

Tirana, 29/07/2021

**CALL FOR APPLICATIONS**

**“External local Facilitators to support the development of the new RYCO Strategy 2022 -2024”**

This is a call for applications for the below – given service contracts:

**LOT I: External local Facilitator to support the development of the new RYCO Strategy 2022 -2024 in Albania.**

**LOT II: External local Facilitator to support the development of the new RYCO Strategy 2022 -2024 in Bosnia and Herzegovina.**

**LOT III: External local Facilitator to support the development of the new RYCO Strategy 2022 -2024 in Kosovo\*.**

**LOT IV: External local Facilitator to support the development of the new RYCO Strategy 2022 -2024 in Montenegro.**

**LOT V: External local Facilitator to support the development of the new RYCO Strategy 2022 -2024 in North Macedonia.**

**LOT VI: External local Facilitator to support the development of the new RYCO Strategy 2022 -2024 in Serbia.**

Please find enclosed the respective Terms of Reference for each LOT.

We look forward to receiving your application, which has to be sent no later than the submission deadline at the e mail address specified in the Terms of Reference.

**\***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

By submitting your application, you accept the terms and conditions set in the respective Terms of Reference as well as to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received by you on the date upon which the contracting authority sends it to the electronic address you referred to in your offer.

Thank you!

**TERMS OF REFERENCE**

**LOT I**

**“External local Facilitator to support the development of the new RYCO Strategy 2022 -2024 in Albania”**

**Position:** External Local Facilitator to support the development of the new RYCO Strategy 2022 - 2024

**Main Beneficiary:** Regional Youth Cooperation Office (RYCO)

**Financing institution:** German Ministry of Foreign Affairs (GMFA)

**Duration of the contract:** 12 days

**Work base:** Albania

**Status:** Individual

**Maximum budget available**: 2,500.00 EUR

**Background / About RYCO**

RYCO is an intergovernmental organization 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 program 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 fulfill 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.

With the support of GMFA, RYCO is starting the development of the new official Strategy of RYCO for the period 2022-2024. This strategy will be developed through an inclusive, interactive and WB6 youth need - based process, built on produced outcomes coming from the 2019-2021 strategy and aligned with RYCO's mission and vision.

**Purpose of the facilitation**

RYCO is at the end of the implementation of its current strategy for the period of 2019 - 2021. An evaluation of this strategy is undergoing and now RYCO is starting with the development of the new strategy 2022 - 2024. The development of the new strategy is a process that foresees a significant number of consultations and data collection processes throughout the Western Balkan 6 region, both at the regional and local level with the aim of making sure that the input of youth and their needs are incorporated and reflected in this strategy.

The overall purpose of the facilitation is to help the implementation team at RYCO to organize different activities the outputs of which will contribute to and feed the development of the new RYCO strategy for the period of 2022 - 2024.

**Scope of work**

The facilitator will be part of a regional facilitation team, consisting of 6 local facilitators and 5 content experts. The general scope of work of the facilitator is to contribute and support the project implementation team to ensure that the process of the data collection and analysis for the new strategy is completed successfully and in due time. As such, the facilitator in coordination with the rest of the facilitators around the WB6 will engage at the local level to coordinate the process of conducting interviews with key stakeholders, facilitating regional and local consultation meetings both online and/or physical - gathering the target groups of RYCO to these consultation meetings, and in the end producing a report on the findings and important information for further analysis.

**Expected deliverables, timeline, and remuneration**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | | **Timeline[[1]](#footnote-1)** | **Working days** |
| 1 | Taking part in the preparatory meeting (online). | 26 or 27 August | 1 day |
| 2 | Conducting 10 Interviews (1 hour) with RYCO stakeholders based on RYCO Guidelines and producing report. | First half of September 2021 | 4 days |
| 3 | Facilitation of two focus groups (1,5 hours) with youngsters from different target groups:   1. Marginalized groups 2. Youth from diverse communities | First half of September 2021 | 2 days |
| 4 | 1 Local Consultation Meeting on priorities in the fields of RYCO work with specific sessions with RYCO target group | Throughout September 2021 | 2 days |
| 5 | A concise and explanatory final report on the findings coming from the interviews focus groups, consultations, and regional meetings with key findings, next steps, and recommendations. | End of September 2021 | 2 days |
| 6 | Taking part in Validation seminar (probably online) on results and processes | October 4 or 5 (tbc) | 1 day |

The Contract will be realized in Euro and the payment will be conducted in two installments. The first installment of 50% will be reimbursed upon successful completion of interviews and focus groups. While the second and the last installment will be done after successful completion of service and provided deliverables are approved.

The maximum budget available is 2,500.00 EUR. For payment, the provider will be requested to submit the approved deliverables and reports which should be in English, and invoices (signed originals). Additionally, all the travel and accommodation costs (if they occur) occurring due to the completion of the service will be covered by RYCO. The above mentioned timeline may be subject to change upon the overall project timelines, challenges and delays.

**The methodology and approach**

The development of the new RYCO Strategy 2022 - 2024 will be done through different stages and will be completed by the end of December 2021. The facilitators will be engaged during the phase of the data collection through the activities mentioned above under the deliverables, following RYCO and Systemic Conflict Analysis (SCA)[[2]](#footnote-2) methodology and stages:

1. **Conducting 10 interviews with RYCO key stakeholders** - these interviews are one of the tools we are going to use to collect information from the key stakeholders that support, follow or benefit from the work of RYCO. As such, this process will be done in coordination with the team at the RYCO head and local office and the content experts. A draft of interview questions will be prepared by RYCO and content experts, which will be confirmed and validated by the project team. Each Contracting Party (CP) will have different interviews with different stakeholders, and the appointment for the interviews will be done by the RYCO local branch offices and facilitators in coordination with the project team. Each interview is foreseen to last app. 60 minutes, and should be recorded upon consent given by the interviewee, if no consent is given an interview transcript with conclusions and recommendations needs to be provided by the facilitator. All the findings and information coming from the interviews should be compiled in a reporting format and be delivered to the project team no later than 3 days after the event.
2. **Two Focus groups with youngsters from different target groups** - the project team in cooperation with the In cooperation with the project team and RYCO Local Branch Office, the facilitator will facilitate two focus groups which will be held with two groups: **a) marginalized youth** (rural areas, LGBTQ+, minorities, etc) and **b) youth from different communities**. Focus groups will be organized in cooperation with RYCO Local Branch Offices. Each focus group will be a one-day event, either online or physical, and will host up to 15 people. All the findings and information coming from the focus group should be compiled in a reporting format and be delivered to the project team no later than 3 days after the event.
3. **Facilitating the Local Consultation meeting on priorities in the fields of RYCO work with specific sessions with RYCO target groups** - the local consultation meeting will be a one-day event which will focus the discussion on the priorities in the fields that RYCO works in and will gather up to 60 people from different target groups. These meetings will be organized and coordinated by the project team and RYCO LBOs and facilitated by the facilitator. For the purpose of facilitation, a guideline document of the event with all the questions and discussion points will be prepared by the project team and content experts and will be sent to the facilitator. All the findings and information coming from the local consultation meeting should be compiled in a reporting format and be delivered to the project team no later than 3 days after the event.
4. **Final report on the findings** - A concise and explanatory final report will be submitted by the facilitator and will focus on the findings coming out from the activities implemented, next steps, and recommendations. All the quantitative data should be presented visually (table, charts), whereas the qualitative ones should be prepared in an easy-to-read written style. All sections of the report must include reporting and findings for SCA methodology too. The report shall contain:
   1. First Page (logos, name of the facilitator, CP, date)
   2. Table of content
   3. List of abbreviations
   4. List of tables used
   5. Executive summary
   6. Introduction
   7. Methodology per each activity
   8. Results and analysis per each deliverable/activity
   9. Recommendations and action points
   10. Annexes (interview transcript/recordings, reports sent for each deliverable, other)
5. **Attending the Validation seminar on results and processes** - once the data are gathered the project team will proceed with a data validation seminar on the results/findings and processes coming from the activities mentioned above. The facilitators will be required to attend the seminar and provide their feedback on the analysis.

