

# Terms of Reference

## Junior Researchers for Survey

Belgrade, July 15, 2023

### Introduction

The Center for Democracy Foundation (hereinafter referred to as the CDF) implements the three-year regional project Regional Youth Dialogue for Europe-RYDE (hereinafter referred to as the Project) financed by the European Union (EU) on the basis of grant no. 441-454. The project is being implemented in the period from February 1, 2023 until January 31, 2026. The CDF is the lead partner of the Project and coordinates the work of project partners (hereinafter referred to as Partners) in the consortium consisting of AIEN (Albania), Youth Act (Albania), Network of Progressive Initiatives-NPI (Bosnia and Herzegovina), NGO Info Center (North Macedonia), Kosovar Stability Initiative- IKS (Kosovo\*) and Regional Academy for Democratic Development – ADD (Serbia).

The goal of the Project is to contribute to strengthening the participatory democracy of European integration and regional cooperation in the Western Balkans, through increased influence of civil society organizations, especially youth organizations in the promotion of democratic values, political, economic and social benefits of European integration of the Western Balkans.

The specific objectives of the Project include increasing the participation of civil society organizations (CSOs) and youth in structural dialogue on public policies at the national and regional level, with a focus on human development and social development policies relevant to youth and other marginalized groups; capacity building and support for the cooperation of CSOs and youth in the Western Balkans in relation to political, economic and social challenges in the context of EU integration; promotion of participatory democracy, democratic values and tolerant political culture and political, economic and social benefits that accompany EU integration.

During the three-year Project, the following activities will be carried out: Survey - Research on the attitudes of youth organizations and activists on youth policies; comparative analysis of youth policies in the Western Balkans; youth policy labs; public debates; Politeia Regional School for Youth participation; Politeia thematic sessions; internship program in partner CSOs at the regional level; establishing an online forum for young people; small grants program; conference on the future of young people in the region and promotional media activities.

The CDF is responsible for the entire implementation of the Project and the fulfilment of obligations towards the EU.

## Objectives and Scope of the Assignment

Within the project *Regional Youth Dialogue for Europe – RYDE* a Survey on youth policies and social investment in Western Balkans (WB)<sup>1</sup> will be conducted. The aim of the Survey is to contribute to the overall knowledge via collection of relevant data on youth policies and social investment in the WB. The Survey will provide the in-depth analysis of the current youth organizations standpoints on youth policies in the WB.

In accordance with the project document and project requirements Survey should target approximately 150 young organizations and youth fora and 1500 individual civic and political activists (CSOs, political parties) in Serbia, Bosnia and Herzegovina, Albania, North Macedonia, Kosovo\* and Montenegro.

The focus of the survey will be to collect data on:

- a) youth organizations' standpoints on existing youth policies
- b) youth organizations' approaches for improving youth policies on local/national/regional level (level of their involvement, capacities for involvement, experienced obstacles, lessons learnt in participating in policy making processes, etc.)
- c) priorities of vulnerable youth groups in respective policies.

**Methods:** To meet the objectives of the assignment it is necessary to conduct a data collection process via survey.

The survey consists of two parts:

- A) Targeted 150 CSOs and youth organizations (25 per country): This part of the survey will be implemented through in-person individual online interviews on the basis of one single questionnaire. Project partner from each WB Country (Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, North Macedonia and Serbia) will select experts on the national level: one senior and one junior expert to conduct interviews within the respective country. The experts will provide input to the Expert Team Leader who will prepare the final report/analysis.
- B) Targeted 250 activists, policy makers, journalists, scholars per country, total 1500; This part of the survey will be implemented through an online questionnaire sent by email to a selected pondered mailing list. Project partner from each of the above countries will distribute the online questionnaire to the mailing list of 250 targeted individuals in the respective country. The data processing and the analysis and the final report will be done by the Expert Team leader. In order to reach the targeted number of respondents the online method is suggested for the Survey. For the success of the online survey the crucial part is outreach, i.e. its promotion and communication with targeted respondents, in this case youth.

To reach a representative youth sample, experts will work closely with Project Partners when conducting the outreach activities. Dissemination of the invitation for being part of the survey will be done via various channels, such as CSOs dealing with the youth and other vulnerable groups, by advertising the survey on platforms often used by youth people, social media, and social networks, etc.

During this step countless awareness raising, community outreach and promotional activities of the Project Partners will be utilized. Project Partners will rely heavily on CSOs' media and communication channels (website, Facebook, Instagram, Twitter, TikTok, etc.), their community and drop-in centres, youth media and influencers, dating and social apps, direct communications channels (like WhatsApp and Viber groups), and other youth friendly media in all countries.

Outreach and communication tactics will include:

- Designing and producing promotional materials (graphics, communications products and videos). All promotional materials will be in both English and national languages.

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<sup>1</sup> In the context of the RYDE project, Western Balkans represents the following countries: Serbia, Bosnia and Herzegovina, Albania, North Macedonia, Kosovo\* and Montenegro.

- Stakeholder mapping, selecting and combining multiple information channels

Hard-to-reach communities: Having in mind the variety of youth subgroups and that some of them are particularly vulnerable and marginalized, such as Roma persons, people with disabilities, members of LGBTIQ+ communities, people living in rural areas, victims of violence, etc. a special outreach strategy is needed for these categories. Local activists and representatives of CSOs with solid links to hard-to-reach communities in every country will be engaged in reaching those communities and assist their members to in filling out the survey.

