GOYN TOOLKIT – DESIGN PHASE

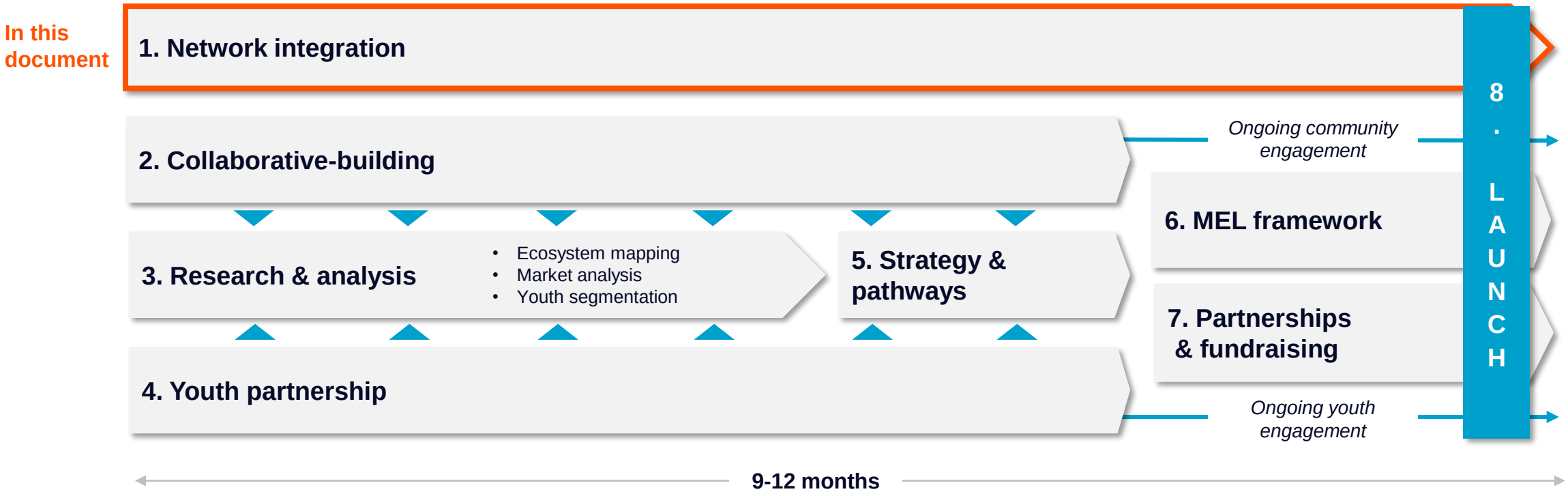
1. NETWORK INTEGRATION



STANDARD DESIGN PHASE PROCESS

The GOYN Design Phase is made up of **eight activity groups**. Each group includes a set of activities and expected outputs. While these activities are presented in a linear fashion in the GOYN Toolkit, in practice and as illustrated below, **Anchor Partners should undertake some of these activities concurrently**, as they will feed into one another.

The role of Anchor Partners in the Design Phase is to **organize and coordinate the community**, **not** **carry out work in isolation**. Local stakeholders and opportunity youth should be involved throughout this phase of work.



OBJECTIVES & RATIONALE

	WHAT NEEDS TO BE DONE?	WHY DO WE DO THIS?
1	**Introduce** the Anchor Partner and community to the global GOYN network and build connections with other communities	• To **ensure the network gets to know you** and the context for your work • To **build relationships** with other Anchor Partners
2	**Review** the GOYN Toolkit for the Design Phase	• To **accelerate learning** and **support an efficient program roll-out**
3	**Engage** in ongoing GOYN learning opportunities and exchanges with the global network	• To **share learnings** with others • To **adopt best practices** from other communities • To **innovate through collaboration** with global practitioners

