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# TERMS OF REFERENCE

## Senior Policy Researcher in:

Collection and calculation of Youth Participation Index data, creation of monitoring reports and recommendations on more favourable youth employment policies (policy paper) for the period 2024. – 2027. – 3 annual deliverables.

Reference number: YH-01-87/24

## Title of the Action: “Stronger Voices for Better Choices – Youth Hub for WB&T”

(implemented by Ana and Vlade Divac Foundation - Serbia, Beyond Barriers - Albania , NGO Prima - Montenegro, Institut za mlade KULT – Bosnia and Herzegovina, Democracy for Development - Kosovo, Youth Alliance Kruševo – North Macedonia, 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 contribute to strengthened regional cooperation, participatory democracies and the EU approximation process in the Western Balkans and Türkiye in the area of youth employment. The intention of the Project is that: CSOs are recognised in governmental strategies or measures addressing youth unemployment as partners, especially in addressing the problem of NEET youth, women and marginalised groups, CSOs have routine access to decision-making processes relevant to youth employment and are engaged as direct service providers in order to reach out to NEET youth, improved policies are in place with measures aimed at empowering the NEET youth, and especially women and marginalised groups, local, grassroots CSOs are providing support to local NEET youth, share their experiences regionally, and coordinate communication messages with other; CSOs increasingly address actions towards NEET youth and CSOs are contributing to awareness-raising to increase awareness of general population, stakeholders and youth.

“Stronger Voices for Better Choices – Youth Hub for WB&T” project is carried out by seven organisations Beyond Barriers Association (Albania), Institut za mlade KULT (Bosnia and Herzegovina), Democracy for Development (Kosovo), NGO Prima (Montenegro), Youth Alliance Kruševo (North Macedonia), Ana and Vlade Divac Foundation (Serbia) and Community Volunteers Foundation (Türkiye).

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

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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 smaller 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 to cooperate with other national researchers who collect data at the national level in project countries for the purposes of creating the index (YPI) 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 Contractors

Authors will carry out comprehensive research and create the report - 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

The selected consultant will be responsible for conducting the following tasks:

### 1. Desk Research

- Review existing literature, including **policy reports, country progress reports, legal frameworks, and assessments.**
- Analyze data from **government websites (Parliament, ministries, local governments), national statistics (INSTAT), and other relevant institutions.**

### 2. Data Collection

- Design and distribute standardized **requests for information** to key stakeholders, including government bodies, CSOs, and youth organizations.
- Conduct **follow-up phone calls and online communications** to ensure data completeness and accuracy.



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### 3. Data Analysis and Report Writing

- Analyze collected data and **synthesize findings** into a structured report.
- Draft a **comprehensive monitoring report** based on defined YPI indicators.
- Create a policy brief based on the monitoring report recommendations and consultative debate.

### 4. Submission of Reports

- **Draft Report:** Submission of an initial draft incorporating key findings and recommendations.
- **Final Report:** Submission of the final version, reflecting feedback from BBA and relevant stakeholders.

## Expected Outputs and Deliverables

The consultant is expected to deliver the following:

1. **Draft Research Report (English)**
  - Presentation of initial findings, including input from **semi-structured interviews and focus group discussions (FGDs)**.
2. **Final Research Report (English & Albanian)**
  - Incorporates feedback and comments from BBA.
  - Provides clear, evidence-based policy recommendations.
  - Based on YPI results, creation of recommendations on youth position improvement in the form of Policy paper,
3. **Participation in events**
  - Participation in online meetings of the project team when needed
  - Preparing and leading public presentation of findings on national level and comparison with regional findings.

All deliverables will be subject to BBA's review and approval before final acceptance.

## 4. LOGISTICS AND TIMING

### 4.1. Location

Albania



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Research doesn't include traveling outside of Tirana, regional meetings will be conducted through online meeting tools and coordinated by main researcher engaged by Ana and Vlade Divac Foundation.

## 4.2. Start date and period of implementation

### Location

The consultancy will primarily be conducted in **Tirana**, with interviews outside Tirana being facilitated through **online communication tools**.

### Duration

The assignment will take place from April 2025 till December 2027

## 5. REQUIREMENTS

### 5.1. Researcher(s) 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 Türkiye
- Knowledge of youth policy in Western Balkans Region and Türkiye
- Knowledge of youth policies on the level of EU

#### Skills and Competencies:

- Excellent data collection skills
- Excellent skills in developing calculation methodology



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- 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 Albanian language.

## 6. HOW TO APPLY

Interested candidates with the required qualifications are invited to submit an **Expression of Interest** including:

- Motivation letter explaining relevant expertise and experience.
- Proposed methodology and approach to the assignment.
- Total consultancy fee (gross amount) and daily rate.
- Updated CV or portfolio of relevant work.

Applications should be sent via email to **office@beyondbarriers.org** no later than **March 31<sup>st</sup>, 2025**. The subject of the email should be: YHWBT\_ToR for YPI research\_candidate's name.