

TERMS OF REFERENCE

Leading researchers in:

Lot 1: collection and calculation of youth participation index data

Lot 2: creation of Index on youth participation monitoring reports and recommendations on more favourable youth employment policies

<Reference number: EU-01-20>

<Title of the Action: “WB&T for EmploYouth”(implemented by Ana and Vlade Divac Foundation)>

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1. BACKGROUND INFORMATION

The overall objective of “WB&T for EmploYouth” is to contribute to strengthened regional cooperation, participatory democracies and the EU approximation process in the Western Balkans and Turkey in the area of youth employment. The intention of the Project is that: CSOs are recognised in governmental strategies or measures addressing youth unemployment as partners, especially in addressing the problem of NEET youth, women and marginalised groups, CSOs have routine access to decision-making processes relevant to youth employment and are engaged as direct service providers in order to reach out to NEET youth, improved policies are in place with measures aimed at empowering the NEET youth, and especially women and marginalised groups, local, grassroots CSOs are providing support to local NEET youth, share their experiences regionally, and coordinate communication messages with other; CSOs in increasingly address actions towards NEET youth and CSOs are contributing to awareness-raising to increase awareness of general population, stakeholders and youth.

“WB&T for EmploYouth” Project is carried out by five organisations Partners Albania for Change and Development (Albania), Prima (Montenegro), Youth Alliance – Krusevo (North Macedonia), Community Volunteers Foundation (Turkey) and Ana and Vlade Divac Foundation (Serbia).

Specific objectives:

- (SO1) To create informed and constituency-based solutions for improved youth employment policies in the WB&T
- (SO2) To increase capacities of CSOs to pilot and promote innovative solutions for improved employment of NEET youth in the WB&T
- (SO3) To increase engagement and influence of CSOs in raising public awareness on youth employment in WB&T.

The main activities include:

(1) advocacy efforts comprised from extensive research which will provide for an evidence-based approach in proposing more favourable youth employment policies in the region, with special focus on the NEET youth (4 annual regional monitoring reports on policies affecting youth employment (Youth Participation Indexes), 5 National Baseline and 5 National Control Studies on NEET youth employment, 20 Policy Briefs on NEET youth);

(2) Capacity building and sub-granting to strengthen CSOs ability to pilot youth employment models for NEET youth at the local level, and shape economic environment for youth (100 local, grassroots CSOs’ technical and management skills increased, 50 CSOs are supported financially, 3,000 NEET youth in local communities and launched 50 innovative employment schemes, YBH4WBT network is expanded to 70 CSO members);

(3) Awareness raising aim at involving stakeholders in the improvement of NEET youth employment (good practice examples in youth employment is exchanged and promoted regionally among diverse stakeholders, multi-stakeholder dialogue is created between CSOs, CSOs and networks and all relevant stakeholders for improved youth employment, awareness of up to 500,000 young people and up to 2,000,000 general public on youth employment is raised).

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The aim of the call is to engage two researchers of youth policies who will work on mapping stakeholders who have an influence on youth policies and the position of young people with special focus on the NEET youth, mapping strategies of importance for the position of young people, mapping stakeholders who have data related to young people, collect and calculate data, as well as coordinating researchers who collect data at the national level in project countries for the purposes of creating the index with regional data and giving relevant recommendations for more favourable youth employment policies in the region.

The selected bidders (hereinafter referred to as the Authors) will be responsible for the development of the composite index.

2.2. Results to be achieved by the Contractors

Authors will carry out comprehensive research and create the report - Youth Participation Index Monitoring Report (further YPI) as a mechanism to gain insight into the broad political, economic and social context which can empower or alternatively hinder youth participation in society and based on YPI data create a summary public policy proposal with recommendations on youth position improvement.

3. SCOPE OF THE WORK

3.1. General

YPI provides a comprehensive overview of opportunities for youth through the lens of 25 indicators of political, economic and social participation in Albania, Montenegro, North Macedonia, Serbia and Turkey. Youth Participation Index aims to:

- ✓ Improve the practice of using data as a reliable base for any decision concerning youth;
- ✓ Compare countries according to key indicators of youth participation in all three dimensions: political, economic and social;
- ✓ Monitor progress in youth participation through the years in respective countries;
- ✓ Provide a practical tool for decision-makers, youth organizations and other stakeholders that supports the implementation of policies and

programs aimed at the improvement of youth participation.

3.2. Specific Activities

Lot1:

- Agreeing on the list of stakeholders who have an influence on the position of young people, youth policy or have data that can be input for a composite index at the national and regional level that would be monitored and published annually
- Developing index data calculation methodology
- Monitoring the specifications of index input data, data sources and creating a description of each individual input data (source, period and frequency of publication, format, unit, fitting into the composite index, whether it is necessary to create new data collection models, etc.).
- Coordination and harmonization of input data for regional and national level to achieve comparability
- Participation in weekly meetings of the project team (online if the researcher is not from Belgrade) and meetings with stakeholders (up to 8 meetings).

Lot 2:

- Agreeing on the list of stakeholders who have an influence on the position of young people, youth policy or have data that can be input for a composite index at the national and regional level that would be monitored and published annually
- Proposal for a road map of the index creation taking into account the relevant Strategy for Youth in the Republic of Serbia
- Based on YPI results, creation of recommendations on youth position improvement
- Participation in weekly meetings of the project team (online if the researcher is not from Belgrade) and meetings with stakeholders (up to 8 meetings).