2.1. NETWORK INTEGRATION

PROCESS OVERVIEW

	1. Complete GOYN onboarding ☑	2. Get to know the global network	3. Learn & share
Time	*1 week*	*1 month*	*Ongoing*
Activities	i. Review and sign Anchor Partner MoU ii. Access GOYN tools iii. Access GOYN branding & comms materials iv. Review the GOYN Toolkit for the Design Phase v. Set regular calls with GOYN relationship manager vi. Join GOYN Anchor Partner calls	i. Prepare & deliver introductory presentation in GOYN Anchor Partner Call ii. Connect with others	i. Participate in GOYN Global calls & convenings ii. Join GOYN Learning Communities
Outputs	• Signed Anchor Partner MoU • GOYN community logo	• Introduction presentation in GOYN Anchor Partner Call	• *N/A*
Engagement with GOYN Global Team	• Anchor Partner Onboarding Sessions • 1-1 engagement with GOYN Relationship Manager	• Global Anchor Partner calls	• Global Anchor Partner calls • GOYN Learning Communities

☑ *Formal GOYN validation point*

EXPECTED OUTPUTS & SUPPORTING RESOURCES

Output	Format	Description	Quality standards	Resources
Signed MoU	Written document	Agreement between GOYN* and the Anchor Partner Institution, governing the relationship between the parties and outlining responsibilities and expectations of the Anchor Partner.	❑ Completed agreement signed by all parties	*N/A*
GOYN community logo	Picture	GOYN logo including the name of the community and the GOYN tagline ('The future is young') translated in the local language.	❑ Provided by the GOYN Global Team	*N/A*
GOYN Introduction Presentation	Presentation	Short introduction to the Anchor Partner, to be delivered on a GOYN Anchor Partner call.	❑ Provides a high-level overview of the community (society, economy, youth employment challenge, etc.) ❑ Provides a high-level overview of the Anchor Partner (mission, presence, team, reason for becoming a GOYN Anchor Partner, etc.)	Harambee presentation (GOYN eThekwini) YouthBuild Mexico presentation (GOYN Mexico City) Eclosio presentation (GOYN Thies)

**Parties to the MoU may vary across communities but will always include, at a minimum, The Aspen Institute.*

BEST PRACTICES



Engage peers

The Anchor Partner Network is one of the most valubale assets provided by GOYN. Build 1-1 relationships with other Anchor Partners to share learning and exchange ideas.



Set learning priorities

GOYN offers many opportunities for learning. As you begin the work, set priorities to support focused, intentional learning.



Tell your story

The more you share about your learning and progress, the easier it is for GOYN to mobilize support for your community and to learn from your experience. Don’t be shy, tell your story!



Share your ideas

Anchor Partners are co-creators of GOYN. They are expected to actively lead and participate in the process, not wait for instructions from others.



Leverage resources

Deepen your understanding of GOYN and save time by becoming familiar with the tools, examples and templates available in the GOYN Toolkit.

KEY RISKS & MITIGATIONS

WHAT COULD GO WRONG?	HOW CAN THIS BE AVOIDED?
Poor network engagement Not building relationships with the network, missing out on global learning and support Not contributing to the network and helping others	• Reach out to other Anchor Partners on a semi-regular basis • Volunteer to present progress updates on monthly Anchor Partner calls • Build a good relationship with your GOYN relationship manager
Duplicated efforts Wasting time building existing documents, processes and tools from scratch	• Set aside team time to review the GOYN Toolkit and select templates / examples you hope to adopt or leverage
Misaligned outputs Having to spend additional time on revisions and corrections due to misaligned outputs	• Understand the expected outputs well • Ask your GOYN relationship manager for clarifications if anything is unclear

COMPLETION CHECKLIST



You have completed this step when you have:

- **Introduced yourself (Anchor Partner) and your community** on a global GOYN Anchor Partner Call
- **Carefully reviewed the GOYN Toolkit** for the Design phase and selected resources you hope to leverage
- **Made personal connections** with other GOYN Anchor Partners
- **Set learning priorities** for the Design phase
- **Reviewed and signed** the Anchor Partner MoU

GOYN TOOLKIT – DESIGN PHASE

NETWORK INTEGRATION: HOW TO GUIDE



2.1. NETWORK INTEGRATION

1. COMPLETE GOYN ONBOARDING

i. Review and sign Anchor Partner MoU

Anchor Partners joining GOYN sign a memorandum of understanding (MoU) with The Aspen Institute (and, if applicable, with other GOYN Partners funding the community). The MoU governs each party's responsibilities during the GOYN Design & Implementation phases.

