

Terms of Reference

Position:	Research Evaluation and Learning (REL) Manager
Vacancy ref:	HR132
Contract duration:	12 months (with the possibility of extension)
Expected start:	December 2026
Status in RYCO:	Core staff
Supported by:	RYCO Budget
Application deadline	October 28 th , 2026

About RYCO:

The Regional Youth Cooperation Office (RYCO) is an independently functioning institutional mechanism, founded by the Western Balkans 6 participants (WB6): Albania, Bosnia and Herzegovina, Kosovo¹, Montenegro, North Macedonia and Serbia, aiming to promote the spirit of reconciliation and cooperation between the youth in the region through youth exchange programs. The Agreement on the Establishment of RYCO was signed by the WB 6 Prime Ministers at the WB Summit held in Paris, on 4 July 2016. Please click [here](#) for more information.

Position: Research Evaluation and Learning (REL) Manager

General responsibility: Overseeing research, evaluation and learning processes within RYCO as well as serving as a knowledge hub for preparation of new projects and ideas. They are responsible for overseeing all knowledge-related activities, including the management, capturing, sharing and accessibility of knowledge assets. They are required to work alongside stakeholders, internal and external, to promote and optimize the usage of the organization's knowledge assets.

Job Description

The REL manager is responsible for collection of internal and external feedback on how to optimize the usage of RYCO's organizational knowledge, upholding and continuously overseeing RYCO's Monitoring and Evaluation (M&E) Framework and ensuring its accurate realization as well as drafting, documentation and preparing project proposals based on RYCO's strategy. S/he is reporting to the Deputy Secretary General.

Main responsibilities

- Evaluating programs and operations.
- Ensuring functionality of internal learning centre.
- Ensuring knowledge management.
- Overseeing the implementation and accurate follow-up of RYCO's M&E Framework.
- Supporting staff in conducting respective M&E measures.
- Ensuring successful implementation of M&E systems, research and learning activities.
- Research information for the purpose of developing new project and programs
- Providing Management Committee with relevant inputs.
- The holder of the position agrees to take on activities to an appropriate extent that are not within the scope of the tasks resulting from the functional description.

¹ *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.



Requirements:

- Master's degree in social sciences, political sciences, public policy, research methodology, statistics, data analysis, education, or a related field;
- At least 6 years of professional experience in research, monitoring, evaluation, learning, knowledge management, or program quality within international, regional, governmental, or non-governmental organizations;
- Demonstrated experience in designing and implementing research studies, evaluations, assessments, and learning frameworks;
- Strong understanding of qualitative and quantitative research methodologies, data collection tools, data analysis, and evidence-based programming;
- Proven experience in managing organizational learning processes and translating research findings into strategic and programmatic recommendations;
- Excellent analytical, conceptual, and strategic thinking skills, with the ability to synthesize complex information and communicate findings effectively;
- Experience in developing monitoring, evaluation, accountability, and learning (MEAL/MEL) frameworks and indicators;
- Excellent drafting, reporting, presentation, and communication skills in English;
- Demonstrated ability to work effectively in multicultural and interdisciplinary environments;
- Knowledge of the Western Balkans context, including regional cooperation, youth participation, social cohesion, and reconciliation processes;
- Experience with donor-funded programs, particularly EU, UN, and bilateral donor projects, is highly desirable;
- Proficiency in data analysis and visualization tools, as well as Microsoft Office applications;
- Nationality of one of the WB6 Contracting Parties;
- Knowledge of an additional WB6 language, except the national language, would be an asset;
- Proven Experience in publishing research, producing policy analyses, or managing organizational learning products would be an asset;
- Class B driver's license would be an asset.

How to apply:

To be considered for this position, please send the application to [Job Apply](#) no later than 28 October 2026.

All applications **MUST** include:

- ✓ [Application Form](#) (completed in English language)
- ✓ [Europass CV](#) format (completed in English language)
- ✓ Two written reference letters from previous employers (submitted in English)

In case you are selected for the next phase:

- ✓ A scanned copy of your academic qualification
- ✓ A scanned passport copy

Additional documents can be required for shortlisted candidates.

Only finalists will be contacted for the next recruitment stage. The successful candidate will be required to submit a criminal record check before being offered a contract with RYCO.