**Required Skills, Experience and Qualifications**

The external local facilitator should fulfill the following requirements:

* Master degree in Social Studies, International Development, Development Economics/Planning, Economics, or any other relevant university degree;
* At least 5 years’ experience of facilitating and/or moderating consultation processes or strategic planning process and development of strategic documents in your area;
* At least 5 years’ experience in social development projects and project management in the respective contracting party;
* Excellent skills in translating raw qualitative data into report style and easy to read/understand;
* Knowledge of civil society sector and government (political system) in the respective contracting party;
* Previous experience working at the regional level, and good knowledge of the WB6 region, its history, and social context;
* Advanced computer skills and knowledge using MS office, Google Drive and other Google services (docs, spreadsheets, etc.);
* Excellent writing and verbal communication skills;
* Good strategic and analytical thinking and ability to interpret data from different sources;
* Excellent oral and written proficiency in English required. Knowledge of at least one other official language of the Western Balkan region is required.
* Resident of Albania.

**Evidences and supporting documents:**

The application should contain:

* CV (Europass CV format);
* Financial offer (all applicable taxes included)
* Scanned passport copy.

**Application Process**

Interested applicants are advised to carefully study all sections of this ToR, and ensure that they meet the general requirements as well as specific qualifications described. Incomplete applications will not be considered for further evaluation. Please make sure you have provided all requested evidences and supporting documents. Interested applicants should develop and submit their application in English exclusively to the contracting authority: **Regional Youth Cooperation Office (RYCO)** and be sent to the following email address:

[procurement@rycowb.org](mailto:procurement@rycowb.org)

**Deadline for receipt of applications**: 06/08/2021, 17h00.

**Award criterion:** The evaluation of applications will be based on the best price-quality ratio among compliant applications. Therefore, the components that will be scored the most will be the experience of the expert and professional qualifications. The balance between price and technical offer will be 80% on technical and 20% on financial.

**TERMS OF REFERENCE**

**LOT II**

**“External local Facilitator to support the development of the new RYCO Strategy 2022 -2024 in Bosnia and Herzegovina”**

**Position:** External Local Facilitator to support the development of the new RYCO Strategy 2022 - 2024

**Main Beneficiary:** Regional Youth Cooperation Office (RYCO)

**Financing institution:** German Ministry of Foreign Affairs (GMFA)

**Duration:** 12 days

**Work base:** Bosnia and Herzegovina

**Status:** Individual

**Maximum budget available:** i2,500.00 EUR

**Background / About RYCO**

RYCO is an intergovernmental organization 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 program 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 fulfill 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.

With the support of GMFA, RYCO is starting the development of the new official Strategy of RYCO for the period 2022-2024. This strategy will be developed through an inclusive, interactive and WB6 youth need - based process, built on produced outcomes coming from the 2019-2021 strategy and aligned with RYCO's mission and vision.

**Purpose of the facilitation**

RYCO is at the end of the implementation of its current strategy for the period of 2019 - 2021. An evaluation of this strategy is undergoing and now RYCO is starting with the development of the new strategy 2022 - 2024. The development of the new strategy is a process that foresees a significant number of consultations and data collection processes throughout the Western Balkan 6 region, both at the regional and local level with the aim of making sure that the input of youth and their needs are incorporated and reflected in this strategy.

The overall purpose of the facilitation is to help the implementation team at RYCO to organize different activities the outputs of which will contribute to and feed the development of the new RYCO strategy for the period of 2022 - 2024.

**Scope of work**

The facilitator will be part of a regional facilitation team, consisting of 6 local facilitators and 5 content experts. The general scope of work of the facilitator is to contribute and support the project implementation team to ensure that the process of the data collection and analysis for the new strategy is completed successfully and in due time. As such, the facilitator in coordination with the rest of the facilitators around the WB6 will engage at the local level to coordinate the process of conducting interviews with key stakeholders, facilitating regional and local consultation meetings both online and/or physical - gathering the target groups of RYCO to these consultation meetings, and in the end producing a report on the findings and important information for further analysis.

**Expected deliverables, timeline, and remuneration**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | | **Timeline[[3]](#footnote-3)** | **Working days** |
| 1 | Taking part in the preparatory meeting (online). | 26 or 27 August | 1 day |
| 2 | Conducting 10 Interviews (1 hour) with RYCO stakeholders based on RYCO Guidelines and producing report. | First half of September 2021 | 4 days |
| 3 | Facilitation of two focus groups (1,5 hours) with youngsters from different target groups:   1. Marginalized groups 2. Youth from diverse communities | First half of September 2021 | 2 days |
| 4 | 1 Local Consultation Meeting on priorities in the fields of RYCO work with specific sessions with RYCO target group | Throughout September 2021 | 2 days |
| 5 | A concise and explanatory final report on the findings coming from the interviews focus groups, consultations, and regional meetings with key findings, next steps, and recommendations. | End of September 2021 | 2 days |
| 6 | Taking part in Validation seminar (probably online) on results and processes | October 4 or 5 (tbc) | 1 day |

The Contract will be realized in Euro and the payment will be conducted in two installments. The first installment of 50% will be reimbursed upon successful completion of interviews and focus groups. While the second and the last installment will be done after successful completion of service and provided deliverables are approved.

The maximum budget available is 2,500.00 EUR. For payment, the provider will be requested to submit the approved deliverables and reports which should be in English, and invoices (signed originals). Additionally, all the travel and accommodation costs (if they occur) occurring due to the completion of the service will be covered by RYCO. The above mentioned timeline may be subject to change upon the overall project timelines, challenges and delays.

