



Y-ACT'S REGIONAL STEERING COMMITTEE

**Terms of Reference for Y-ACT's
Regional Steering Committee:**

2026-2028



SCAN TO FIND OUT MORE



Background

Y-ACT established a Regional Youth Steering Committee (YSC) to strengthen the meaningful engagement of young people in its strategy, programming and advocacy across Africa and beyond. The YSC serves as a strategic advisory body, bringing diverse youth perspectives into Y-ACT's priorities and helping ensure that its work remains responsive to the realities, priorities and aspirations of young people. Through the YSC, young people contribute strategic insights to Y-ACT's work, amplify youth voices and engage in relevant processes that influence policy, advocacy and programming. The YSC also supports

Y-ACT's broader commitment to meaningful youth engagement and to advancing its youth portfolio in line with **Amref Health Africa's** strategic priorities. Building on the experiences, achievements and lessons of previous cohorts, this Terms of Reference sets out a clear mandate, structure and accountability framework for the YSC. It defines the respective roles and responsibilities of YSC members and Y-ACT, to enable meaningful participation, clear expectations, mutual accountability and effective contribution throughout the YSC term.

Purpose and Mandate of the YSC

The Youth Steering Committee is an advisory body with defined contributions. Its primary function is to provide Y-ACT with strategic counsel by shaping priorities, testing plans against the realities and perspectives of young people and holding Y-ACT accountable to its commitments to meaningful youth engagement. In addition to this advisory role, members will undertake a defined and manageable set of contributions during their term. These contributions will be agreed during onboarding, aligned with members' skills and areas of expertise and documented in individual workplans. This ensures that expectations are clear from the outset and remain realistic, aligned with members' professional, academic, and personal commitments. The YSC will:

- Provide strategic input into Y-ACT's priorities, plans and program design, ensuring that diverse youth realities, interests and priorities inform Y-ACT's work.
- Advise on the design and strengthening of youth programs, initiatives and partnerships, including identifying opportunities to expand Y-ACT's reach and impact.
- Contribute to the strategic shaping of relevant events and engagements by proposing thematic priorities, partnerships and opportunities for Y-ACT's participation.
- Represent Y-ACT and youth-defined priorities at agreed regional and global convenings, consultations and other strategic platforms.
- Contribute to agreed knowledge and advocacy outputs, including consultation outcomes, thought pieces, background papers and other products defined within members' workplans.
- Provide strategic feedback and accountability on how effectively Y-ACT is meeting its commitments to meaningful youth engagement.





A liation and Guiding Principles

The YSC is non-sectarian and non-religious. Members are expected to maintain political non-partisanship when acting in their official capacity as representatives of the YSC or Y-ACT. This does not restrict the YSC from engaging in evidence-based advocacy on public policy and legislation relevant to Y-ACT's mandate, including tobacco control, sexual and reproductive health and rights, harmful norms and gender equality. Such engagement may include contributing to policy discussions, consultations and advocacy initiatives in line with Y-ACT's approved positions and priorities. The principles of meaningful youth engagement, inclusion, diversity, mutual accountability, respect, and transparency will guide the YSC's work.

Composition and Tenure

To strengthen accountability, clarify roles and support effective decision-making, the YSC will adopt a lean structure comprising six members.

- The YSC will comprise one member from each of Africa's five subregions, North, West, Central, East and Southern Africa, and one member from the African diaspora.
- Members will be aged 18 to 35 at the point of appointment.
- The composition of the YSC will deliberately seek gender balance and diversity of backgrounds, experiences and perspectives, including representation of groups that are often underrepresented in youth, policy and development spaces.
- Members will demonstrate a proven track record of contributing to meaningful youth engagement, advocacy, policy, programs or other relevant initiatives at the national, regional or continental level.
- Each member will lead or serve as the focal point for a defined thematic or operational portfolio, aligned with Y-ACT's strategic priorities and, where possible, matched to the member's skills, experience and interests.
- Members will serve a two-year term, subject to a six-month probationary period.

At the end of the probationary period, membership will be confirmed through a documented review against the participation, communication, and contribution expectations established during onboarding and set out in this ToR. Where concerns arise, the member will be allowed to discuss and address them before a decision is made regarding continued membership.



Selection Process

YSC members will be selected through a competitive and transparent process comprising:

- Open call for applications with clearly communicated eligibility and selection criteria.
- Application review and scoring, resulting in a shortlist of up to 15 candidates.
- Interviews to assess candidates:
- Strategic thinking and understanding of meaningful youth engagement.
- Relevant experience and track record .
- Ability to contribute to the YSC's advisory mandate and agreed priorities.
- Availability and readiness to meet the expectations of the role.
- Alignment with Y-ACT's values and mission .
- Final selection, considering assessment results alongside regional representation, gender balance, diversity of backgrounds and experiences and the collective skills required across the cohort.

Roles and Responsibilities

Each YSC member will:

- **Lead a defined portfolio and provide strategic input** within that area, contributing to relevant Y-ACT priorities, programs, advocacy efforts and youth engagement processes.
- **Agree on and deliver against an individual annual workplan**, aligned with the broader YSC workplan and set out a realistic and defined set of contributions, including at least one agreed strategic output or milestone.
- Participate actively in the work of the YSC, including attending monthly meetings, contributing to collective discussions and communicating periods of unavailability in advance.
- **Submit a brief quarterly reflection** on progress, key contributions, outcomes, challenges and any support required within their portfolio.
- **Represent Y-ACT and the YSC at agreed engagements**, where relevant, and work collaboratively with fellow YSC members and the Y-ACT team in line with Y-ACT's policies and representation protocols.

