

Call for Applications for Trainers: 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*, 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

Background of the assignment

This call for applications for trainers is published as part of RYCO's project entitled "School to school youth cooperation in WB6" supported by the German Federal Ministry for Foreign Affairs. As part of this project, RYCO will publish a Call for Proposals that will for the first time entirely focus on projects to be implemented by schools.

The Call for Proposals will allocate funding to projects that contribute to reconciliation, intercultural dialogue and learning, youth participation and strengthening capacities of secondary schools

While RYCO recognises schools as key actors that can contribute to a culture of mobility, intercultural exchange and reconciliation, RYCO also acknowledges that schools face specific challenges when it comes to proposal development and project design.

Therefore, one of the key objectives of this project is also to strengthen capacities of schools and enable them to apply to this and future RYCO Calls for proposals, as well as to design, develop and implement projects that promote youth exchange, participation and reconciliation.

Objective and scope of the assignment

In order to provide effective capacity building support to schools across the region, RYCO is looking for 12 trainers from Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia and Serbia. These trainers will assist school teachers and administrators who request support in the finalisation of their proposals to the aforementioned call for proposals to be published by RYCO in the coming weeks.

The trainers are expected to provide mentoring support by:

- Helping prospective applicants further refine their project design, in line with the specific (thematic) objectives set forth by RYCO's call for proposals, including by providing thematic mentoring and tailored preliminary feedback where needed

*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.

- Provide hands-on technical support so that prospective applicants are able to translate their project ideas into a complete project application that meets RYCO's eligibility and technical criteria, including by responding to prospective applicants' questions about technical or administrative requirements of the Call
- Provide RYCO with insights and recommendations on how to further tailor its accompaniment to schools

The trainers are expected to perform their assignment with a mentoring/coaching approach which contributes to the long-term learning of prospective applicants. They are not expected to provide direct drafting support and should refrain from doing so.

Each trainer will work individually but will be supervised and supported by RYCO.

Tasks and Deliverables

To fulfill the above- mentioned objectives, each trainer will be expected to perform the following tasks:

Preparation

- ⇒ Familiarize themselves with all relevant aspects of the Call for Proposals, on the basis of information received from RYCO, including if possible, by attending one of RYCO's public info sessions
- ⇒ Meet with a representative of RYCO to: (a) ensure consistency of planned approach in providing training and advice to prospective applicants with the Call for Proposals and RYCO's Strategic Plan 2019-2021, (b) lock in logistics arrangements for the provision of the support, based on the demand received in each CP

Tailored accompaniment

- ⇒ Develop a mentoring agenda on the basis of the demand received in the Contracting Party where the support will be provided, and finalise it in collaboration with RYCO
- ⇒ Provide face-to-face and on-line support to prospective applicants in a time-efficient, qualitative and individualised manner

Follow-up

- ⇒ Provide RYCO with an informative report (and time sheet) which: (i) captures the areas where prospective applicants needed most support; (ii) outlines recommendations to RYCO regarding the further adaptation of its grant- making and capacity-building approach vis à vis schools
- ⇒ Follow-up support to prospective applicants (if required)

Timeframe

Estimated number of working days is 5 per trainer², organized as follows:

- Preparation for provision of effective support to prospective applicants: 1 day,

² RYCO will consider contractual addenda, should the demand from prospective applicants exceed predictions

- Provision of tailored support to prospective applicants: 3 days,
- Production of the final report and follow-up support: 1 day.

RYCO's Call for Proposals is anticipated to be launched by the beginning of September. The launch of the call will be followed by public info sessions in all Contracting Parties. This assignment is expected to take place after info sessions and to take place between mid-September and mid-October.

Necessary Qualifications and Experience

- At least 4 years of relevant professional experience in the field of project cycle management which necessarily has to include relevant experience in design and preparation of project proposals and fundraising,
- Knowledge and demonstrated experience in thematic areas of intercultural dialogue, learning and reconciliation,
- Demonstrated capacity-building experience, including in a training or mentoring capacity, preferably with schools and CSOs
- Familiarity with the regional and local context
- Strong oral and written communication skills in English and respective local language(s),
- Familiarity with RYCO and RYCO's work. Any prior experience with RYCO-funded projects will be considered an asset

Application process

Applications should be submitted to office@rycowb.org by the 19th of August at 5 PM at the latest. The trainers are required to submit the following documents in order to satisfy the criteria of application:

- A letter where applicants should (a) state their specific motivation for participation in this project as trainers, (b) describe how their experience makes them suitable to provide effective support to prospective applicants and (c) how they would approach the described tasks and where (which Contracting Party) they are able to provide the support
- CV with description of relevant work experience and qualifications,
- Financial offer and availability: the application should include a detailed quotation for the assignment (in EUR), including all applicable taxes and state when the applicant is available (between Mid-September and mid-October)

Please note that all costs of travel and logistics will be covered separately by RYCO so these costs should not be included here.

The Payment

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

Note: *In order to avoid conflict of interest, the trainer cannot at the same time be associated with an applicant.*