The document should be reviewed and signed by the signing authority at the Anchor Partner institution*.

Why do we do this?

- ✓ Clarify shared goals and objectives
- ✓ Ensure all parties understand their roles and responsibilities
- ✓ Clearly articulate expectations for network participation

WHAT DOES THE AP MOU* COVER?

- ❑ Objectives of the partnership
- ❑ Parties involved
- ❑ Mutually accepted expectations of the parties
- ❑ Expected Anchor Partner responsibilities, outputs, and participation minimums for the Design phase
- ❑ Responsibilities and commitments of The Aspen Institute and any other party to the MoU
- ❑ Legal conditions associated with the partnership (e.g., pertaining to intellectual property, data protection, compliance with relevant laws, etc.)

**Note: the Anchor Partner MoU is currently being developed and will be completed in 2022.*

All supporting resources for this section can be found in the GOYN Learning Lab.

2.1. NETWORK INTEGRATION

1. COMPLETE GOYN ONBOARDING

ii. Access GOYN tools

Tool	Purpose	Best Practices
zoom Sign up	A free cloud-based meeting software used for: • Hosting monthly GOYN Anchor Partner Calls • Hosting global conferences and meetings	☑ Dial-in from a quiet, private space ☑ Have video on when possible ☑ Mute yourself when not speaking ☑ Contribute to discussions – both in the chat window and speaking. Active participation! Zoom Tutorial
box Sign up	A shared, cloud-based repository used for for: • Storing GOYN-related files • Accessing GOYN resources • Working collaboratively on documents	☑ Centralize your GOYN files on Box ☑ Do not move or delete files uploaded by others ☑ Install the Box Drive add-on on your desktop for ease of access Box Tutorial
slack Sign up	A free instant messaging tool used for: • Asking quick questions from other network members • Getting informal updates from Global Partners • Coordinating work on special projects • Developing informal relationships	☑ Keep messages short & informal ☑ Don't hesitate to share visual contents (photos, videos) ☑ Reach out to others Slack Tutorial
WhatsApp Sign up	A free cellular phone-based messaging and telephony application used for: • Sharing updates with the Global Anchor Partner Network (Anchor Partner WhatsApp Group) • Contacting the GOYN Global Team directly via phone in a time-sensitive situation • Conducting free 1-1 calls when screen sharing is not required	☑ Use for informal conversations and urgent messages - Zoom is preferred for longer, larger, more formal meetings ☑ Keep messages short Whatsapp Tutorial

2.1. NETWORK INTEGRATION

1. COMPLETE GOYN ONBOARDING

ii. Access GOYN branding and comms materials

Feel free to use the standard GOYN presentation template and GOYN branding materials to support your work and build the GOYN brand in your community. You may use these materials for newsletters, websites, social media pages, events, fundraising presentations, etc.

When you join GOYN, the Global Team will work with you to develop a customized GOYN logo with the name of your community and the GOYN tagline (“The future is young”) translated in your local language.

If you have any questions about branding guidelines, please contact the GOYN Global Team.

GOYN BRANDING MATERIALS



Presentation template

GLOBAL OPPORTUNITY YOUTH NETWORK
THE FUTURE IS YOUNG
aspen institute

Main GOYN logo

GLOBAL OPPORTUNITY YOUTH NETWORK: BOGOTÁ
EL FUTURO ES JOVEN
aspen institute

Community logo

Access all branding materials here

All supporting resources for this section can be found in the GOYN Learning Lab.

1. COMPLETE GOYN ONBOARDING

iv. Review the GOYN Toolkit for the Design Phase

Review the contents of the GOYN Toolkit for the Design Phase. The Toolkit includes key resources, tools, templates, examples and tutorials to guide you through each Design Phase activity and output.

Understanding the process from start to finish before getting started will help you design a comprehensive work plan for the Design Phase.

To save you time down the road, you can already **select the supporting resources and examples you intend to leverage**, and learn how and when these tools should be used.

If you have any questions, please reach out to the GOYN Global Team for clarifications.



The GOYN Toolkit includes guidance for all Design Phase activities.