Role	Held by	Responsibility by
Co-Chairs (2)	<i>Elected by members at the start of the term, for one year, renewable once.</i>	<i>Co-lead the YSC, shape meeting agendas with the YSC Lead, support momentum between meetings and represent collective YSC perspectives to Y-ACT leadership.</i>
Secretary	<i>Elected by members, for one year.</i>	<i>Record decisions and actions, maintain the YSC's records, and track action items to closure.</i>
Portfolio Leads (6)	<i>Every member holds one portfolio.</i>	<i>Lead the YSC's strategic input and agreed contributions within the assigned portfolio.</i>

Y-ACT's Commitments to the YSC

Y-ACT will provide the structure, coordination and support necessary for the YSC to fulfill its mandate effectively. Y-ACT commits to:

- **Provide a clear operating framework and structured onboarding**, including Terms of Reference, clear roles and expectations, individual and collective work planning processes, simple reporting and reflection tools and orientation to relevant Amref Health Africa policies and safeguarding standards.
- **Appoint a dedicated Y-ACT-YSC Lead** responsible for coordinating meetings and communication, supporting onboarding, tracking progress against agreed workplans, identifying and addressing blockers early and serving as the primary point of contact between the YSC and the broader Y-ACT team.
- **Provide reasonable participation support and access**, including data support, access to relevant platforms and tools and, where applicable, logistical support for agreed representation and external engagements.
- **Create structured opportunities for meaningful participation and growth** by involving the YSC in relevant Y-ACT priorities, programs, campaigns, consultations and governance processes and, where appropriate, providing feedback on how YSC input has been considered or taken forward.
- **Support members' development and visibility** by conducting an early needs assessment, sharing relevant opportunities and appropriately acknowledging members' contributions to outputs through Y-ACT's platforms.

Selection Process

The YSC and Y-ACT will use a simple reporting and learning framework to document progress, identify challenges, and capture impact throughout the term.

- **Quarterly:** Each YSC member will submit a brief reflection on progress, key contributions, outcomes, challenges and support required within their portfolio. The YSC Lead will consolidate these into a quarterly YSC update and provide relevant feedback and updates from Y-ACT.
- **Annually:** The YSC and Y-ACT will conduct an annual impact review to assess progress against workplans, document key outcomes and contributions, capture member growth and identify lessons or adjustments for the following year.
- **End of term:** YSC members will produce an end-of-term impact report documenting the YSC's collective contributions, outcomes, lessons and member experiences across the two-year term.
- **Ongoing:** Y-ACT and the YSC will maintain transparent, bidirectional communication by sharing expectations, following up on agreed actions, and providing opportunities to provide feedback and support.





Participation, Accountability and Continued Membership

The first six months of the YSC term will serve as a probationary period. During this period, members will be assessed against the participation, communication, and contribution expectations set out in this ToR and their individual work plans. Where a member demonstrates sustained non-participation, such as missing two consecutive scheduled meetings without prior notice or reasonable explanation, repeatedly failing to communicate periods of unavailability or consistently not delivering agreed responsibilities, the following process will apply:

- 1. Informal check-in:** The YSC Lead will contact the member to understand any challenges and agree on appropriate support or corrective actions.
- 2. Written warning:** Where concerns persist, the member will receive written notice outlining the specific concerns, expectations for improvement and a reasonable timeframe for demonstrating improvement.
- 3. Review and decision:** If there is no reasonable improvement following the agreed period, Y-ACT may discontinue the member's appointment following a documented review and written communication of the decision.

Any decision regarding continued membership will consider the member's circumstances, previous engagement and any reasonable explanation provided. Absence that is communicated in advance or reasonably explained will not, on its own, constitute grounds for discontinuation.

Vacancy and Succession

Where a YSC position becomes vacant due to resignation, discontinuation of appointment or other circumstances:

- The YSC Lead will inform the committee and, where necessary, coordinate interim coverage for the affected portfolio.
 - Y-ACT may appoint a suitable candidate from the reserve list generated during the original recruitment process, considering regional representation and the overall composition of the YSC.
 - Where no suitable candidate is available from the reserve list, Y-ACT may undertake a targeted recruitment process to fill the vacancy.
 - A replacement member will serve the remainder of the existing YSC term.
- Where a Co-Chair position becomes vacant, YSC members will elect a replacement from among the existing members within a reasonable timeframe.

Recognition and Support

Y-ACT recognizes the time, expertise and contribution of YSC members and will provide appropriate support and recognition throughout the term. This may include:

- A modest honorarium for external representation and reasonable participation support, such as data for virtual meetings, in line with the approved YSC budget and the communicated terms for the cohort.
- Opportunities for sponsored participation and media engagement may also be provided based on the relevance of the opportunity, member expertise, availability, demonstrated engagement, and equitable access across the cohort.
- Formal recognition through certificates of service and acknowledgment of contributions to relevant outputs.
- Visibility through Y-ACT platforms, where appropriate.
- End-of-term letters of recommendation, based on demonstrated participation and contribution.

Exit and Transition

At the end of the YSC term:

- A formal close-out session will be held to reflect on the cohort's experience, review collective impact and document recommendations for future cohorts.
- Members will contribute to the end-of-term impact review and knowledge transfer process.
- Outgoing members may be invited to support the transition of the incoming cohort through peer exchange, onboarding or mentorship.
- Interested former members may also be invited to contribute to future Y-ACT initiatives or an alumni network, subject to relevance and availability.

Selection Process

Applications will be submitted through the official Y-ACT application form available at:

- **Application Form:** <https://forms.gle/cLxLWDe5KWwa2EJMA>
- **Application Deadline:** 31 August 2026 at 5:00 PM EAT.

Late or incomplete applications will not be considered.



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