

Western Balkans Youth Lab

Technical Assistance Guidelines for Beneficiary Support

1. Introduction

The Technical Assistance Instrument is a mechanism of the Western Balkans Youth Lab Project (hereinafter: WBYL) that aims to complement regional activities with additional support to the Project beneficiaries in order to strengthen their policy and administrative capacities in the different stages and processes related to the youth policy development and implementation and participation of youth in decision making.

The Technical Assistance interventions are envisaged to have the following features:

- Technical assistance will provide targeted, needs-based, urgent and small-scale support to individual Western Balkan economies with their youth-related strategies, action plans, legislation and/or measures that are directly linked or stem from the regional cooperation activities implemented within the WBYL project, including support for implementation of recommendations/policies resulting from regional Youth Policy Labs;
- Technical assistance will mainly be implemented in the forms of:
 - a) external short-term expertise to support the national objectives in the areas of youth participation in decision-making, the overall socio-economic environment for and mobility of youth that are in line with the overall goals of WBYL, and/or
 - b) support to organisation of trainings, workshops, conferences, study visits or other activities related to the above;
- The total financial envelope for the national technical assistance instrument will not exceed € 50.000 per year for all six WB economies. Additionally, no economy shall benefit more than 20% of the total amount allocated for the Technical Assistance needs. The total financial contribution for a single technical assistance intervention is limited to € 10.000;
- The technical assistance request may be initiated by the beneficiary administrations:
 - a) Ministries of Youth and other respective bodies,
 - b) National Youth Councils and youth umbrella organisations, and
 - c) Youth organisations, which may initiate request only for implementation of the Youth Policy Lab recommendations.

The requests for technical assistance should be sent: a) by the beneficiary administration's institutions/organisations via their point of contact for WBYL; by the National Youth Councils via NYC's Secretary General; and by the youth umbrella organisations directly to email address wbyl@rcc.int. All technical assistance related procedures will be conducted under the RCC rules of procedures.

The WBYL project reserves the right to approve, reject or hold consultations with the applicant to change elements of the TA application.

2. Beneficiary Application Form

The beneficiaries may identify opportunities and needs for assistance in the area of youth participation and submit these to the RCC by using the WBYL Beneficiary Application Form (provided in Annex I).

The form contains the following information:

- Background information about the beneficiary institution/organisation requesting assistance;
- Description of the specific need/selected topic;
- Elaboration of the link with WBYL objectives;
- Expected results;
- Description of the expertise required, duration of the intervention and recommendations regarding the experts where applicable.

The Beneficiary Application Form should be normally delivered 60 days prior, but not less than 30 days prior to the first day of implementation of the activities, in order to allow for the tendering, selection and contracting procedures.

3. Tentative topics

Beneficiaries listed above can request support from the WBYL technical assistance instrument to address a diverse range of relevant, immediate and short-term needs they identify as challenging in the areas of youth participation and youth policy development and implementation. These may include, but will not be limited to:

- Support in improving legal and policy environment for youth participation and operation of youth organisations;
- Support in monitoring implementation and/or impact of youth related policies and legislation;
- Support in establishing and/or developing youth participation instruments and (formal and informal) mechanisms;
- Activities related to coordination, communication and cooperation of youth related institutions, organisations and mechanisms;
- Development and implementation of evaluation and impact assessment instruments for programmes, projects and activities related to youth;
- Enhancing policy development and implementation related to the regional thematic Youth Policy Labs;
- Organisation of stakeholder consultations;
- Conducting awareness raising campaigns.

Beneficiaries are encouraged to propose additional topics, based on their interest and needs, in line with the overall WBYL project objectives. Activities may include expert support/technical assistance, training/capacity building, workshops/seminars/conferences, stakeholder consultations,

analysis/case study/mapping, peer-learning, evaluations of programmes targeting youth, awareness raising campaigns.

4. Guidelines for hands-on short-term expertise (Technical Assistance)

Expert assistance will aim to address very specific needs for limited time periods and the maximum number of expert days for each intervention will be 30 working days or €10,000 in total.

Depending on the beneficiary needs, the number of days or the financial amount of assistance can be allocated to one or more tasks.

a) Processing of requests and identification of required expertise

The process of selecting and contracting the service provider will be conducted according to the RCC rules.

A representative of the beneficiary institution/organisation will be consulted in the process of preparing the Terms of Reference (ToR) and selecting the service provider.

The ToR will include as a minimum the following information: description of the assignment, tasks and responsibilities, necessary qualifications, number of working days and location, reporting and documentation.

b) Implementation of technical assistance

After the successful completion of the above steps, the expertise will be deployed to assist the beneficiary in addressing the identified need.