(1) Methodology

The methodology approach has to respond to standard practices in research development and conducting. The proposed methodology includes (but not limited to):

Lot 1:

- Desk research of relevant on line and off line sources of information;
- Data collection based on established 25 indicators within political, economic and social dimension (it may include interviews and/or surveys with relevant stakeholders);

- Data analyses and assessment of the progress over the period based on set target values and calculation of values of indicators;
- Cross-country comparisons;

Lot 2:

- Data synthesis and presentation
- Preparation of YPI Monitoring report draft with recommendations for improvement and presentation to the Project management
- Incorporation of received feedback into the YPI Report;
- Preparation of the final YPI report and policy brief recommendations on the youth participation improvement.

4. LOGISTICS AND TIMING

4.1. Location

Republic of Serbia

Research doesn't include traveling outside of Belgrade, regional meetings can be conducted through online meeting tools.

4.2. Start date and period of implementation

It is expected that the two YPI documents will be completed within:

Lot 1: up to 64 working days

Lot 2: up to 56 working days

with the following deliverables due:

Deliverables	Deadline
Work plan and methodology matrix prepared and accepted by Ana and Vlade Divac Foundation	10 days upon signing the contract
Draft YPI document and Recommendations presented to the Project Team and Implementing Partner	15 days before the deadline
YPI document prepared and accepted by Ana and Vlade Divac Foundation	5 days upon receiving comments from Foundation on the draft document

Payments for the deliverables will be made in at once, upon billing by the Authors and subject to quality review, clearance and acceptance by Ana and Vlade Divac Foundation.

The criteria of utility, credibility, and relevance/appropriateness will be used for assessing the quality of the YPI research:

- The research document has to be written in clear language (English);
- The document should be highlighting key findings, conclusions and recommendations;
- The information in the research has to be complete, well-structured and well presented;
- The information in the research has to be reliable i.e. well documented and supported findings;
- The information in the research has to addresses priority or strategic information needs;
- Recommendations have to be concrete and implementable;
- National and regional perspectives have been taken into account.

5. REQUIREMENTS

5.1. Researchers must fulfil the following requirements:

Education (for both Lots):

- A university degree in the project related field. MA would be considered a strong asset.

Work experience (for both Lots):

- Minimum 5 years of relevant professional experience, preferably in developing and implementing research methodologies and reports on youth position.
- Previous assignments in the role of relevant senior expert positions would be considered as an asset.

Knowledge:

- Knowledge of political situation in Western Balkans Region and Turkey
- Knowledge of youth policy in Western Balkans Region and Turkey
- Knowledge of youth policies on the level of EU

Skills and Competencies:

Lot 1:

- Excellent data collection skills
- Excellent skills in developing calculation methodology
- Excellent analytical skills;
- Good communication, coordination and facilitation skills

Lot 2:

- Displays ability to synthesize research and reach empirically based conclusions on related subject;
- Strong writing skills;

- Proven capacity to produce reports;
- Displays capacity to provide experienced advice on best practices

Both Lots:

- Possesses knowledge of inter-disciplinary development issues;
- Focuses on result for the client and responds positively to feedback;
- Consistently ensures timeliness and quality of work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrates integrity by modelling ethical standards.

Personal qualifications (both Lots):

- Ability to deliver when working under pressure and within changing circumstances;
- Consistently approaches work with energy and a positive, constructive attitude;
- Excellent interpersonal skills.
- Consistently ensures timeliness and quality of work;
- Excellent drafting and reporting skills;
- Demonstrates strong oral and written communication skills;
- Evidence of ability to express ideas clearly; to work independently and in team;
- Ability to summarize and systematize complex information;
- Focuses on results and responds positively to feedback.

Language (both Lots):

- Fluency in English, knowledge of Serbian shall be considered as an asset.

5.2. Application Procedure:

Qualified and interested candidates are asked to submit their applications in person or by post to the address: "Ana and Vlade Divac" Foundation, Ilije Garašanina 53a/7, 11000 Belgrade:

- Letter of Interest containing the following information:
 - (i) Explaining why the candidate is the most suitable for the work
 - (ii) Provide a brief methodology on the approach to the work and how it will be conducted (max. 300 words)
- Updated Curriculum Vitae (PDF format)
- Financial offer – lump sum
- List e-mail contacts of three referees.

The subject of the email should be: YBH_ToR for YPI research_candidate's name.

The applicant must include a financial offer together with all other requested documents, taking into consideration the objectives of the assignment, the tasks to be performed and deliverables requested. Please note that the financial offer must include all costs with the maximum limit of:

Lot 1: Up to EUR 9.600,00 (gross)

Lot 2: Up to EUR 8.400,00 (gross)

6. REPORTS

6.1. Reporting requirements

To summarise, in addition to any documents, reports and output specified under the roles and tasks of the assessors, the Contractor shall provide the following reports:

Name of report	Content	Time of submission
Youth Participation Index Report	Report on youth position in five project countries	November 20, 2023
Policy brief recommendations	Recommendations on improvement of position of youth in five project countries	November 30, 2023

6.2. Submission & approval of reports

The contract will be awarded to the tender offering best price / quality ratio in accordance with the principles of transparency and fair competition and taking care to avoid any conflict of interest.

Electronic version of the research document, referred to above must be submitted to the Project Manager identified in the Contract. The reports must be written in English. The Project Manager is responsible for approving the reports.