**The methodology and approach**

The development of the new RYCO Strategy 2022 - 2024 will be done through different stages and will be completed by the end of December 2021. The facilitators will be engaged during the phase of the data collection through the activities mentioned above under the deliverables, following RYCO and Systemic Conflict Analysis (SCA)[[4]](#footnote-4) methodology and stages:

1. **Conducting 10 interviews with RYCO key stakeholders** - these interviews are one of the tools we are going to use to collect information from the key stakeholders that support, follow or benefit from the work of RYCO. As such, this process will be done in coordination with the team at the RYCO head and local office and the content experts. A draft of interview questions will be prepared by RYCO and content experts, which will be confirmed and validated by the project team. Each Contracting Party (CP) will have different interviews with different stakeholders, and the appointment for the interviews will be done by the RYCO local branch offices and facilitators in coordination with the project team. Each interview is foreseen to last app. 60 minutes, and should be recorded upon consent given by the interviewee, if no consent is given an interview transcript with conclusions and recommendations needs to be provided by the facilitator. All the findings and information coming from the interviews should be compiled in a reporting format and be delivered to the project team no later than 3 days after the event.
2. **Two Focus groups with youngsters from different target groups** - the project team in cooperation with the In cooperation with the project team and RYCO Local Branch Office, the facilitator will facilitate two focus groups which will be held with two groups: **a) marginalized youth** (rural areas, LGBTQ+, minorities, etc) and **b) youth from different communities**. Focus groups will be organized in cooperation with RYCO Local Branch Offices. Each focus group will be a one-day event, either online or physical, and will host up to 15 people. All the findings and information coming from the focus group should be compiled in a reporting format and be delivered to the project team no later than 3 days after the event.
3. **Facilitating the Local Consultation meeting on priorities in the fields of RYCO work with specific sessions with RYCO target groups** - the local consultation meeting will be a one-day event which will focus the discussion on the priorities in the fields that RYCO works in and will gather up to 60 people from different target groups. These meetings will be organized and coordinated by the project team and RYCO LBOs and facilitated by the facilitator. For the purpose of facilitation, a guideline document of the event with all the questions and discussion points will be prepared by the project team and content experts and will be sent to the facilitator. All the findings and information coming from the local consultation meeting should be compiled in a reporting format and be delivered to the project team no later than 3 days after the event.
4. **Final report on the findings** - A concise and explanatory final report will be submitted by the facilitator and will focus on the findings coming out from the activities implemented, next steps, and recommendations. All the quantitative data should be presented visually (table, charts), whereas the qualitative ones should be prepared in an easy-to-read written style. All sections of the report must include reporting and findings for SCA methodology too. The report shall contain:
   1. First Page (logos, name of the facilitator, CP, date)
   2. Table of content
   3. List of abbreviations
   4. List of tables used
   5. Executive summary
   6. Introduction
   7. Methodology per each activity
   8. Results and analysis per each deliverable/activity
   9. Recommendations and action points
   10. Annexes (interview transcript/recordings, reports sent for each deliverable, other)
5. **Attending the Validation seminar on results and processes** - once the data are gathered the project team will proceed with a data validation seminar on the results/findings and processes coming from the activities mentioned above. The facilitators will be required to attend the seminar and provide their feedback on the analysis.

**Required Skills, Experience and Qualifications**

The external local facilitator should fulfill the following requirements:

* Master degree in Social Studies, International Development, Development Economics/Planning, Economics, or any other relevant university degree;
* At least 5 years’ experience of facilitating and/or moderating consultation processes or strategic planning process and development of strategic documents in your area;
* At least 5 years’ experience in social development projects and project management in the respective contracting party;
* Excellent skills in translating raw qualitative data into report style and easy to read/understand;
* Knowledge of civil society sector and government (political system) in the respective contracting party;
* Previous experience working at the regional level, and good knowledge of the WB6 region, its history, and social context;
* Advanced computer skills and knowledge using MS office, Google Drive and other Google services (docs, spreadsheets, etc);
* Excellent writing and verbal communication skills;
* Good strategic and analytical thinking and ability to interpret data from different sources;
* Excellent oral and written proficiency in English required. Knowledge of at least one other official language of the Western Balkan region is required.
* Resident of Bosnia and Herzegovina.

**Evidences and supporting documents:**

The application should contain:

* CV (Europass CV format);
* Financial offer (all applicable taxes included)
* Scanned passport copy.

**Application Process**

Interested applicants are advised to carefully study all sections of this ToR, and ensure that they meet the general requirements as well as specific qualifications described. Incomplete applications will not be considered for further evaluation. Please make sure you have provided all requested evidences and supporting documents. Interested applicants should develop and submit their application in English exclusively to the contracting authority: **Regional Youth Cooperation Office (RYCO)** and be sent to the following email address:

[procurement@rycowb.org](mailto:procurement@rycowb.org)

**Deadline for receipt of applications**: 06/08/2021, 17h00.

**Award criterion:** The evaluation of applications will be based on the best price-quality ratio among compliant applications. Therefore, the components that will be scored the most will be the experience of the expert and professional qualifications. The balance between price and technical offer will be 80% on technical and 20% on financial.

**TERMS OF REFERENCE**

**LOT III**

**“External local Facilitator to support the development of the new RYCO Strategy 2022 -2024 in Kosovo”**

**Position:** External Local Facilitator to support the development of the new RYCO Strategy 2022 - 2024

**Main Beneficiary:** Regional Youth Cooperation Office (RYCO)

**Financing institution:** German Ministry of Foreign Affairs (GMFA)

**Duration:** 12 days

**Work base:** Kosovo

**Status:** Individual

**Maximum budget available**: 2,500.00 EUR.

**Background / About RYCO**

RYCO is an intergovernmental organization 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 program 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 fulfill 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.

With the support of GMFA, RYCO is starting the development of the new official Strategy of RYCO for the period 2022-2024. This strategy will be developed through an inclusive, interactive and WB6 youth need - based process, built on produced outcomes coming from the 2019-2021 strategy and aligned with RYCO's mission and vision.

**Purpose of the facilitation**

RYCO is at the end of the implementation of its current strategy for the period of 2019 - 2021. An evaluation of this strategy is undergoing and now RYCO is starting with the development of the new strategy 2022 - 2024. The development of the new strategy is a process that foresees a significant number of consultations and data collection processes throughout the Western Balkan 6 region, both at the regional and local level with the aim of making sure that the input of youth and their needs are incorporated and reflected in this strategy.

The overall purpose of the facilitation is to help the implementation team at RYCO to organize different activities the outputs of which will contribute to and feed the development of the new RYCO strategy for the period of 2022 - 2024.

**Scope of work**

The facilitator will be part of a regional facilitation team, consisting of 6 local facilitators and 5 content experts. The general scope of work of the facilitator is to contribute and support the project implementation team to ensure that the process of the data collection and analysis for the new strategy is completed successfully and in due time. As such, the facilitator in coordination with the rest of the facilitators around the WB6 will engage at the local level to coordinate the process of conducting interviews with key stakeholders, facilitating regional and local consultation meetings both online and/or physical - gathering the target groups of RYCO to these consultation meetings, and in the end producing a report on the findings and important information for further analysis.

