

## TERMS OF REFERENCE

### Senior Policy Researcher(s) in:

Collection and calculation of Youth Participation Index data, creation of monitoring reports with recommendations on more favourable youth participation and Policy papers (briefs) based on key YPI findings

for the period 2024 – 2027

(3x3 annual deliverables).

Reference number: EU-IPA-01-24

**Title of the Action:** “Stronger Voices for Better Choices – Youth Hub for WB&T” **implemented by** Ana and Vlade Divac Foundation - Serbia, Beyond Barriers Association - Albania, Institute for Youth Development KULT – Bosnia and Herzegovina, NGO Prima – Montenegro, Democracy for Development - Kosovo, Youth Alliance Kruševo – North Macedonia and Community Volunteers Foundation (TOG) - Turkiye)

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## 1. BACKGROUND INFORMATION

The overall objective of “Stronger Voices for Better Choices – Youth Hub for WB&T” is to increase civic participation, reconciliation and regional exchange in the Western Balkans and Türkiye (WB&T) while contributing to the EU approximation process. This Action is grounded in the hypothesis that civic participation and active citizenship, particularly those involving youth is essential for sustainable reform processes in any society, and its particularly relevant for the context of EU integration of the region. Civil society organisations (CSOs) in the region remain as key actors in these processes that ensures citizens participation, policy debate, sustainability of the necessary changes, and overseeing and monitoring of the reform process. With adequate capacities and networking, CSOs can mobilise citizens, and contribute to addressing the burring issues and problems brought by the transition. One such problem is the **youth inclusion** in societal changes and transformation– political, economic and social.

Specific objectives:

*SO1:* To provide evidence-based advocacy for improved policymaking and reform process implementation,

*SO2:* To increase capacities and regional collaboration of CSOs to influence decision-making and societal debate, particularly on young women and men, via Youth Hub for WB&T Network (YHWBT)

*SO3:* To increase engagement, visibility and influence of CSOs in raising public awareness, mobilizing citizens and promoting broadest civic participation.

The main activities include:

1) **Advocacy:** 3 regional annual research as a policy baseline (annual YPI monitoring reports - 7 countries); wide public debates, events, and consultations with stakeholders on key identified issues concerning youth; creation of evidence-based policy recommendations on key country specific issues, and dissemination to decision makers.

2) **FSTP and Capacity Building (CB):** FSTP provided in overall amount of 330,000 EUR within Lot 1 for current YHWBT members in up to 8,000 EUR, and Lot 2 for new YHWBT members in up to 5,000 EUR; CB online modules (whole network, and issue-focused) and in person (country based); sub-granting and mentoring (provided by project partners) for FSTP.

3) **Awareness raising:** At least 150 meetings, thematic working groups and round tables (with CSOs, public institutions, national and regional decision makers, media and young people) to promote and advocate for youth participation in the region; public events and awareness raising to promote good practices, 3 online annual Youth Participation Week across the region, social and traditional media campaigns.

## **2. OBJECTIVE, PURPOSE & EXPECTED RESULTS**

### **2.1. Overall objective**

The aim of the call is to engage researcher(s) of youth policies who will work on mapping stakeholders who have an influence on youth policies and the position of young people with special focus on the vulnerable youth and youth with less possibilities, mapping strategies of importance for the position of young people, mapping stakeholders who have data related to young people, collect and calculate data, as well as coordinating researcher(s) who collect data at the national level in project countries for the purposes of creating the index with regional data and giving relevant recommendations for more favourable youth employment policies in the region.

The selected bidder(s) (hereinafter referred to as the Author(s)) will be responsible for the development of the composite index.

### **2.2. Results to be achieved by the Contractor(s)**

Author(s) will carry out comprehensive research and create the report (on national and regional level) - Youth Participation Index Monitoring Report (further YPI) as a mechanism to gain insight into the broad political, economic and social context which can empower or alternatively hinder youth participation in society and based on YPI data create a summary public policy proposal with recommendations on youth position improvement.

## **3. SCOPE OF THE WORK**

### **3.1. General**

YPI provides a comprehensive overview of opportunities for youth through the lens of 25 indicators of political, economic and social participation in Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, Serbia and Turkiye. Youth Participation Index aims to:

- ✓ Improve the practice of using data as a reliable base for any decision concerning youth;
- ✓ Compare countries according to key indicators of youth participation in all three dimensions: political, economic and social;
- ✓ Monitor progress in youth participation through the years in respective countries;
- ✓ Provide a practical tool for decision-makers, youth organizations and

other stakeholders that supports the implementation of policies and programs aimed at the improvement of youth participation.

### **3.2. Specific Activities**

- Agreeing on the list of stakeholders who have an influence on the position of young people, youth policy or have data that can be input for a composite index at the national and regional level that would be monitored and published annually
- Data collection and calculation based on determined methodology
- Monitoring the specifications of index input data, data sources based on description of each individual input data (source, period and frequency of publication, format, unit, fitting into the composite index, whether it is necessary to create new data collection models, etc.).
- Coordination and harmonization of input data for regional and national level to achieve comparability
- Participation in online meetings of the project team (and meetings with stakeholders (up to 8 meetings)).
- Proposal for a road map of the index creation taking into account the relevant Strategy for Youth in the Republic of Serbia
- Based on YPI results, creation of policy recommendations on youth position improvement in the form of Policy paper (brief)
- Preparing and leading public presentation of findings and policy recommendations on national and regional level within appropriate Project events

#### **(1) Methodology**

The methodology approach has to respond to standard practices in research development and conducting. The proposed methodology includes (but not limited to):

- Desk research of relevant on line and off line sources of information;
- Data collection based on established 25 indicators within political, economic and social dimension (it may include interviews and/or surveys with relevant stakeholders);
- Data analyses and assessment of the progress over the period based on set target values and calculation of values of indicators;
- Cross-country comparisons;

- Data synthesis and presentation
- Preparation of YPI Monitoring report draft with recommendations for improvement and presentation to the Project management
- Incorporation of received feedback into the YPI Report and Policy paper;
- Preparation of the final YPI report and policy brief recommendations on the youth participation improvement.

