

Open call for project consultant

Berlin, December 7, 2015

French German Youth Office (FGYO) / Working Group for establishment of
Regional Youth Cooperation Office (RYCO) of the Western Balkans
is looking for
a consultant - expert
to work with the Working Group for establishment
of Regional Youth Cooperation Office (RYCO) of the Western Balkans.

Terms of Reference for consultant for establishment of Regional Youth Cooperation Office (RYCO) of the Western Balkans.

Background

The *Regional Youth Cooperation Office (RYCO) of the Western Balkans* is a wide scale regional initiative intending to become an international legal structure that aims to promote the spirit of reconciliation and cooperation between youth in the region of Western Balkans.

Following the Joint Declaration on the establishment of RYCO signed by Western Balkan 6 Prime Ministers during Western Balkan Summit in Vienna on August 27th, 2015 and in order to develop concrete proposals and undertake necessary steps for its installation, the Prime Ministers have agreed to create a Working Group tasked to develop, in cooperation with relevant institutions, concrete proposals for the mission, structure, activities and financing of RYCO until the 1st March 2016

In the same time Prime Ministers have asked French German Youth Office to facilitate this process and provide the Working Group with technical assistance.

The Working Group consists of representatives of Youth Ministries / National Youth Agency / Directorate for Youth and of Civil society representatives of the WB-6-Participants. The FGYO is providing the facilitation team.

The Working Group had its kick-off-meeting in Berlin (November 23-27th, 2015) and plans to have 3 more meetings between December 2015 and February 2016 (for more details see the attached the working plan) .

According to the Working Plan, the Working Group will develop concert proposals for the mission, structure, activities and financing of RYCO.

The final proposals for establishment of RYCO need to be finalized until March 1st, 2016, and will then be transmitted to the WB6 governments.

For the preparation of legal procedures and develop concrete legal administrative proposals for establishment of RYCO the Working Group has foreseen the involvement of an expert - consultant.

The Working Group and Moderation Team have agreed to look for expert - consultant that fulfill the following conditions, criteria's and skills:

Scope of work (SoW)

- To have extensive consultations with Working Group and Moderation Team.
 - To have consultations with focal points of the project at their home base, key local and national government agencies supporting the initiative.
 - To have consultations with key representatives of the donor community in the capital cities of the participating countries as well as France, Germany, Austria and EU mechanisms.
 - Studying of reports and policy documents of past work of the Working Groups.
- Observation and consultation at the Working Group meetings (as foreseen with working plan) with members and the facilitators.

Products

- On the basis of discussions and conclusions of Working Group elaborate in written form proposals consisting of recommendations and actionable plans distinctly categorized under mission, structure, activities and financing.
 - Develop concrete proposals for legal-administrative procedures for the establishment RYCO ,with the presentation of different option scenarios as well as explain advantages and disadvantages of options in direct discussion with Working Group.
 - Elaborate concrete drafts for the legal status and the financing plan of RYCO.
- All documents have to be written in English.

Consultant expertise and experience

- Proven track record in organizational development.
- Familiar with legal administrative procedures for establishing of similar structures.
- Familiar with intercultural youth engagement in the region of Balkans
- Experience in negotiating and setting up of coalitions, alliances and networks that bring together a variety of actors in the frame of international and/or regional context.
- Experience in dialogue management (public and closed door consultations).
- Demonstrated knowledge of local context and culture of the Balkans. Knowledge of local languages would be one advantage.
- Fluency in written and spoken English
- Previous working experience in South-East Europe / Western Balkans would be an asset

Time frame

To be available in period between 13.12.2015 and 1.3.2016 (according to the Working Plan)

To be able to travel - work with the group in the coming period as scheduled with Working Plan.

One part of the work will take place during the meetings of Working Group, and another part of the work between these meetings.

Terms and conditions

The foreseen fee is 4.000 €(four thousand) on the basis of 16 working days (16 x 250 €). The costs for travel, accommodation and meals during the meetings with the Working Group will be paid directly by FGYO.

The applicants should send until 10.12.2015, 12h, to workinggroupryco@gmail.com, the following documents:

- Application letter
- CV
- Portfolio
- Working methodology proposal for this particular project

The applicants, included the selected candidate, will be informed about the decision on 12.12.2015.

Attached documents:

- Joint Declaration on the establishment of the Regional Youth Cooperation Office of the Western Balkans - Western Balkans Summit in Vienna, August, 27th, 2015.
- Working Plan RYCO-WG
- Concept Note by Fact Finding Group