**Expected deliverables, timeline, and remuneration**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | | **Timeline[[5]](#footnote-5)** | **Working days** |
| 1 | Taking part in the preparatory meeting (online). | 26 or 27 August | 1 day |
| 2 | Conducting 10 Interviews (1 hour) with RYCO stakeholders based on RYCO Guidelines and producing report. | First half of September 2021 | 4 days |
| 3 | Facilitation of two focus groups (1,5 hours) with youngsters from different target groups:   1. Marginalized groups 2. Youth from diverse comminities | First half of September 2021 | 2 days |
| 4 | 1 Local Consultation Meeting on priorities in the fields of RYCO work with specific sessions with RYCO target group | Throughout September 2021 | 2 days |
| 5 | A concise and explanatory final report on the findings coming from the interviews focus groups, consultations, and regional meetings with key findings, next steps, and recommendations. | End of September 2021 | 2 days |
| 6 | Taking part in Validation seminar (probably online) on results and processes | October 4 or 5 (tbc) | 1 day |

The Contract will be realized in Euro and the payment will be conducted in two installments. The first installment of 50% will be reimbursed upon successful completion of interviews and focus groups. While the second and the last installment will be done after successful completion of service and provided deliverables are approved.

The maximum budget available is 2,500.00 EUR. For payment, the provider will be requested to submit the approved deliverables and reports which should be in English, and invoices (signed originals). Additionally, all the travel and accommodation costs (if they occur) occurring due to the completion of the service will be covered by RYCO. The above mentioned timeline may be subject to change upon the overall project timelines, challenges and delays.

**The methodology and approach**

The development of the new RYCO Strategy 2022 - 2024 will be done through different stages and will be completed by the end of December 2021. The facilitators will be engaged during the phase of the data collection through the activities mentioned above under the deliverables, following RYCO and Systemic Conflict Analysis (SCA)[[6]](#footnote-6) methodology and stages:

1. **Conducting 10 interviews with RYCO key stakeholders** - these interviews are one of the tools we are going to use to collect information from the key stakeholders that support, follow or benefit from the work of RYCO. As such, this process will be done in coordination with the team at the RYCO head and local office and the content experts. A draft of interview questions will be prepared by RYCO and content experts, which will be confirmed and validated by the project team. Each Contracting Party (CP) will have different interviews with different stakeholders, and the appointment for the interviews will be done by the RYCO local branch offices and facilitators in coordination with the project team. Each interview is foreseen to last app. 60 minutes, and should be recorded upon consent given by the interviewee, if no consent is given an interview transcript with conclusions and recommendations needs to be provided by the facilitator. All the findings and information coming from the interviews should be compiled in a reporting format and be delivered to the project team no later than 3 days after the event.
2. **Two Focus groups with youngsters from different target groups** - the project team in cooperation with the In cooperation with the project team and RYCO Local Branch Office, the facilitator will facilitate two focus groups which will be held with two groups: **a) marginalized youth** (rural areas, LGBTQ+, minorities, etc) and **b) youth from different communities**. Focus groups will be organized in cooperation with RYCO Local Branch Offices. Each focus group will be a one-day event, either online or physical, and will host up to 15 people. All the findings and information coming from the focus group should be compiled in a reporting format and be delivered to the project team no later than 3 days after the event.
3. **Facilitating the Local Consultation meeting on priorities in the fields of RYCO work with specific sessions with RYCO target groups** - the local consultation meeting will be a one-day event which will focus the discussion on the priorities in the fields that RYCO works in and will gather up to 60 people from different target groups. These meetings will be organized and coordinated by the project team and RYCO LBOs and facilitated by the facilitator. For the purpose of facilitation, a guideline document of the event with all the questions and discussion points will be prepared by the project team and content experts and will be sent to the facilitator. All the findings and information coming from the local consultation meeting should be compiled in a reporting format and be delivered to the project team no later than 3 days after the event.
4. **Final report on the findings** - A concise and explanatory final report will be submitted by the facilitator and will focus on the findings coming out from the activities implemented, next steps, and recommendations. All the quantitative data should be presented visually (table, charts), whereas the qualitative ones should be prepared in an easy-to-read written style. All sections of the report must include reporting and findings for SCA methodology too. The report shall contain:
   1. First Page (logos, name of the facilitator, CP, date)
   2. Table of content
   3. List of abbreviations
   4. List of tables used
   5. Executive summary
   6. Introduction
   7. Methodology per each activity
   8. Results and analysis per each deliverable/activity
   9. Recommendations and action points
   10. Annexes (interview transcript/recordings, reports sent for each deliverable, other)
5. **Attending the Validation seminar on results and processes** - once the data are gathered the project team will proceed with a data validation seminar on the results/findings and processes coming from the activities mentioned above. The facilitators will be required to attend the seminar and provide their feedback on the analysis.

**Required Skills, Experience and Qualifications**

The external local facilitator should fulfill the following requirements:

* Master degree in Social Studies, International Development, Development Economics/Planning, Economics, or any other relevant university degree;
* At least 5 years’ experience of facilitating and/or moderating consultation processes or strategic planning process and development of strategic documents in your area;
* At least 5 years’ experience in social development projects and project management in the respective contracting party;
* Excellent skills in translating raw qualitative data into report style and easy to read/understand;
* Knowledge of civil society sector and government (political system) in the respective contracting party;
* Previous experience working at the regional level, and good knowledge of the WB6 region, its history, and social context;
* Advanced computer skills and knowledge using MS office, Google Drive and other Google services (docs, spreadsheets, etc);
* Excellent writing and verbal communication skills;
* Good strategic and analytical thinking and ability to interpret data from different sources;
* Excellent oral and written proficiency in English required. Knowledge of at least one other official language of the Western Balkan region is required.
* Resident of Kosovo.

**Evidences and supporting documents:**

The application should contain:

* CV (Europass CV format);
* Financial offer (all applicable taxes included)
* Scanned passport copy.

**Application Process**

Interested applicants are advised to carefully study all sections of this ToR, and ensure that they meet the general requirements as well as specific qualifications described. Incomplete applications will not be considered for further evaluation. Please make sure you have provided all requested evidences and supporting documents. Interested applicants should develop and submit their application in English exclusively to the contracting authority: **Regional Youth Cooperation Office (RYCO)** and be sent to the following email address:

[procurement@rycowb.org](mailto:procurement@rycowb.org)

**Deadline for receipt of applications**: 06/08/2021, 17h00.

**Award criterion:** The evaluation of applications will be based on the best price-quality ratio among compliant applications. Therefore, the components that will be scored the most will be the experience of the expert and professional qualifications. The balance between price and technical offer will be 80% on technical and 20% on financial.

