



Call for Trainers

for the

Capacity Building Training of Grantees

in the framework of the

Call for Proposals “Better Region Starts with Youth”

Reference number:

RYCO/CfT/2018

Date of publishing:

09/03/2018

Introduction

Regional Youth Cooperation Office (RYCO) is an independently functioning institutional mechanism, founded by the Western Balkans 6 participants (WB 6): Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, Macedonia and Serbia, aiming to promote the spirit of reconciliation and cooperation between the youth in the region through youth exchange programs. In the framework of the implementation of the projects supported within the Call for Proposals “Better Region Starts with Youth”, RYCO is launching the 1st Call for Trainers.

Aim of the Call

RYCO 1st Call for Trainers aims to identify and select qualified and experienced professionals to join the RYCO Team set up for the implementation of the capacity building training for the grantees selected within the framework of the Call for Proposals “Better Region Starts with Youth”.

The General Objective of this Call for Proposals has been to contribute to the process of reconciliation in the region of the Western Balkans through increasing youth mobility, cooperation and activism.

The applicants submitted applications under 2 priority areas:

- Priority Area 1: INTERCULTURAL DIALOGUE
- Priority Area 2: ACTIVE PARTICIPATION AND SOCIAL INCLUSION

* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence.

Specific Objectives of the PA1:

- Ensuring a safe environment for young people for constructively dealing with the past
- Providing opportunities for intercultural learning and enhancing intercultural competences
- Enabling intercultural dialogue and tolerance through decreasing the level of hate speech, negative stereotypes and prejudice among young people in the region

Specific Objectives of the PA2:

- Fostering active citizenship and participation in decision-making processes by young people
- Strengthening capacities of key actors¹ working for and with young people for civic participation and social inclusion
- Promoting social inclusion of young people through mobility, cooperation and shared projects

Upon completion of the selection process by the end of March, selected applicants will be implementing their projects throughout 2018 in the six RYCO Contracting Parties.

RYCO is organizing capacity building training in April for its grantees to ensure quality implementation of projects and achievement of specific objectives set by the Call for Proposals.

¹ KEY ACTORS from both the youth and the education sectors active in the region: governmental departments/agencies responsible for “international” work in school education, governmental departments/ministries responsible for youth, associations of key workers that will promote youth and school exchanges in the contracting parties and the region - youth workers, school principals/directors, other potential promoters of youth and schools exchange - youth/community/cultural centres (municipal/ NGO), etc.

Aims of the Training

- To create a common understanding among the grantees regarding RYCO in general, and more specifically in relation to the two priority areas of the call - « Intercultural learning » and « Active Participation and Social Inclusion » and the course of implementation of the project proposals
- To enhance contact among the grantees and between the grantees and RYCO
- To enable exchange of experiences and knowledge of the grantees on quality in youth exchange
- To raise awareness regarding key challenges for the organization of youth exchange within the Western Balkans and to jointly identify possible approaches to tackle these challenges

Date and Location of the Training

The capacity building training will take place in Podgorica, Montenegro from 16th to 19th of April 2018.

Requested Profile of Trainers

RYCO is looking for experienced trainers who will, together with RYCO Staff, design and implement the capacity building training for RYCO's grantees.

The trainers are expected to have:

- Very good English language skills: ability to run training sessions and draft written materials (hand-outs, session outlines, reports) in English;
- Substantial experience of working as a trainer in youth field;
- Experience of working as a trainer in different training courses having an intercultural or international dimension (bringing together young people or youth workers from different countries). Preferably: Experience with trainings in the context of the Western Balkan. Alternatively: Experience in working in other (international) programmes for youth can be an asset; Experience with training of teachers can be an asset;

- Knowledge and experience as a trainer in fields relevant for this training – intercultural dialogue, dealing with the past, youth participation, social inclusion, interregional mobility, youth protection/safety;
- Adequate computer literacy (MS Office);
- Ability to constructively work in a team;
- Flexibility and adaptability in work.

Since RYCO aims to build capacities among CSOs and high schools implementing project within RYCO grant scheme/open call for proposals in the Western Balkan region as a part of its overall mission, trainers with relevant experience and motivation living in Albania, Bosnia and Herzegovina, Kosovo, Montenegro, Macedonia and Serbia will be given priority.

Number of Trainers

For this assignment RYCO will contract 4 trainers.

Contract and Fees

Selected trainers will be invited to sign a Service Contract with RYCO. The Contract will be established in Euro. Trainer should provide a financial offer that cannot exceed 250 Euro per day in gross amount. The payment will be made in one installment after the completion of tasks contained by assignment. Expert is responsible for paying all the taxes related to this assignment.

Number of working days per assignment:

- Preparation: 2 days
- Training Delivery: 3 days
- Evaluation and Reporting: 1 day

Total: 6 days

Application Process

Submission of the documents

Interested candidates are requested to submit the following documents:

1. **CV** in English (preferably in the Europass format:
(<https://europass.cedefop.europa.eu>).
2. A **one-page cover letter** in English, which:
 - provides concrete examples of how the applicant's experience and skills meet the assignment (based on the listed criteria for the profile of trainers);
 - provides information about two referees who can be contacted by RYCO

Deadline for sending applications to the present Call for Trainers is **March 21, 2018 23:59 CET**.

The documents shall be sent to the procurement@rycowb.org.

Please indicate in the subject the following text: **Application for Call for Trainers**

The application submitted after the deadline will not be considered for evaluation and selection.

Selection criteria

Trainers will be selected by the Selection committee composed by RYCO staff. Selection process will be conducted based on the criteria set by the current Call for Trainers.

The application submitted after the deadline will not be considered for evaluation and selection.

RYCO reserves the right to ask the candidates for participating in personal interviews as well. In due date RYCO will inform candidates whether they have been selected or they have been unsuccessful. The decision of the Selection committee is final and no appeal shall apply.

Each candidate application will be judged according to the above mentioned criteria.

Also, candidates can be required to attend meetings organised by RYCO regarding the assignment.

INDICATIVE TIMETABLE OF THE CALL

| ACTIVITY | DEADLINE | TIME |
|---|-----------------|-------------|
| Opening the Call | March 09, 2018 | 12:00 CET |
| The deadline for submission of applications | March 21, 2018 | 23:59 CET |
| Information on the selection | March 28, 2018 | 12:00 CET |
| Start of the Contract | April 02, 2018 | |

This indicative timetable may be updated by RYCO during the procedure. In such cases, the updated timetable will be published on the RYCO website: www.rycowb.org

Should you have any questions regarding this Call for Trainers please contact Ms. Lorena Elezi on lorena.elezi@rycowb.org.