All supporting resources for this section can be found in the GOYN Learning Lab.

2.1. NETWORK INTEGRATION

1. COMPLETE GOYN ONBOARDING

v. Set up regular calls with GOYN relationship manager

Upon joining GOYN, each community is assigned a **Relationship Manager** from the Global team who supports the Anchor Partner in designing and implementing GOYN.

How to engage your GOYN Relationship Manager

- Include on weekly project team calls
- Set up a periodical 1-1 to discuss your learning goals and key support needs
- Share all the Design phase outputs for validation
- Share key documents through your GOYN Box folder

ROLE OF THE GOYN RELATIONSHIP MANAGER

- ✓ **Facilitate Anchor Partner onboarding**
- ✓ **Be the primary point of contact** for the Anchor Partner within GOYN
- ✓ **Ensure alignment** with GOYN approach & values
- ✓ **Share learnings & best practices** from other communities in the GOYN network
- ✓ **Guide Anchor Partner** through all GOYN Design phase activities
- ✓ **Troubleshoot issues**

All supporting resources for this section can be found in the GOYN Learning Lab.

2.1. NETWORK INTEGRATION

1. COMPLETE GOYN ONBOARDING

vi. Join GOYN Anchor Partner calls

The monthly GOYN Anchor Partner Call is hosted by the GOYN Global team. This is the most frequent connection point for GOYN Anchor Partners.

The calls provide Anchor Partners with global updates and often include learning sessions on cross-cutting GOYN themes.

All Anchor Partners are expected to join the calls, including extended Anchor Partner staff.

Best practices:

- ✓ **Suggest** discussion topics to the Global Team
- ✓ **Volunteer** to present on a call
- ✓ **Ask** questions and engage with others during the calls

GOYN ANCHOR PARTNERS (2021)

Pune
Lighthouse Communities Foundation

Bogotá
Fundación Corona

Mombasa
SwahiliPot Hub

São Paulo
United Way

Ramgarh & Barwani
Transform Rural India

eThekwini
Harambee

Mexico City
YouthBuild Mexico

Thiès
Eclosio

Interested in learning more about each community and Anchor Partner?
Check out the GOYN Community profiles

All supporting resources for this section can be found in the GOYN Learning Lab.

2.1. NETWORK INTEGRATION

2. GET TO KNOW THE GLOBAL NETWORK

i. Prepare & deliver introductory presentation in GOYN Anchor Partner Call

To facilitate interactions across GOYN, new Anchor Partners are requested to introduce themselves through a **short presentation** during one of their early global calls.

This presentation typically includes:

- **An overview of the community**: population & demography, economic context, youth employment challenge
- **An overview of the Anchor Partner:**
  - Mission, impact, approach, geographic presence
  - GOYN Team members
  - Rationale for joining GOYN

💡 **Tip**: Keep your camera on so the global network can make a more personal connection.



Introductory presentation for YouthBuild Mexico

All supporting resources for this section can be found in the GOYN Learning Lab.

2.1. NETWORK INTEGRATION

2. GET TO KNOW THE GLOBAL NETWORK

ii. Connect with others

We encourage all Anchor Partners to **get to know the GOYN Global Team** and to **develop informal relationships** with other Anchor Partners as they go through the Design Phase.

As part of your onboarding, **your GOYN Relationship Manager will introduce you to other GOYN Anchor Partners** to help you develop those peer-to-peer relationships.

Other members of the GOYN Global Team will occasionally join your regular calls to share updates or learn more about your work.

After your onboarding, feel free to reach out to other Anchor Partners at any point to learn from their own GOYN experience. Your GOYN relationship manager can help connect you to communities interested in similar themes or facing similar challenges.

GOYN GLOBAL TEAM ROLE

- ✓ **Develop & execute the GOYN strategy** at the global level
- ✓ **Approve & support new GOYN communities**
- ✓ **Foster collaboration & learning** across GOYN communities
- ✓ **Lead global partnerships & fundraising** efforts
- ✓ **Engage in global advocacy** on youth employment issues

All supporting resources for this section can be found in the GOYN Learning Lab.