**TERMS OF REFERENCE**

**LOT IV**

**“External local Facilitator to support the development of the new RYCO Strategy 2022 -2024 in Montenegro”**

**Position:** External Local Facilitator to support the development of the new RYCO Strategy 2022 - 2024

**Main Beneficiary:** Regional Youth Cooperation Office (RYCO)

**Financing institution:** German Ministry of Foreign Affairs (GMFA)

**Duration:** 12 days

**Work base:** Montenegro

**Status:** Individual

**Maximum budget available:** 2,500.00 EUR

**Background / About RYCO**

RYCO is an intergovernmental organization 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 program 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 fulfill 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.

With the support of GMFA, RYCO is starting the development of the new official Strategy of RYCO for the period 2022-2024. This strategy will be developed through an inclusive, interactive and WB6 youth need - based process, built on produced outcomes coming from the 2019-2021 strategy and aligned with RYCO's mission and vision.

**Purpose of the facilitation**

RYCO is at the end of the implementation of its current strategy for the period of 2019 - 2021. An evaluation of this strategy is undergoing and now RYCO is starting with the development of the new strategy 2022 - 2024. The development of the new strategy is a process that foresees a significant number of consultations and data collection processes throughout the Western Balkan 6 region, both at the regional and local level with the aim of making sure that the input of youth and their needs are incorporated and reflected in this strategy.

The overall purpose of the facilitation is to help the implementation team at RYCO to organize different activities the outputs of which will contribute to and feed the development of the new RYCO strategy for the period of 2022 - 2024.

**Scope of work**

The facilitator will be part of a regional facilitation team, consisting of 6 local facilitators and 5 content experts. The general scope of work of the facilitator is to contribute and support the project implementation team to ensure that the process of the data collection and analysis for the new strategy is completed successfully and in due time. As such, the facilitator in coordination with the rest of the facilitators around the WB6 will engage at the local level to coordinate the process of conducting interviews with key stakeholders, facilitating regional and local consultation meetings both online and/or physical - gathering the target groups of RYCO to these consultation meetings, and in the end producing a report on the findings and important information for further analysis.

**Expected deliverables, timeline, and remuneration**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | | **Timeline[[7]](#footnote-7)** | **Working days** |
| 1 | Taking part in the preparatory meeting (online). | 26 or 27 August | 1 day |
| 2 | Conducting 10 Interviews (1 hour) with RYCO stakeholders based on RYCO Guidelines and producing report. | First half of September 2021 | 4 days |
| 3 | Facilitation of two focus groups (1,5 hours) with youngsters from different target groups:   1. Marginalized groups 2. Youth from diverse comminities | First half of September 2021 | 2 days |
| 4 | 1 Local Consultation Meeting on priorities in the fields of RYCO work with specific sessions with RYCO target group | Throughout September 2021 | 2 days |
| 5 | A concise and explanatory final report on the findings coming from the interviews focus groups, consultations, and regional meetings with key findings, next steps, and recommendations. | End of September 2021 | 2 days |
| 6 | Taking part in Validation seminar (probably online) on results and processes | October 4 or 5 (tbc) | 1 day |

The Contract will be realized in Euro and the payment will be conducted in two installments. The first installment of 50% will be reimbursed upon successful completion of interviews and focus groups. While the second and the last installment will be done after successful completion of service and provided deliverables are approved.

The maximum budget available is 2,500.00 EUR. For payment, the provider will be requested to submit the approved deliverables and reports which should be in English, and invoices (signed originals). Additionally, all the travel and accommodation costs (if they occur) occurring due to the completion of the service will be covered by RYCO. The above mentioned timeline may be subject to change upon the overall project timelines, challenges and delays.

**The methodology and approach**

The development of the new RYCO Strategy 2022 - 2024 will be done through different stages and will be completed by the end of December 2021. The facilitators will be engaged during the phase of the data collection through the activities mentioned above under the deliverables, following RYCO and Systemic Conflict Analysis (SCA)[[8]](#footnote-8) methodology and stages:

1. **Conducting 10 interviews with RYCO key stakeholders** - these interviews are one of the tools we are going to use to collect information from the key stakeholders that support, follow or benefit from the work of RYCO. As such, this process will be done in coordination with the team at the RYCO head and local office and the content experts. A draft of interview questions will be prepared by RYCO and content experts, which will be confirmed and validated by the project team. Each Contracting Party (CP) will have different interviews with different stakeholders, and the appointment for the interviews will be done by the RYCO local branch offices and facilitators in coordination with the project team. Each interview is foreseen to last app. 60 minutes, and should be recorded upon consent given by the interviewee, if no consent is given an interview transcript with conclusions and recommendations needs to be provided by the facilitator. All the findings and information coming from the interviews should be compiled in a reporting format and be delivered to the project team no later than 3 days after the event.
2. **Two Focus groups with youngsters from different target groups** - the project team in cooperation with the In cooperation with the project team and RYCO Local Branch Office, the facilitator will facilitate two focus groups which will be held with two groups: **a) marginalized youth** (rural areas, LGBTQ+, minorities, etc) and **b) youth from different communities**. Focus groups will be organized in cooperation with RYCO Local Branch Offices. Each focus group will be a one-day event, either online or physical, and will host up to 15 people. All the findings and information coming from the focus group should be compiled in a reporting format and be delivered to the project team no later than 3 days after the event.
3. **Facilitating the Local Consultation meeting on priorities in the fields of RYCO work with specific sessions with RYCO target groups** - the local consultation meeting will be a one-day event which will focus the discussion on the priorities in the fields that RYCO works in and will gather up to 60 people from different target groups. These meetings will be organized and coordinated by the project team and RYCO LBOs and facilitated by the facilitator. For the purpose of facilitation, a guideline document of the event with all the questions and discussion points will be prepared by the project team and content experts and will be sent to the facilitator. All the findings and information coming from the local consultation meeting should be compiled in a reporting format and be delivered to the project team no later than 3 days after the event.
4. **Final report on the findings** - A concise and explanatory final report will be submitted by the facilitator and will focus on the findings coming out from the activities implemented, next steps, and recommendations. All the quantitative data should be presented visually (table, charts), whereas the qualitative ones should be prepared in an easy-to-read written style. All sections of the report must include reporting and findings for SCA methodology too. The report shall contain:
   1. First Page (logos, name of the facilitator, CP, date)
   2. Table of content
   3. List of abbreviations
   4. List of tables used
   5. Executive summary
   6. Introduction
   7. Methodology per each activity
   8. Results and analysis per each deliverable/activity
   9. Recommendations and action points
   10. Annexes (interview transcript/recordings, reports sent for each deliverable, other)
5. **Attending the Validation seminar on results and processes** - once the data are gathered the project team will proceed with a data validation seminar on the results/findings and processes coming from the activities mentioned above. The facilitators will be required to attend the seminar and provide their feedback on the analysis.

