



Promoting radical youth-led Climate Actions

Terms of Reference for Thematic Working Group Leads for Youth4CAN

Internal Call, **Now Open for External Applications**

Open: 16 April 2025

Extended to: 14 May 2025

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1. Responsibilities of Thematic Working Group Leads

The Thematic Working Group leads coordinate relevant thematic activities, in close collaboration with the network. See [Annex 1](#) for relevant thematic issues:

1. Facilitate youth input into thematic issues.
 - a. Consulting the network through (i) holding online/hybrid consultations and (ii) drafting and sharing input documents with the network to ensure that the perspectives of the broader membership are considered.
 - b. Leading on the preparation of formal inputs (e.g., social media post, projects, statements, reports) relevant to their thematic issues.
2. Expand access to thematic discussions and engagement internally and externally with members by:
 - a. Identifying and sharing relevant engagement opportunities such as consultations, speaking engagements, or in external events.
 - b. Facilitating selection processes for relevant opportunities, where there is a possibility to nominate candidates, ensuring a transparent, inclusive approach.
3. Identifying capacity-building needs within respective areas and facilitate opportunities to enhance skills and knowledge, including by:
 - a. Organizing training sessions, workshops, and other resources to empower members, ensuring they can engage effectively in Youth4CAN activities and contribute meaningfully to broader processes.
 - b. Developing thematic content (including briefs, reports and other materials), and sharing with the larger network.
4. Liaise and collaborate with relevant internal and external stakeholders as needed, ensuring all external partnerships are approved by Youth4CAN management. Relevant stakeholders may include:
 - a. Other Thematic Working Groups and Regional Coordinators,
 - b. Youth4CAN management.
 - c. External partners, project partners.
5. Form and oversee thematic working groups and facilitate regular and timely working group calls (online or in-person).
6. Liaison with management to propose for projects and funding for activities.
7. Form and oversee working group teams, which support ongoing activities:
 - a. Determine the objectives and scope of responsibilities for working group teams, in consultation with Youth4CAN Management.
 - b. Oversee Thematic volunteers, which may include assigning tasks considering Volunteers' skills and interests, facilitating effective collaboration on ongoing activities, providing feedback and ensuring quality control.
 - c. Facilitate regular and timely task force calls.
8. And determine the scope of responsibilities for the working group team, in consultation with Youth4CAN Management.

9. Ensure that all actions, input, and engagement align with Youth4CAN core values, established policy positions such as our volunteerism policy, principles of meaningful engagement and, environmental and social safeguard policy.
10. Provide regular updates on thematic activities to the Youth4CAN Management and the network during regular consortium meeting, and report on the implementation of their work plans.
11. Actively seek to broaden engagement of external organisation and programs in the relevant thematic area and conduct outreaches to empower children and youth accordingly.

2. Governance and oversight of Thematic Working Group Leads

1. The Management of Youth4CAN does not impose a strict hierarchy to the structure thematic groups but instead promotes a system of lateral accountability and facilitation of activities.
2. Youth4CAN management will oversee the work of the Thematic Working Group Leads and are responsible for ensuring these members are effectively coordinating their thematic activities and ensuring policy coherence. If the performance of Thematic Working Group Leads does not meet expectations, Youth4CAN Management will intervene and remind the Thematic Working Group Leads of their roles and responsibilities. If the issue persists, Youth4CAN Management may take over responsibilities or initiate the selection of new lead in the case of continued absence or underperformance.
3. Thematic Working Group Leads should make operational decisions within their working areas on an ongoing basis in consultation Youth4CAN Management as needed.
4. Youth4CAN Management including the Board hold decision-making authority and retain final responsibility for all decisions but should, when necessary, consult the relevant Thematic Working Group Leads for decisions related to specific thematic areas.

3. Selection process and criteria for Thematic Working Group Leads

1. Youth4CAN Management will send out a call for thematic working group leads to apply through an open and transparent process, every after two years or when required.
2. The selection process is coordinated and overseen by Regional Coordinators. Youth4CAN can also request volunteers from external organisation to assist with selections.
3. Re-selection is possible once, for a total term of 2 years. In some cases, longer terms might be possible at the discretion of the members and regional coordinators.
4. A call for applications must be issued whenever new members are to be selected. The call must clearly specify:
 - a) The roles that are open to a competitive selection process,
 - b) The Terms of Reference for each role,
 - c) The number of open positions available for selection.

5. To be eligible for selection, candidates must meet the following criteria:
 - a) Be under the age of 35 at the time of application.
 - b) Be an individual member of Youth4CAN for internal calls and an active youth for external calls.
 - c) Be able to commit to the responsibilities of the respective position, as outlined in the Terms of Reference.
 - d) Motivate with passion their interests to lead a particular thematic group.
6. The decision may be reached through voting or a consensus-based decision-making.
 - a) If a consensus-based approach is used, the selection panel—composed of Youth4CAN Management, regional coordinators, and optionally additional volunteers—will collectively deliberate and decide on the most suitable candidates.
 - b) If a consensus-based decision cannot be reached, regional coordinators will cast their votes for candidates, with each member holding one vote per open position per thematic working group. The candidate(s) with the highest number of votes for each role will be selected.
7. Selected Steering Committee members must commit to adhere to the CYMG Processes and Procedures as well as the Terms of Reference for their role before their official appointment.

4. How to Apply

- a) Determined what thematic area you are passionate to lead.
- b) Write a comprehensive motivational letter (1 page long).
- c) Submit the cover letter by email: info@youthforcan.org.na or youthforcan@gmail.com
- d) Selection process will take 1-2 weeks after application closing date. You will receive feedback when your application has been reviewed.

Annex 1. Thematic portfolios

Thematic Working Groups portfolio	Relevant workstreams(s)
Green Energy and Economy Working Group	<ul style="list-style-type: none"> • Renewable Energy and emerging sustainable energy use and consumption • Green innovations • Green Skills • Just Transition • Sustainable economic development • Youth Green Enterprises
Environment and Livelihoods Working Group	<ul style="list-style-type: none"> • Terrestrial land and landscape conservation • Water Resource Management • Forest Use and Conservation • Marine “Blue Economy” Conservation • Sustainable agriculture and food security • Waste and Air pollution • Ecosystem Based Adaptation • Nature Based Solutions • Biodiversity Conservation • Tourism
Social and Human Rights Working Group	<ul style="list-style-type: none"> • Climate Justice a Human Right • Gender Equity and Mainstreaming • Climate and Health (preventative diseases and mental health) • Regulatory Frameworks • Climate migrations • Housing • Disaster Risk Reduction and Preparedness • Community well-being