If needed a face-to-face outreach could be done as well. This would include in-person meetings and presentations, reaching out online and offline, meeting and assisting the hard-to-reach and marginalized members of the youth community in the capital city and across different regions of the countries and when applicable assist them in filling out the questionnaire.

After conducting the online survey, collected data will be processed and analyzed.

## Tasks and Responsibilities of the Junior Researchers

In order to implement the Survey, the CDF seeks to contract:

1. 1 junior researcher from Albania for the implementation of survey in Albania
2. 1 junior researcher from Bosnia and Herzegovina for the implementation of survey in Bosnia and Herzegovina
3. 1 junior researcher from Kosovo\* for the implementation of survey in Kosovo\*
4. 1 junior researcher from North Macedonia for the implementation of survey in North Macedonia

**The potential experts will be contacted by the Project partners in each of the countries: Youth Act for Albania, NPI for Bosnia and Herzegovina, IKS for Kosovo\*, NGO Info Center for North Macedonia. The experts will be selected from among in-house and outsourced experts in accordance with this Terms of Reference and contracted by RYDE partners accordingly.**

**Experts may not be selected from among in-house experts employed by RYDE partners on the basis of a labor contract.**

The legal base of the expert engagement: service contract (for physical persons) or consultant contract (for firms and entrepreneurs);

Selected junior experts will assist the selected senior researchers in their respective countries along the implementation of the survey.

The Experts will be responsible for specific tasks within the survey activities as it follows:

Survey part A:

1. **Preparation of the methodology.** The methodology, once developed by the Expert Team Leader, will be presented to the national experts for comments and possible fine tuning. First step is preparation of the survey questionnaire. Questionnaire will be developed in close cooperation of the national experts (selected by RYDE partners) and Project Partners. The questionnaire will be developed in English and could be translated to other languages if the Project Partners assess that this is necessary for better outreach to young people. To avoid a huge number of opting out of filling in the survey, when developing the questionnaire duration of its filling in should be considered. The Expert Team Leader expert shall present it to the CDF and the Project partners. After the comments and suggestions submitted by the national experts and after the approval of the CDF, the CDF and the project partners will organize the meeting of the expert team.

2. **Coordination with the expert team leader:** Each selected expert shall closely cooperate with the Expert Team Leader who will establish contact and cooperation in the phase of the conduction of interviews in regard to methodology, dynamics and other issues that may arise in the implementation on the field.
3. **Processing data** collected by each senior expert will be done by senior experts, assisted by junior experts if selected (the national experts will provide inputs in English): the experts will provide inputs from the interviews in the form previewed by the Instructions prepared with the methodology. The inputs shall be in English. The Expert Team Leader will further process the received inputs and provide written analysis and report.
4. **Report:** Expert team leader will draft the final report. The draft will be sent to senior experts for comments.

#### Survey part B:

- 1 Preparation of the methodology and the questionnaire: questionnaire will be prepared so as to be posted on online software for research. Senior and junior national experts will be consulted in this phase, also for developing of a mailing list for target groups. The questionnaire shall be in English and may be translated to related national languages prior to distribution to the target groups (translation will be provided by respective RYDE partners). The online facility shall direct the filled questionnaires directly to the Expert Team Leader and to the selected CDF staff person.
- 2 Data processing of received filled questionnaires – will be conducted by Expert Team Leader;
- 3 Analysis and final report;

#### Outputs

All results and findings from both online survey will be compiled in a joint report (app. 70 pages total) and the summarized report.

All the inputs materials should be submitted to the responsible CDF staff beforehand and, if necessary, all adjustments will be done in accordance with suggestions by CDF staff.

#### Time-frame, Level of Effort, and Location

Experts from Albania, Bosnia Herzegovina, North Macedonia, Kosovo\*: 10 expert days per expert

The survey activities for which the junior researchers are contracted will take place in the period August 10<sup>th</sup> 2023 to October 10<sup>th</sup> 2023.

#### Necessary Qualifications

##### Educational background:

- University Degree in Law, European Studies, Sociology, Psychology, Philosophy, International Relations, Political Science, Economy or related field; Master;

##### Professional experience:

- Minimum 3 years research experience as researcher including data collection and processing of collected data in public administration, international organisations, universities or research institutes or non-governmental sector; Focus on youth, social inclusion, human rights, vulnerable groups is required.
- Experience with reviewing and analysing youth policies
- Knowledge on the local context and familiarity with youth policies.

Skills:

- Team work;
- Presentation skills;
- Excellent command in spoken and written English;
- Ability to work with people of different nationalities, religions and cultural backgrounds.

*Reference of the requested professional and training experience shall be presented in the CV.*

## Remunerations

The daily fee shall be determined based on the expert's experience within maximum rate allocated for this activity (max 150 EUR-expert day). The payment will be done in one instalment, following the submission of the necessary documents (see below Documents to be submitted)

## Documents to be submitted

❖ **When submitting the offer:**

- 1) Offer (previewed forms, as per instructions provided in the Tender documents)
- 2) Detailed CV with reference contacts

❖ **Implementation phase:**

1. Collected data inputs for part A Survey as requested and instructed by senior researchers and the Expert Team Leader

❖ **Upon completed implementation:**

1. Report (max 2 pages), signed original
2. Time sheets, signed, original
3. Invoice (for consultancy contract) in original and signed or the request for payment (for service contracts), original

The documents must be sent at the email [info@iksweb.org](mailto:info@iksweb.org), no later than 4<sup>th</sup> of August.