**Required Skills, Experience and Qualifications**

The external local facilitator should fulfill the following requirements:

* Master degree in Social Studies, International Development, Development Economics/Planning, Economics, or any other relevant university degree;
* At least 5 years experience of facilitating and/or moderating consultation processes or strategic planning process and development of strategic documents in your area;
* At least 5 years experience in social development projects and project management in the respective contracting party;
* Excellent skills in translating raw qualitative data into report style and easy to read/understand;
* Knowledge of civil society sector and government (political system) in the respective contracting party;
* Previous experience working at the regional level, and good knowledge of the WB6 region, its history, and social context;
* Advanced computer skills and knowledge using MS office, Google Drive and other Google services (docs, spreadsheets, etc);
* Excellent writing and verbal communication skills;
* Good strategic and analytical thinking and ability to interpret data from different sources;
* Excellent oral and written proficiency in English required. Knowledge of at least one other official language of the Western Balkan region is required.
* Resident of Montenegro.

**Evidences and supporting documents:**

The application should contain:

* CV (Europass CV format);
* Financial offer (all applicable taxes included)
* Scanned passport copy.

**Application Process**

Interested applicants are advised to carefully study all sections of this ToR, and ensure that they meet the general requirements as well as specific qualifications described. Incomplete applications will not be considered for further evaluation. Please make sure you have provided all requested evidences and supporting documents. Interested applicants should develop and submit their application in English exclusively to the contracting authority: **Regional Youth Cooperation Office (RYCO)** and be sent to the following email address:

[procurement@rycowb.org](mailto:procurement@rycowb.org)

**Deadline for receipt of applications**: 06/08/2021, 17h00.

**Award criterion:** The evaluation of applications will be based on the best price-quality ratio among compliant applications. Therefore, the components that will be scored the most will be the experience of the expert and professional qualifications. The balance between price and technical offer will be 80% on technical and 20% on financial.

**TERM OF REFERENCE**

**LOT V**

**“External local Facilitator to support the development of the new RYCO Strategy 2022 -2024 in North Macedonia”**

**Position:** External Local Facilitator to support the development of the new RYCO Strategy 2022 - 2024

**Main Beneficiary:** Regional Youth Cooperation Office (RYCO)

**Financing institution:** German Ministry of Foreign Affairs (GMFA)

**Duration:** 12 days

**Work base:** North Macedonia

**Status:** Individual

Maximum budget available: 2,500.00 EUR

**Background / About RYCO**

RYCO is an intergovernmental organization 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 program 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 fulfill 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.

With the support of GMFA, RYCO is starting the development of the new official Strategy of RYCO for the period 2022-2024. This strategy will be developed through an inclusive, interactive and WB6 youth need - based process, built on produced outcomes coming from the 2019-2021 strategy and aligned with RYCO's mission and vision.

**Purpose of the facilitation**

RYCO is at the end of the implementation of its current strategy for the period of 2019 - 2021. An evaluation of this strategy is undergoing and now RYCO is starting with the development of the new strategy 2022 - 2024. The development of the new strategy is a process that foresees a significant number of consultations and data collection processes throughout the Western Balkan 6 region, both at the regional and local level with the aim of making sure that the input of youth and their needs are incorporated and reflected in this strategy.

The overall purpose of the facilitation is to help the implementation team at RYCO to organize different activities the outputs of which will contribute to and feed the development of the new RYCO strategy for the period of 2022 - 2024.

**Scope of work**

The facilitator will be part of a regional facilitation team, consisting of 6 local facilitators and 5 content experts. The general scope of work of the facilitator is to contribute and support the project implementation team to ensure that the process of the data collection and analysis for the new strategy is completed successfully and in due time. As such, the facilitator in coordination with the rest of the facilitators around the WB6 will engage at the local level to coordinate the process of conducting interviews with key stakeholders, facilitating regional and local consultation meetings both online and/or physical - gathering the target groups of RYCO to these consultation meetings, and in the end producing a report on the findings and important information for further analysis.

**Expected deliverables, timeline, and remuneration**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | | **Timeline[[9]](#footnote-9)** | **Working days** |
| 1 | Taking part in the preparatory meeting (online). | 26 or 27 August | 1 day |
| 2 | Conducting 10 Interviews (1 hour) with RYCO stakeholders based on RYCO Guidelines and producing report. | First half of September 2021 | 4 days |
| 3 | Facilitation of two focus groups (1,5 hours) with youngsters from different target groups:   1. Marginalized groups 2. Youth from diverse communities | First half of September 2021 | 2 days |
| 4 | 1 Local Consultation Meeting on priorities in the fields of RYCO work with specific sessions with RYCO target group | Throughout September 2021 | 2 days |
| 5 | A concise and explanatory final report on the findings coming from the interviews focus groups, consultations, and regional meetings with key findings, next steps, and recommendations. | End of September 2021 | 2 days |
| 6 | Taking part in Validation seminar (probably online) on results and processes | October 4 or 5 (tbc) | 1 day |

The Contract will be realized in Euro and the payment will be conducted in two installments. The first installment of 50% will be reimbursed upon successful completion of interviews and focus groups. While the second and the last installment will be done after successful completion of service and provided deliverables are approved.

The maximum budget available is 2,500.00 EUR. For payment, the provider will be requested to submit the approved deliverables and reports which should be in English, and invoices (signed originals). Additionally, all the travel and accommodation costs (if they occur) occurring due to the completion of the service will be covered by RYCO. The above mentioned timeline may be subject to change upon the overall project timelines, challenges and delays.

**The methodology and approach**

The development of the new RYCO Strategy 2022 - 2024 will be done through different stages and will be completed by the end of December 2021. The facilitators will be engaged during the phase of the data collection through the activities mentioned above under the deliverables, following RYCO and Systemic Conflict Analysis (SCA)[[10]](#footnote-10) methodology and stages:

1. **Conducting 10 interviews with RYCO key stakeholders** - these interviews are one of the tools we are going to use to collect information from the key stakeholders that support, follow or benefit from the work of RYCO. As such, this process will be done in coordination with the team at the RYCO head and local office and the content experts. A draft of interview questions will be prepared by RYCO and content experts, which will be confirmed and validated by the project team. Each Contracting Party (CP) will have different interviews with different stakeholders, and the appointment for the interviews will be done by the RYCO local branch offices and facilitators in coordination with the project team. Each interview is foreseen to last app. 60 minutes, and should be recorded upon consent given by the interviewee, if no consent is given an interview transcript with conclusions and recommendations needs to be provided by the facilitator. All the findings and information coming from the interviews should be compiled in a reporting format and be delivered to the project team no later than 3 days after the event.
2. **Two Focus groups with youngsters from different target groups** - the project team in cooperation with the In cooperation with the project team and RYCO Local Branch Office, the facilitator will facilitate two focus groups which will be held with two groups: **a) marginalized youth** (rural areas, LGBTQ+, minorities, etc) and **b) youth from different communities**. Focus groups will be organized in cooperation with RYCO Local Branch Offices. Each focus group will be a one-day event, either online or physical, and will host up to 15 people. All the findings and information coming from the focus group should be compiled in a reporting format and be delivered to the project team no later than 3 days after the event.
3. **Facilitating the Local Consultation meeting on priorities in the fields of RYCO work with specific sessions with RYCO target groups** - the local consultation meeting will be a one-day event which will focus the discussion on the priorities in the fields that RYCO works in and will gather up to 60 people from different target groups. These meetings will be organized and coordinated by the project team and RYCO LBOs and facilitated by the facilitator. For the purpose of facilitation, a guideline document of the event with all the questions and discussion points will be prepared by the project team and content experts and will be sent to the facilitator. All the findings and information coming from the local consultation meeting should be compiled in a reporting format and be delivered to the project team no later than 3 days after the event.
4. **Final report on the findings** - A concise and explanatory final report will be submitted by the facilitator and will focus on the findings coming out from the activities implemented, next steps, and recommendations. All the quantitative data should be presented visually (table, charts), whereas the qualitative ones should be prepared in an easy-to-read written style. All sections of the report must include reporting and findings for SCA methodology too. The report shall contain:
   1. First Page (logos, name of the facilitator, CP, date)
   2. Table of content
   3. List of abbreviations
   4. List of tables used
   5. Executive summary
   6. Introduction
   7. Methodology per each activity
   8. Results and analysis per each deliverable/activity
   9. Recommendations and action points
   10. Annexes (interview transcript/recordings, reports sent for each deliverable, other)
5. **Attending the Validation seminar on results and processes** - once the data are gathered the project team will proceed with a data validation seminar on the results/findings and processes coming from the activities mentioned above. The facilitators will be required to attend the seminar and provide their feedback on the analysis.

**Required Skills, Experience and Qualifications**

The external local facilitator should fulfill the following requirements:

* Master degree in Social Studies, International Development, Development Economics/Planning, Economics, or any other relevant university degree;
* At least 5 years’ experience of facilitating and/or moderating consultation processes or strategic planning process and development of strategic documents in your area;
* At least 5 years’ experience in social development projects and project management in the respective contracting party;
* Excellent skills in translating raw qualitative data into report style and easy to read/understand;
* Knowledge of civil society sector and government (political system) in the respective contracting party;
* Previous experience working at the regional level, and good knowledge of the WB6 region, its history, and social context;
* Advanced computer skills and knowledge using MS office, Google Drive and other Google services (docs, spreadsheets, etc);
* Excellent writing and verbal communication skills;
* Good strategic and analytical thinking and ability to interpret data from different sources;
* Excellent oral and written proficiency in English required. Knowledge of at least one other official language of the Western Balkan region is required.
* Resident of North Macedonia.

**Evidences and supporting documents:**

The application should contain:

* CV (Europass CV format);
* Financial offer (all applicable taxes included)
* Scanned passport copy.

**Application Process**

Interested applicants are advised to carefully study all sections of this ToR, and ensure that they meet the general requirements as well as specific qualifications described. Incomplete applications will not be considered for further evaluation. Please make sure you have provided all requested evidences and supporting documents. Interested applicants should develop and submit their application in English exclusively to the contracting authority: **Regional Youth Cooperation Office (RYCO)** and be sent to the following email address:

[procurement@rycowb.org](mailto:procurement@rycowb.org)

**Deadline for receipt of applications**: 06/08/2021, 17h00.

**Award criterion:** The evaluation of applications will be based on the best price-quality ratio among compliant applications. Therefore, the components that will be scored the most will be the experience of the expert and professional qualifications. The balance between price and technical offer will be 80% on technical and 20% on financial.

**TERMS OF REFERENCE**

**LOT VI**

**“External local Facilitator to support the development of the new RYCO Strategy 2022 -2024 in Serbia”**

**Position:** External Local Facilitator to support the development of the new RYCO Strategy 2022 - 2024

**Main Beneficiary:** Regional Youth Cooperation Office (RYCO)

**Financing institution:** German Ministry of Foreign Affairs (GMFA)

**Duration:** 12 days

**Work base:** Serbia

**Status:** Individual

**Maximum budget available:** 2,500.00 EUR

**Background / About RYCO**

RYCO is an intergovernmental organization 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 program 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 fulfill 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.

With the support of GMFA, RYCO is starting the development of the new official Strategy of RYCO for the period 2022-2024. This strategy will be developed through an inclusive, interactive and WB6 youth need - based process, built on produced outcomes coming from the 2019-2021 strategy and aligned with RYCO's mission and vision.

**Purpose of the facilitation**

RYCO is at the end of the implementation of its current strategy for the period of 2019 - 2021. An evaluation of this strategy is undergoing and now RYCO is starting with the development of the new strategy 2022 - 2024. The development of the new strategy is a process that foresees a significant number of consultations and data collection processes throughout the Western Balkan 6 region, both at the regional and local level with the aim of making sure that the input of youth and their needs are incorporated and reflected in this strategy.

The overall purpose of the facilitation is to help the implementation team at RYCO to organize different activities the outputs of which will contribute to and feed the development of the new RYCO strategy for the period of 2022 - 2024.

**Scope of work**

The facilitator will be part of a regional facilitation team, consisting of 6 local facilitators and 5 content experts. The general scope of work of the facilitator is to contribute and support the project implementation team to ensure that the process of the data collection and analysis for the new strategy is completed successfully and in due time. As such, the facilitator in coordination with the rest of the facilitators around the WB6 will engage at the local level to coordinate the process of conducting interviews with key stakeholders, facilitating regional and local consultation meetings both online and/or physical - gathering the target groups of RYCO to these consultation meetings, and in the end producing a report on the findings and important information for further analysis.

**Expected deliverables, timeline, and remuneration**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | | **Timeline[[11]](#footnote-11)** | **Working days** |
| 1 | Taking part in the preparatory meeting (online). | 26 or 27 August | 1 day |
| 2 | Conducting 10 Interviews (1 hour) with RYCO stakeholders based on RYCO Guidelines and producing a report. | First half of September 2021 | 4 days |
| 3 | Facilitation of two focus groups (1,5 hours) with youngsters from different target groups:   1. Marginalized groups 2. Youth from diverse communities | First half of September 2021 | 2 days |
| 4 | 1 Local Consultation Meeting on priorities in the fields of RYCO work with specific sessions with RYCO target group | Throughout September 2021 | 2 days |
| 5 | A concise and explanatory final report on the findings coming from the interviews, focus groups, consultations, and regional meetings with key findings, next steps, and recommendations. | End of September 2021 | 2 days |
| 6 | Taking part in Validation seminar (probably online) on results and processes | October 4 or 5 (tbc) | 1 day |

The Contract will be realized in Euro and the payment will be conducted in two installments. The first installment of 50% will be reimbursed upon successful completion of interviews and focus groups. While the second and the last installment will be done after successful completion of service and provided deliverables are approved.