## 4. LOGISTICS AND TIMING

### 4.1. Location

Republic of Serbia

Research doesn't include traveling outside of Belgrade, regional meetings can be conducted through online meeting tools.

### 4.2. Start date and period of implementation

It is expected that the three YPI documents will be completed within: up to 90 working days for the period of three years (30 working days per year i.e. per annual monitoring report and policy paper with the following deliverables due:

<b>Deliverables</b>	<b>Deadline</b>
Draft YPI document and Policy Recommendations in English presented to the Project Team and Implementing Partner	15 days before the deadline
Final YPI document in English prepared and accepted by Ana and Vlade Divac Foundation	5 days upon receiving comments from Foundation on the draft document
Draft Policy paper (brief) both in Serbian and English	10 days after approval of Final YPI document
Final Policy paper (brief) both in Serbian and English	5 days after receiving the feedback from consultative debates with relevant stakeholders (depending on the topic of each Policy paper)

Annual payments for the deliverables will be made in at once, upon billing by the Authors and subject to quality review, clearance and acceptance by Ana and Vlade Divac Foundation.

The criteria of utility, credibility, and relevance/appropriateness will be used for assessing the quality of the YPI research:

- The research document has to be written in clear language (English);

- The document should be highlighting key findings, conclusions and recommendations;
- The information in the research has to be complete, well-structured and well presented;
- The information in the research has to be reliable i.e. well documented and supported findings;
- The information in the research has to address priority or strategic information needs;
- Recommendations have to be concrete and implementable;
- National and regional perspectives have been taken into account.

## 5. REQUIREMENTS

### 5.1. Researchers must fulfil the following requirements:

#### Education:

- A university degree in the project related field. MA would be considered a strong asset.

#### Work experience:

- Minimum 5 years of relevant professional experience, preferably in developing and implementing research methodologies and reports on youth position.
- Previous assignments in the role of relevant senior expert positions would be considered as an asset.

#### Knowledge:

- Knowledge of political situation in Western Balkans Region and Turkiye
- Knowledge of youth policy in Western Balkans Region and Turkiye
- Knowledge of youth policies on the level of EU

#### Skills and Competencies:

- Excellent data collection skills
- Excellent skills in using calculation methodology
- Excellent analytical skills;
- Good communication, coordination and facilitation skills
- Displays ability to synthesize research and reach empirically based conclusions on related subject;
- Strong writing skills;
- Proven capacity to produce reports;
- Displays capacity to provide experienced advice on best practices
- Possesses knowledge of inter-disciplinary development issues;
- Focuses on result for the client and responds positively to feedback;
- Consistently ensures timeliness and quality of work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

- Demonstrates integrity by modelling ethical standards.

#### **Personal qualifications:**

- Ability to deliver when working under pressure and within changing circumstances;
- Consistently approaches work with energy and a positive, constructive attitude;
- Excellent interpersonal skills.
- Consistently ensures timeliness and quality of work;
- Excellent drafting and reporting skills;
- Demonstrates strong oral and written communication skills;
- Evidence of ability to express ideas clearly; to work independently and in team;
- Ability to summarize and systematize complex information;
- Focuses on results and responds positively to feedback.

#### **Language:**

- Fluency in English and Serbian language

### **5.2. Application Procedure:**

Qualified and interested candidates are asked to submit their applications by electronic post to the address: [sandra.isajlovic@divac.com](mailto:sandra.isajlovic@divac.com)

- Letter of Interest containing the following information:
  - (i) Explaining why the candidate is the most suitable for the work
  - (ii) Provide a brief methodology on the approach to the work and how it will be conducted (max. 300 words)
- Updated Curriculum Vitae (PDF format)
- Financial offer – lump sum - Attachment B
- List e-mail contacts of three referees.

The subject of the email should be: YHWBT\_ToR for YPI research\_candidate's name.

The applicant must include a financial offer together with all other requested documents, taking into consideration the objectives of the assignment, the tasks to be performed and deliverables requested. Please note that the financial offer must include all costs with the maximum limit of:

Up to EUR 13.500 (gross total for 3 years) - 4500 EUR per year (gross)

## **6. REPORTS**

### **6.1. Reporting requirements**

To summarise, in addition to any documents, reports and output specified under the roles and tasks of the assessors, the Contractor shall provide the following reports:



Name of report	Content	Time of submission
Three Youth Participation Index monitoring reports with recommendations	Three reports on youth position in seven project countries	1 <sup>st</sup> - February 10, 2025 2 <sup>nd</sup> - January 15th, 2026 3 <sup>rd</sup> – January 15 <sup>th</sup> , 2027
3 Policy paper (brief) recommendations	Three Policy recommendations on improvement of position of youth in Serbia based on key YPI findings	1 <sup>st</sup> - April 10, 2025 2 <sup>nd</sup> March 15th, 2026 3 <sup>rd</sup> March 15th, 2027

## 6.2. Submission & approval of reports

The contract will be awarded to the tender offering best price / quality ratio in accordance with the principles of transparency and fair competition and taking care to avoid any conflict of interest.

Electronic version of the research document, referred to above must be submitted to the Project Manager identified in the Contract. The reports must be written in English. The Project Manager is responsible for approving the reports.