TERMS OF REFERENCE
YOUTH CONSULTANT – SDS-SEA REVIEW AND MANIFESTO LEAD DRAFTER

GENERAL INFORMATION

Reference:	VA/PRF/2026/016
Title:	Youth Consultant – SDS-SEA Review and Manifesto Lead Drafter
Duty Station:	Home-based, with in-person attendance at the PEMSEA Resource Facility, Quezon City, Philippines, for the regional youth consultation
Duration of Assignment:	4 January to 31 March 2027 (40 working days, output-based)
Reporting to:	PRF Secretariat Coordinator in collaboration with the EAS Youth Forum Lead
Type of Assignment:	Short-term individual consultancy (EAS Congress 2027 pre-Congress preparation)

BACKGROUND

PEMSEA (Partnerships in Environmental Management for the Seas of East Asia) is a regional cooperation mechanism whose mission is to promote sustainable development of coastal and marine areas. It comprises of 11 country and 22 non country partners in the East Asian Seas region who are committed to implement a joint regional strategy called the 'Sustainable Development Strategy for the Seas of East Asia' (SDS-SEA). The PEMSEA Resource Facility serves as the technical and secretariat arm of the Partnership.

Under Strategic Objective 2 (Empowered Stakeholders) of the SDS-SEA Implementation Plan (IP) 2023–2030, youth engagement is a cross-cutting enabler, and revitalizing the PEMSEA Network of Young Leaders (PNYL) is a core target. With support from the Republic of Korea, PEMSEA is building a more continuous model of youth engagement between Congress cycles. The East Asian Seas (EAS) Congress 2027, themed "EAS to 2030: Catalyzing Source-to-Sea Actions for a Shared Blue Future," will be held on 19–21 October 2027 in Tangerang, Indonesia, organized by PRF with the Ministry of Environment of Indonesia and the Tangerang Regency Government. Its EAS Youth Forum brings together young leaders from across the region, and its key output is The 2030 Shared Waters Youth & Culture Manifesto, to be presented to Ministers at the Ministerial Forum. Youth activities contribute mainly to Technical Conference Track 4: Social Inclusion, Youth Aspirations, & Cultural Integration.

The 2030 Shared Waters Youth & Culture Manifesto is a regional manifesto authored by youth and coastal communities. It positions storytelling, public art, and youth and indigenous aspirations as tools for ocean literacy and accountability, and sets out a pathway for sustained youth participation in SDS-SEA implementation.

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DUTIES AND RESPONSIBILITIES

Under the supervision of the PRF Secretariat Coordinator, and in collaboration with the EAS Youth Forum Lead and the Youth Consultant for EAS Youth Forum Program Design, the Consultant will carry out the following duties and responsibilities. Working days indicate the approximate level of effort for each area:

I. **Inception and Work Planning (4 working days)**

- Attend a kick-off meeting with PRF and prepare an inception report with a detailed workplan, desk review method and sources, gap analysis framework, preliminary consultation plan, and an annotated outline of the Manifesto.
- Agree with the Youth Consultant for EAS Youth Forum Program Design on a joint schedule, including the dates of the back-to-back co-design workshop and regional youth consultation.

II. **Desk Review and Youth and Culture Gap Analysis (10 working days)**

- Review the SDS-SEA IP 2023–2030 and its progress reporting, with emphasis on Strategic Objective 2 and the PNYL target, together with State of Oceans and Coasts reports, PNLG reports, past EAS Youth Forum outputs, and Partnership Council and EC documents.
- Review previous EAS Congress Ministerial Declarations and past Youth Forum declarations to assess which commitments on youth, stakeholder participation and culture were achieved, partly achieved or not achieved, and why.
- Identify good practices in youth engagement and in the use of culture, storytelling and indigenous knowledge in coastal and ocean governance.
- Map SDS-SEA IP targets against youth participation, intergenerational equity, education and skills, blue jobs, and cultural and indigenous knowledge; rate each gap; write a short policy reflection; and translate the gaps into 4–6 guiding questions for the youth survey, co-design workshop and regional consultation.

III. **Regional Youth Consultation (8 working days)**

- Design the regional youth consultation with PRF, including a concept note, agenda, facilitation guide and session materials, and recommend criteria for partner nomination of youth delegates.
- Help identify at least eight (8) youth delegates from among partner nominees, with balance by country, gender and sector.
- Facilitate one hybrid consultation at the PRF Office, held back-to-back with the 2-day youth co-design workshop, and prepare an activity report on key messages, priorities and proposed commitments.

IV. **Manifesto Drafting (10 working days)**

- Prepare a zero draft of the Manifesto based on the gap review, consultation results, co-design workshop outputs and the 18th Partnership Council Meeting youth learning brief, covering the vision for 2030, key gaps, youth commitments, asks to governments and partners, the role of culture and storytelling, and a

pathway for sustained youth participation.

- Revise the draft based on comments from PRF and the Organizing Committees, and prepare a 1-page EC briefing note.
- With the Youth Consultant for EAS Youth Forum Program Design, prepare a joint Youth Forum pathway note on how the Manifesto will be validated, presented, conveyed to the Ministerial Forum, and launched.

V. **EC Presentation (2 working days)**

- Co-present the draft Manifesto with PRF at the 39th EC Meeting on 23 March 2027.

VI. **Finalization (6 working days)**

- Record EC guidance in a comments matrix, revise the Manifesto accordingly, and finalize the Gap Review.
- Prepare an end-of-assignment consultancy report on the work done, lessons learned, and recommendations for sustained youth participation in SDS-SEA implementation and the revitalization of the PNYL.

QUALIFICATIONS AND SKILLS REQUIRED

Eligibility: Early-career ocean professional or graduate-level student working on marine, coastal or ocean-related issues; national of a PEMSEA country; aged 18 to 30; available from 4 January to 31 March 2027.

Education: University degree in environmental science, marine or coastal management, development studies, public policy, or a related field.

Experience: At least two (2) years of demonstrated engagement in coastal and ocean policy, science, research writing, or youth advocacy. Experience facilitating youth consultations or participatory processes is an advantage.

Technical Skills:

- Ability to write short, persuasive texts for policy audiences.
- Familiarity with integrated coastal management (ICM), the SDS-SEA, SDG 14 or regional ocean governance.
- Strong leadership potential.
- Ability to work independently to deadlines.
- Priority will be given to alumni of past East Asian Seas Youth Forums (EASYF) and to young people involved in PEMSEA activities.

Language Requirement: Excellent written and spoken English.

Technological Skills: Proficiency in MS Office or Google Workspace and online collaboration tools.

SELECTION PROCESS

Applications are first screened for eligibility and completeness. Eligible applicants are then assessed by a PRF panel on relevant experience, policy research and writing skills, subject knowledge, and ability to deliver within January–March 2027, followed by an interview of shortlisted candidates. Geographic, sectoral and gender balance across the two youth consultants will be considered.

Applicants are requested to submit a cover letter confirming availability from 4 January to 31 March 2027, CV with names and contact details of two (2) references, and a sample of written work, via email to recruitment@pemsea.org. Kindly indicate the vacancy reference number and title in the subject line: **VA/PRF/2026/016– Youth Consultant – SDS-SEA Review and Manifesto Lead Drafter.**

Deadline of application is on December 15, 2026. Only shortlisted candidates will be notified. For more information on PEMSEA, please visit www.pemsea.org.