TERMS OF REFERENCE
YOUTH CONSULTANT – EAS YOUTH FORUM PROGRAM DESIGN

GENERAL INFORMATION

Reference:	VA/PRF/2026/017
Title:	Youth Consultant – EAS Youth Forum Program Design
Duty Station:	Home-based, with in-person attendance at the PEMSEA Resource Facility, Quezon City, Philippines, for the 2-day youth co-design workshop
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.

DUTIES AND RESPONSIBILITIES

Under the supervision of the EAS Congress Coordinator, and in collaboration with the EAS Youth Forum Lead and the Youth Consultant for SDS-SEA Review and Manifesto Lead Drafter, the Consultant will carry out the following duties and responsibilities. Working days indicate the approximate level of effort for each area:

I. **Inception and Co-design Toolkit (6 working days)**

- Attend a kick-off meeting with PRF and prepare an inception report with a detailed workplan aligned with the Manifesto drafting timeline.

- Agree with the Manifesto Lead Drafter on a joint schedule, including the dates of the back-to-back co-design workshop and regional youth consultation.
- Design a simple, replicable co-design methodology and facilitation toolkit (participant profile, recommended criteria for partner nomination of youth participants, session guides, run-of-show and interactive templates), with guiding questions on youth aspirations, gender equity, social inclusion, and indigenous and community knowledge.

II. **Youth Survey and Workshop Preparations (6 working days)**

- Design and run a short online survey of EAS Youth Forum alumni and PNYL members on priority themes, session formats and key Manifesto messages, and analyze the results.
- Support PRF in inviting and confirming at least 6–8 youth participants nominated by PEMSEA Country and/or Non-Country Partners, with balance by country, gender and sector.

III. **2-day Youth Co-design Workshop (9 working days)**

- Facilitate a 2-day hybrid workshop at the PRF Office in late February 2027, held back-to-back with the regional youth consultation: Day 1 to identify priority themes, session formats and youth-led activities; Day 2 to test the draft program structure and agree on how the Manifesto will be presented, validated and launched.
- Prepare a workshop report that includes the survey results.

IV. **Youth Forum Program and Session Design (11 working days)**

- Develop the Youth Forum program concept, thematic narrative and session structure, aligned with the Congress theme, Track 4 and the SDS-SEA IP.
- Draft session outlines, interactive formats, and target speaker and facilitator/moderator profiles for each Youth Forum segment.
- Map entry points for youth across the wider Congress program and the Shared Waters Pavilion (film, music, performance, art and storytelling), including proposed youth speaker slots in plenaries and links to Track 4 sessions.
- With the Manifesto Lead Drafter, prepare a joint Youth Forum pathway note on how the Manifesto will be validated, presented in the Youth Forum, conveyed to the Ministerial Forum, and launched.

V. **Finalization and Handover (8 working days)**

- Develop framing notes and templates for other Youth Forum outputs (e.g., youth commitments or session takeaways), and outline post-Congress engagement pathways that support the revitalization of the PNYL.
- Prepare a rollout plan for April–October 2027, including pre-Congress youth consultations, for implementation by PRF.
- Revise all outputs based on PRF feedback and EC guidance, compile them into a ready-to-use design package, and walk the EAS Congress Coordinator and the EAS Youth Forum Lead through it by end-March 2027.

- Prepare an end-of-assignment consultancy report on the co-design model as tested, lessons learned, and recommendations for future Congress preparations and 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 marine or environmental science, coastal and ocean management, environmental policy, development studies, social sciences, or a related field.

Experience: Experience in youth engagement or leadership, participatory program design, or organizing youth forums and consultations, including facilitating workshops and preparing program materials and reports.

Technical Skills:

- Familiarity with ocean and coastal issues, the SDS-SEA and the SDGs.
- Strong facilitation, co-design and coordination skills.
- Ability to turn consultation inputs into clear program concepts and recommendations.
- Sensitivity to social inclusion, gender equity, human rights, and Indigenous and community knowledge.
- Ability to work well in a multicultural, multi-stakeholder team.
- Priority will be given to alumni of past East Asian Seas Youth Forums (EASYF) and to young people involved in PEMSEA activities.

Language Requirement: Fluency in English, with strong writing and facilitation skills.

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

SELECTION PROCESS

Applications are first screened for eligibility and completeness. Eligible applicants are then assessed by a PRF panel on relevant experience, program and toolkit design 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, and a CV with names and contact details of two (2) references, via email to recruitment@pemsea.org. Kindly indicate the vacancy reference number and title in the subject line: **VA/PRF/2026/017– Youth Consultant – EAS Youth Forum Program Design**.

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