demonstrated understanding of youth issues.
- Strong capabilities in research, data analysis, and evidence synthesis to translate program insights into policy recommendations.
- Excellent technical writing and policy documentation skills, with a track record of producing policy papers, briefs, or advocacy documents.
- Knowledge of government processes, institutional frameworks, and local governance mechanisms to ensure practical and implementable recommendations.

VII. Budget

The budget for this service is **One Hundred Twenty Thousand Pesos (PhP 100,000.00)**, which includes professional fees inclusive of government tax.