



Terms of Reference

Experts for Youth participation in Kosovo and Albania, Desk research on youth policies

November 9, 2023

Introduction

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, is being implemented in the period from February 1, 2023 until January 31, 2026. The Center for Democracy Foundation from Belgrade (Serbia) is the lead partner of the Project and coordinates the work of project partners (hereinafter referred to as Partners) in the consortium consisting of Academy of European Integrations and Negotiations-AIEN and Youth Act from Tirana (Albania), Network of Progressive Initiatives-NPI from Sarajevo (Bosnia and Herzegovina), NGO Info Center from Skopje (North Macedonia), Kosovar Stability Initiative-KSI from Prishtina (Kosovo*) and Regional Academy for Democratic Development – ADD from Novi Sad (Serbia).

The goal of the Project is to contribute to strengthening the participatory democracy of European integration and regional cooperation in the Western Balkans (WB6)¹, 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; Desk research - 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; regional youth conference on the

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

future of the WB region and promotional media activities.

The Center for Democracy Foundation, as a Lead partner is responsible for the entire implementation of the Project and the fulfilment of obligations towards the EU. Some of the activities are coordinated by Partners and are implemented by Partners, depending on the division of work among Partners and the type of the activity.

Objectives and Scope of the Assignment

Within the project *Regional Youth Dialogue for Europe – RYDE* a Desk research as a comparative analysis of youth policies in the Western Balkans will be conducted. In accordance with the Project document, the aim of the Desk research is to provide:

- a) comparative insight of youth policies
- b) coherence of measures previewed in youth policies with policies in other related areas with assessment of social investments relevant for youth
- c) coherence of these policies with the youth concerns, sustainable development goals and the need to build social resilience
- d) formulation of the policy recommendation for each of the covered policy fields

To meet the objectives of the assignment it is necessary to prepare the comparative overview of public policy documents (strategies, action plans, laws) and good practice in youth relevant areas for all WB6. In formulation of policy recommendations, EU Youth Strategy shall be taken into consideration.

Research Areas

Areas recognized as relevant for youth in the region in the context of this research are divided into three roof lots.

LOT 2: Youth participation will include the following sub-topics:

- Civic engagement and social inclusion
- Youth in decision-making process
- Political engagement

LOT 2: The entire process of comparative analysis within the framework of **youth participation** for all WB6 will be coordinated by an **Expert team leader** from Albania that will be contracted by the Academy of European Integrations and Negotiations. As in the case of LOT 1, an Expert team leader will coordinate the work of three experts analysing data for selected countries/territories. OneExpert will be contracted

by the Center for Democracy Foundation to collect the data on youth policies related to youth participation for Serbia, Montenegro and Bosnia and Herzegovina. Another Expert will be contracted by Kosovar Stability Initiative will collect the data for Albania and Kosovo*. There will also be an Expert contracted by the Network of Progressive Initiatives who will collect the data for North Macedonia. She/he will also collect the data for LOT3 for North Macedonia.

Tasks and Responsibilities of the Experts within particular lots

- 1. Data collection and review existing legal and strategic framework:** Collect data pertaining to the designated LOT as per the agreed methodology. Review of relevant literature, reports, studies, and policy documents on social investment policies in the WB region; analyze relevant public policy documents, such as national development plans, youth strategies and the following action plans, laws, sector-specific policies, good practice etc.
- 2. Coordination and meetings with the Expert team leaders:** Each selected Expert shall closely cooperate with the Expert team leader for the specific LOT, in order to ensure the uniformity of the research process and drafting of analysis .
- 3. Input preparation:** Expert will prepare drafting of analysis as their inputs for Expert team leaders, ensuring they are clear and comprehensive by closely following determined methodology provided by Expert team leaders and submit data/draft analysis as agreed with the Expert team leaders. The draft analysis shall not surpass 18 pages per LOT or **3 pages per country for each LOT**. The inputs of the Experts shall be in English.

Outputs

All results and findings from Desk research will be compiled into joint analysis (up to 60 pages total, app. 18 pages per LOT) and the summarized key findings brochures (up to 10 pages) by Expert team leaders in each lot.

The joint analyses should be submitted to the responsible AIEN staff beforehand and, if necessary, all adjustments will be done in accordance with suggestions made by AIEN representative.

Time-frame

The Desk research activities for which the Expert team leaders and Experts are contracted will take place in the period November 15th 2023 to December 15th 2023.

November 15th 2023 - Formation of the expert teams per each lot

By November 17th 2023 - Methodology is developed by Expert Team Leaders

By November 29th 2023 - Inputs by the experts are provided

By December 1th 2023 - Review of the inputs provided by the experts is completed by the Expert Team Leaders for each lot

By December 8th 2023 - Draft joint analyses are prepared for each lot by the Expert Team Leaders

By December 13th 2023 - Comments on the draft joint analyses are provided by the experts and AIEN and CDF

By December 15th 2023 - Summary key findings are prepared by Expert Team Leaders

By December 15th 2023 - Final analyses is completed and approved by the AIEN

Necessary Qualifications

Educational background:

- University Degree in Social Sciences, Law, European Studies, Political Science, Economy or related field; Master and/or PhD in a related field is an asset;

Professional experience:

- Minimum 5 years research experience (for Expert team leaders) and minimum 2 years research experience (for Experts) as researcher including data collection and processing of collected data in public administration, international organisations, universities or research institutes or non-governmental sector.
- Experience with reviewing and analysing public policies
- Knowledge on the regional 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.

Documents to be submitted

❖ ***When submitting the offer:***

- 1) E-mail
- 2) Detailed CV highlighting relevant educational qualifications, professional experience, and language proficiency. with 2 reference contacts
- 3) Signed exclusivity statement

❖ ***Implementation phase:***

1. Experts: draft analysis as per above division of work
2. Expert team leaders: compiled joint analysis for the specific lot

❖ ***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 for international payment), original.