THE GOYN GLOBAL TEAM (MAY 2022)



Jamie McAuliffe
Founding Director



Laura Rosen
Snr Manager, Partnerships



Bakhbtawer Abbasi
Program Associate



Tim Cross
Senior Advisor



Joel Miranda
Senior Director, Youth Engagement



Sarah Keh
VP Corporate Giving



Samuel Diaz
Associate Manager



Alice Gugelev
CEO



Cyrielle Auffray
Manager



Alexis Teyie
Manager



Annu Mehta
Manager



Ian Lobo
Managing Director



Dee Jadeja
Senior Manager



Petula Nash
Director Youth Platform

GOYN ANCHOR PARTNERS (MAY 2022)

Mombasa
SwahiliPot Hub



Mahmoud Noor, *Executive Director*

Under hire - *GOYN Mombasa Coordinator*

Bogotá
Fundación Corona



Daniel Uribe Parra, *Executive Director*



Juan Carlos Reyes, *Director, GOYN Bogotá*

Pune
Lighthouse Communities Foundation



Ruchi Mathur, *Director & CEO*



Mrinal Gharpure, Director, *GOYN Pune*

São Paulo
United Way



Gabrielle Bighetti, *Executive Director*



Daniella Saraiva, *GOYN SP Leader*

Ramgarh & Barwani
Transform Rural India



Anish Kumar, *Managing Director & Co-Lead*



Neeraj Ahuja, *Lead, GOYN Ramgarh & Barwani*

eThekwini
Harambee



Penny Foley, *Chief Community Partnerships Officer*



Nokubonga Gumbi, *Community Partnerships Lead: KZN*

Thiès
Eclosio



Djibril Lam, *Employability & Integration Program Manager*



Fatoumata Ndiaye, *Project Manager*

Mexico City
YouthBuild Mexico



Tere Lanzagorta, *Director*



Juan Carlos Foncerrada, *GOYN Coordinator*

2.1. NETWORK INTEGRATION

3. LEARN & SHARE

i. Participate in GOYN Global calls & convenings

There are **multiple opportunities throughout the year** to engage with the global GOYN community. We encourage all Anchor Partners to participate actively in meetings and events **to learn from others and share their experience**.

Key opportunities include:

- **Global Anchor Partner calls**
- **GOYN Learning Communities** (theme-based communities of practice)
- **Global network convenings** (virtual or in-person when possible)
- **Regional events** (occasional gatherings organized by Anchor Partners at the regional level)



GOYN Anchor Partners and Global Team at the 2019 Aspen Forum for Community Solutions Collective Impact Forum

All supporting resources for this section can be found in the GOYN Learning Lab.

3. LEARN & SHARE

ii. Join GOYN Learning Communities

GOYN Learning Communities are **theme-based communities of practice.** They bring together Anchor Partners interested in a particular theme to exchange ideas and share lessons learned.

New Anchor Partners are welcome to join any of the GOYN Learning Communities.

The Global Team also encourages Anchor Partners to **start and lead new Learning Communities** on additional themes.

💡 **Tip**: If you have an idea for a new Learning Community, reach out to the Global Team. They can help you test the idea with other Anchor Partners and guide you through the initial setup steps.

GOYN LEARNING COMMUNITIES (2022)

Theme	Description & contact
Data, Tech & Digital	Focused on how to use data, technology and digital to support GOYN's work across communities. **Contact:** alexis.teyie@globaldevincubator.org
Structural Justice	Focused on discussing structural justice issues related barriers to employment faced by OY in GOYN communities and their potential solutions. **Contact:** joel.miranda@aspeninstitute.org
Health Pathways	Focused on developing and expanding opportunities for OY across the healthcare value chain. **Contact:** annu.mehta@globaldevincubator.org
Measuring & Evaluation (M&E)	Focused on discussing systems and approaches to measuring and assessing GOYN's impact in communities. **Contact:** adam@devlearn.co.uk
Youth Engagement	Focused on sharing lessons learned and experiences related to youth engagement in GOYN communities. **Contact:** joel.miranda@aspeninstitute.org

More GOYN Learning Communities will be created over time – stay tuned!

All supporting resources for this section can be found in the GOYN Learning Lab.