The maximum budget available is 2,500.00 EUR. For payment, the provider will be requested to submit the approved deliverables and reports which should be in English, and invoices (signed originals). Additionally, all the travel and accommodation costs (if they occur) occurring due to the completion of the service will be covered by RYCO. The above mentioned timeline may be subject to change upon the overall project timelines, challenges and delays.

**The methodology and approach**

The development of the new RYCO Strategy 2022 - 2024 will be done through different stages and will be completed by the end of December 2021. The facilitators will be engaged during the phase of the data collection through the activities mentioned above under the deliverables, following RYCO and Systemic Conflict Analysis (SCA)[[12]](#footnote-12) methodology and stages:

1. **Conducting 10 interviews with RYCO key stakeholders** - these interviews are one of the tools we are going to use to collect information from the key stakeholders that support, follow or benefit from the work of RYCO. As such, this process will be done in coordination with the team at the RYCO head and local office and the content experts. A draft of interview questions will be prepared by RYCO and content experts, which will be confirmed and validated by the project team. Each Contracting Party (CP) will have different interviews with different stakeholders, and the appointment for the interviews will be done by the RYCO local branch offices and facilitators in coordination with the project team. Each interview is foreseen to last app. 60 minutes, and should be recorded upon consent given by the interviewee, if no consent is given an interview transcript with conclusions and recommendations needs to be provided by the facilitator. All the findings and information coming from the interviews should be compiled in a reporting format and be delivered to the project team no later than 3 days after the event.
2. **Two Focus groups with youngsters from different target groups** - the project team in cooperation with the In cooperation with the project team and RYCO Local Branch Office, the facilitator will facilitate two focus groups which will be held with two groups: **a) marginalized youth** (rural areas, LGBTQ+, minorities, etc) and **b) youth from different communities**. Focus groups will be organized in cooperation with RYCO Local Branch Offices. Each focus group will be a one-day event, either online or physical, and will host up to 15 people. All the findings and information coming from the focus group should be compiled in a reporting format and be delivered to the project team no later than 3 days after the event.
3. **Facilitating the Local Consultation meeting on priorities in the fields of RYCO work with specific sessions with RYCO target groups** - the local consultation meeting will be a one-day event which will focus the discussion on the priorities in the fields that RYCO works in and will gather up to 60 people from different target groups. These meetings will be organized and coordinated by the project team and RYCO LBOs and facilitated by the facilitator. For the purpose of facilitation, a guideline document of the event with all the questions and discussion points will be prepared by the project team and content experts and will be sent to the facilitator. All the findings and information coming from the local consultation meeting should be compiled in a reporting format and be delivered to the project team no later than 3 days after the event.
4. **Final report on the findings** - A concise and explanatory final report will be submitted by the facilitator and will focus on the findings coming out from the activities implemented, next steps, and recommendations. All the quantitative data should be presented visually (table, charts), whereas the qualitative ones should be prepared in an easy-to-read written style. All sections of the report must include reporting and findings for SCA methodology too. The report shall contain:
   1. First Page (logos, name of the facilitator, CP, date)
   2. Table of content
   3. List of abbreviations
   4. List of tables used
   5. Executive summary
   6. Introduction
   7. Methodology per each activity
   8. Results and analysis per each deliverable/activity
   9. Recommendations and action points
   10. Annexes (interview transcript/recordings, reports sent for each deliverable, other)
5. **Attending the Validation seminar on results and processes** - once the data are gathered the project team will proceed with a data validation seminar on the results/findings and processes coming from the activities mentioned above. The facilitators will be required to attend the seminar and provide their feedback on the analysis.

**Required Skills, Experience and Qualifications**

The external local facilitator should fulfill the following requirements:

* Master degree in Social Studies, International Development, Development Economics/Planning, Economics, or any other relevant university degree;
* At least 5 years’ experience of facilitating and/or moderating consultation processes or strategic planning process and development of strategic documents in your area;
* At least 5 years’ experience in social development projects and project management in the respective contracting party;
* Excellent skills in translating raw qualitative data into report style and easy to read/understand;
* Knowledge of civil society sector and government (political system) in the respective contracting party;
* Previous experience working at the regional level, and good knowledge of the WB6 region, its history, and social context;
* Advanced computer skills and knowledge using MS office, Google Drive and other Google services (docs, spreadsheets, etc);
* Excellent writing and verbal communication skills;
* Good strategic and analytical thinking and ability to interpret data from different sources;
* Excellent oral and written proficiency in English required. Knowledge of at least one other official language of the Western Balkan region is required.
* Resident of Serbia.

**Evidences and supporting documents:**

The application should contain:

* CV (Europass CV format);
* Financial offer (all applicable taxes included)
* Scanned passport copy.

**Application Process**

Interested applicants are advised to carefully study all sections of this ToR, and ensure that they meet the general requirements as well as specific qualifications described. Incomplete applications will not be considered for further evaluation. Please make sure you have provided all requested evidences and supporting documents. Interested applicants should develop and submit their application in English exclusively to the contracting authority: **Regional Youth Cooperation Office (RYCO)** and be sent to the following email address:

[procurement@rycowb.org](mailto:procurement@rycowb.org)

**Deadline for receipt of applications**: 06/08/2021, 17h00.

**Award criterion:** The evaluation of applications will be based on the best price-quality ratio among compliant applications. Therefore, the components that will be scored the most will be the experience of the expert and professional qualifications. The balance between price and technical offer will be 80% on technical and 20% on financial.

1. This timeline may be subject to change upon the overall project timelines, challenges and delays. [↑](#footnote-ref-1)
2. A session will be held by SCA experts for the facilitators to introduce them to the SCA methodology [↑](#footnote-ref-2)
3. This timeline may be subject to change upon the overall project timelines, challenges and delays. [↑](#footnote-ref-3)
4. A session will be held by SCA experts for the facilitators to introduce them to the SCA methodology [↑](#footnote-ref-4)
5. This timeline may be subject to change upon the overall project timelines, challenges and delays. [↑](#footnote-ref-5)
6. A session will be held by SCA experts for the facilitators to introduce them to the SCA methodology [↑](#footnote-ref-6)
7. This timeline may be subject to change upon the overall project timelines, challenges and delays. [↑](#footnote-ref-7)
8. A session will be held by SCA experts for the facilitators to introduce them to the SCA methodology [↑](#footnote-ref-8)
9. This timeline may be subject to change upon the overall project timelines, challenges and delays. [↑](#footnote-ref-9)
10. A session will be held by SCA experts for the facilitators to introduce them to the SCA methodology [↑](#footnote-ref-10)
11. This timeline may be subject to change upon the overall project timelines, challenges and delays. [↑](#footnote-ref-11)
12. A session will be held by SCA experts for the facilitators to introduce them to the SCA methodology [↑](#footnote-ref-12)