No later than 15 days after the implementation of the work, a report will be prepared and submitted to both RCC and the beneficiary institution, describing the activities undertaken, results achieved, lessons learned, main constraints faced and possible next steps.

c) Remuneration procedures

The fees and payments will be part of the contract signed between the service provider and RCC in line with the RCC rules and procedures.

5. Guidelines for support to organisation of trainings, workshops, conferences or other activities

Regarding trainings, workshops, conferences or related activities, RCC will be in charge of the organisation and covering eligible expenses related to these events upon agreement with the beneficiaries.

Eligible expenses are subject to prior approval by RCC and are exclusively related to the successful organisation of the agreed event. These may include: rental of facilities and equipment for the event, printing costs, translation and/or interpretation, expert fees where necessary, meals, meeting materials and supplies.

6. Additional considerations

The provided assistance will in no way be designed to substitute national efforts, but rather to enhance and support specific areas, where obstacles are identified.

Additionally, support needs to take into account, be complementary or enhance the envisaged analytical support provided to line ministries and organisations in diagnosing, prioritising, reviewing and monitoring through other donor assistance.

7. Requests for assistance

Beneficiary institutions/organisations interested to make use of this instrument or requiring additional information are invited to contact Mrs. Emina Basic-Poljak, Project Expert of the WBYL project via email: Emina.Basic@rcc.int

It is advisable to deliver the Beneficiary Application Form 60 days, but never later than 30 days, before the first day of implementation of the activities.

Annex I:

Beneficiary Application Form (to be sent in Word format to wbyl@rcc.int)

1. INFORMATION ABOUT THE BENEFICIARY INSTITUTION/ORGANISATION

Contact information			
Name of the institution/organisation that will implement the proposed initiative:			
Address			City
Tel.	Fax	Email	Website
Contact person		Email	Tel./Mobile

2. INFORMATION ABOUT THE PROPOSED ASSISTANCE

2.1 Description of the specific need(s) and the related area(s) of assistance

Please provide a brief justification of the needs and areas of assistance. The justification should include a connection to the relevant national goals, priorities and strategic documents and details on how this assistance is expected to contribute in that regard (max. 200 words).

2.2 Description of the proposed intervention

Please provide a detailed explanation of the proposed intervention. In case of request for support for event organisation, please enclose a draft Agenda as well (max. 200 words)

2.3 Expected result(s)

Please describe the expected result(s) of the proposed intervention (max. 200 words)

2.4 Duration (dates) of the intervention

The activity is planned to be implemented from <DD/MM/YYYY > to<DD/MM/YYYY >.

2.5 Links to WBYL Objectives

Please describe how the required assistance will contribute to WBYL objectives and implementation of its programme of work. For these purposes, please refer to the [Youth Lab](#) webpage. Please do not hesitate to contact the WBYL Project Expert Mrs. Emina Basic-Poljak for assistance with this part of the application. (max. 200 words)

3. TECHNICAL ASSISTANCE (Fill out only if you are requesting support in the form of technical assistance)

3.1 Individual experts

- In case the required assistance takes the form of services of an expert, please provide an estimate of the number of days needed for completion of the work and a description of the expected tasks under the proposed engagement:

Total No. of Days requested:

Specific Tasks of the Expert (e.g. analysis of youth needs, assessment of youth-aimed measures, national legal framework related to youth, etc.):

Please provide a description of the level of qualifications and areas of expertise (of a required expert) needed for carrying out the proposed assistance.

- In case you know, please feel free to recommend specific experts, whom you deem have competencies to deliver the required assistance. They will be contacted and included in the selection process. (Please note that civil servants of the public administration of the RCC participants shall not be recruited as experts in contracts financed by the RCC Secretariat).

	Name and Surname	Field of Expertise	Contact Info
1.			
2.			
3.			
...			

4. OTHER TYPE OF ASSISTANCE (Fill out only if you are requesting support in the form of event organisation or similar)

- In case the assistance will take another form, such as training, workshop, meeting, networking activities or other, kindly detail below the profile and number of participants, duration of the event, venue and accommodation needs, local travel and subsistence needs.

Event title:	
Duration of the event (e.g. 1 day, 2 days, etc.)	
Profile of participants (e.g. representatives of Ministry of Youth and Sports, NGOs, stakeholders, etc.):	
Number of participants:	
Venue needs (e.g. conference hall, workshop rooms, etc.):	
Accommodation needs (e.g. one-night accommodation for 10 participants):	
Local travel needs (e.g. local travel for 10 participants):	
Subsistence (e.g. two coffee breaks and lunch):	

5. DATE AND CONFIRMATION

I confirm that the information given in this form is complete and accurate to the best of my knowledge.

Place and date:	Name / Position / Signature