

## **RYCO Pool of Assessors**

### **Terms of Reference**

#### **About RYCO**

RYCO is an intergovernmental organisation that stewards and promotes regional, cross-border and intercultural cooperation within and among its six Western Balkan Contracting Parties: Albania, Bosnia and Herzegovina, Kosovo<sup>\*</sup> Montenegro, North Macedonia and Serbia.

RYCO's programme focuses on creating opportunities for young people to engage in activities that build mutual understanding and reconciliation in the civic, social, educational, cultural, and sports domains. RYCO initiates and participates in policy making and advocates for reform. It supports the development of a political and social environment that empowers and facilitates youth exchange.

A key instrument enabling RYCO to fulfil its mission is grant-making; developing tailored calls for proposals that enable CSOs and schools to engage in initiatives that contribute to mutual understanding of youth from various communities across RYCO's Contracting Parties, thus contributing to reconciliation and youth participation.

#### **RYCO Pool of Assessors**

This call aims to identify and select qualified and experienced professionals to join RYCO Pool of Assessors. The Pool will include candidates fulfilling the requirements outlined below. The validity of the Pool is predicted until December 2021. Only assessors registered in the Pool can take part in the assessment process as external experts.

Assessors for future RYCO calls for proposals will be selected within the Pool, based on their suitability in view of the requirements of each Call that will be launched.

**Note:** Please note that being registered in the Pool of Assessors does not imply obligations to RYCO for awarding a contract to the assessors.

#### **Objective and scope of the assignment**

RYCO is looking for external assessors from Albania, Bosnia and Herzegovina, Kosovo<sup>\*</sup>, Montenegro, North Macedonia and Serbia. The assessors will support RYCO Secretariat by performing the technical assessment of eligible project applications, submitted under each Call for Proposals.

Assessors are required to conduct the process impartially, independently, in confidential manner and in personal capacity, and to apply best abilities and professional skills, knowledge and ethics, in accordance with guidelines and time-schedules provided by RYCO. Assessors will be required to sign a Declaration of Confidentiality and Impartiality, guaranteeing that there is no conflict of interest between their work and performing the duties of assessors.

For each task performed, the selected assessor must demonstrate appropriate ethical conduct and must respect the confidentiality of the information and documents to which she/he will have access. Furthermore, assessors may not be personally involved in project elaboration or coordination, or linked to other project or activities implemented by entities submitting project application under the relevant call for proposals.

Each assessor will work individually and will be supervised and supported by RYCO.

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<sup>\*</sup>This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

## **Tasks and Deliverables**

Assessors must be familiarised with the documents related to the calls for proposals (e.g. the Guidelines for grant applicants, related annexes and/or frequently asked questions, published as such for the call). Guidelines for assessment will be provided separately, with the purpose to guide assessors on how to conduct the evaluation, so that all assessments are made in a coherent and consistent way. All assessors should apply the same methodology, interpretation and understanding of the objectives and criteria described in the Guidelines for grant applicants.

Each assessor will be expected to perform the following:

- Study in detail the background documents of the Call
- Attend the 1 day training of assessors in Tirana (For the Call for Proposals dedicated to high schools the training is foreseen to take place at the beginning of October)
- Conduct the scoring of project proposals based on the assessment grid and guidance provided by RYCO,
- Consistently capture the results of each assessment, including by providing a short substantiated analysis backing the scoring of each criteria

## **Timeframe**

The next RYCO Call for Proposals is anticipated for launching by the end of August, 2019. The selected assessors from the Pool will be expected to be engaged earliest between early October and early November.

The training for assessors for the Call for Proposals dedicated to high schools is foreseen to take place in Tirana, at the beginning of October 2019. The working days of each assessor will be estimated based on the number of project proposals received for each call.

## **Necessary Qualifications and Experience**

- Demonstrated experience with project proposal assessment and project evaluation, ideally in initiatives related to regional cooperation and development in the Western Balkans;
- Demonstrated experience in project implementation and evaluation,
- Knowledge and demonstrated experience in at least ONE of the following thematic areas of:
  - (i) intercultural dialogue and learning;
  - (ii) reconciliation, remembrance, dealing with the past;
  - (iii) volunteering, youth participation in decision-making processes.
- Experience in more than one area will be considered an asset
- Capacity building experience with CSOs and schools of the WB6 will be considered an asset.
- Familiarity with political, economic and social situation in the Western Balkan region;
- Strong oral and written communication skills in English,
- Familiarity with RYCO and RYCO's work. Any prior experience with RYCO project assessment will be considered an asset.

## **Application process**

Applications should be submitted to [office@rycowb.org](mailto:office@rycowb.org) latest by the 11 September, 2019. The candidates are required to submit the following documents in order to satisfy the criteria of application:

- CV with description of relevant work experience and qualifications,
- A letter where applicants should
  - (a) state specific motivation to be part of RYCO Pool of Assessors,
  - (b) describe previous relevant project assessment experience,
  - (c) state the degree of thematic experience/familiarity with RYCO's core work and target groups (youth, youth organizations, non-profit organizations, and/or high schools).
- Financial offer and availability:
  - a) assessment fee per day ( expressed in EUR), including all applicable taxes and
  - b) degree of availability to assess applications to RYCO upcoming Call (assessment period: October- November)

Please note that all costs of travel and accommodation will be covered and organized separately by RYCO, so these costs should not be included in the financial offer.

Prior to confirming their registration to RYCO's Pool of Assessors, RYCO's Secretariat will contact shortlisted assessors for evaluating a given sample and/or for an interview.

## **The Payment**

The payment will be made in one installment upon the satisfactory completion of all deliverables.