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# Contents

Introduction .....	3
About the UfM Med Youth Lab .....	4
Objectives of the UfM Med Youth Lab .....	5
The Med Youth Lab Thematic Clusters .....	6
Objectives of the call and eligibility criteria .....	7
What's in it for selected applicants? .....	8
Application process .....	9
Evaluation and selection process .....	10
Notification of the results .....	12
Signature of the letter of commitment .....	12
ANNEX I – Zero-draft Agenda .....	13
ANNEX II – Evaluation Grid Template .....	18

# UfM Med Youth Lab 25 – 29 November 2024 Fez, Morocco

Applications accepted of young people aged 18-29, nationals of [UfM Member States](#)

Apply by **August 11th, 2024, at 23:59h (CEST)**.

The Union for the Mediterranean (UfM) – with the support of the German Development Cooperation and in collaboration with the Euro-Mediterranean University of Fes (UEMF), organizes a capacity-building event focused on project development and soft skills. Over four days, participants will be working in teams developing full project proposals related to **Green Skills, Youth Mobility for Educational and Professional Exchange, and Youth Engagement in Multistakeholder Dialogue**, in line with the calls for actions of the [UfM Youth Agenda](#). On the fifth and final day, these proposals will be pitched to UfM stakeholders to seek potential support. Please note that pitching the project proposals does not guarantee financial backing.

To apply for the UfM Med Youth Lab, fill out the application form by **August 11th, 2024, at 23:59h**

**(CEST)**. Applications received after the deadline will be automatically rejected. **Please note that applicants are strongly encouraged to apply before the deadline.** This call will accept a maximum of 300 applications, after which the application form will automatically close. If the initial 300 applications do not meet the eligibility criteria, the Evaluation Committee may extend the application period up to two additional weeks to evaluate further submissions.

These guidelines detail the context and scope of the UfM Med Youth Lab 2024, its objectives and priorities, the eligibility and evaluation criteria for applicants, and the application process.

# About the UfM Med Youth Lab

The UfM Med Youth Lab is a capacity building initiative aimed at training ca. 60 young people - aged 18-29 - on project development and soft skills, in line with the UfM Youth Agenda calls for action.

According to their applications, participants will be assigned to one of the thematic clusters of the UfM Med Youth Lab namely, Green Skills, Youth Mobility for Educational and Professional Exchange, and Youth Engagement in Multistakeholder Dialogue. Across four days, they will work in teams to develop project proposals. On the last day, November 29th, some of the project proposals emerging from the workshops will be presented by selected participants in front of regional and international Civil Society Organisations (CSOs), UfM Member States representatives, and other UfM stakeholders.

The programme of the UfM Med Youth Lab also includes networking activities and field visits., as per the ANNEX I - zero-draft agenda. The final agenda of the initiative will be shared with selected participants in the upcoming months.

- **Dates of the event: 25-29 November 2024**
- **Venue: Euro-Mediterranean University of Fes - UEMF**

## UfM commitment towards Youth Engagement

Over recent years, the UfM has dedicated efforts towards actively engaging young people as drivers for positive transformation in the Euro-Mediterranean region. The endorsement of the **UfM Youth Strategy 2030** by Member States in 2022 marked a significant commitment to empower Euro-Mediterranean youth towards fostering an inclusive and sustainable future in the region. To operationalize this strategy, the UfM introduced the **UfM Youth Agenda: Call for Action** in November 2023, comprising proposals and recommendations from various stakeholders to enhance youth participation in addressing global challenges related to Climate Action and Environment, Education and Employment, and Social Inclusion and Participation.

Aligned with the priority areas of the UfM Youth Agenda, in 2024 UfM has focused on two intertwined aspects: youth engagement in policy dialogue and capacity building. In 2024, the **UfM Youth Focal Points network** facilitated discussions among UfM stakeholders about youth engagement in policies related to the UfM Youth Agenda's priorities. These discussions led to the identification of specific subtopics for the Med Youth Lab. The chosen subtopics, which emerged from these meetings, align with the priority areas of the UfM Youth Agenda and are central to the Med Youth Lab's capacity-building initiatives.

# Objectives of the UfM Med Youth Lab

The 2024 edition of the UfM Med Youth Lab aims at:

- **Engaging** up to 60 young people in capacity-building sessions adherent to the UfM Youth Agenda thematic priorities.
- **Building** the capacity of young participants to work in groups and produce concrete project proposals.
- **Equipping** engaged youth with the soft skills that help them in upscaling their project ideas.
- **Facilitating** multistakeholder dialogue among young people, CSOs, international bodies, and national actors on relevant topics tackled from a youth-perspective.



# The Med Youth Lab Thematic Clusters

The 2024 edition of the Med Youth Lab will focus on three (3) specific thematic clusters aligned with the calls for action included in the UfM Youth Agenda. These clusters are:

- **Green Skills**
- **Youth Mobility for Educational and Professional Exchange**
- **Youth Engagement in Multistakeholder Dialogue.**

**Green skills** play a pivotal role in developing adaptation and mitigation strategies to tackle the impact of climate change. There is a compelling need for initiatives to guarantee that young people have the skills needed to foster sustainable green transition. It is indeed crucial to update skills and education in line with the green-transition related policies and investments, ensuring that young people acquire the expertise required by the evolving job market.

**Youth Mobility for Educational and Professional Exchange** involves programs that enable young people to study or work abroad, fostering cultural exchange, enhancing language skills, and impro-

ving employability. For young people, mobility is vital for improving job prospects and acquiring new skills through diverse experiences.

**Youth Engagement in Multistakeholder Dialogue** ensures that young voices are included in discussions with governments, businesses, and civil society on future issues. This involvement equips youth with relevant skills, international exposure, and a platform to influence policies. Youth should move from being passive subjects to active actors in policy implementation through informing, consulting, collaborating, and empowering.

The Med Youth Lab application will require applicants to choose one thematic cluster based on their expertise, with approximately twenty (20) participants selected for each cluster. Further details are provided in the “Application Process” section of these guidelines.

# Objectives of the call and eligibility criteria

The objective of this Call for Applications is to select:

- **up to 45 participants from selected countries<sup>1</sup>** eligible for the coverage of all costs related to their participation.
- **up to 15 participants from the other UfM Member States<sup>2</sup>** who are not eligible for the coverage of all costs related to their participation (travel, accommodation, and visa costs etc.).

Further details on coverage of costs are included in the paragraph “What’s in it for selected applicants”.

To be eligible for this call for applications, applicants must:

- Be between 18 and 29 years old at the time of the application submission.
- Be nationals of one of the UfM Member States<sup>3</sup>.

- At the time of the communication of successful selection, have a valid travel document.
- Have the availability to participate in the Med Youth Lab for its entire duration (25-29 November 2024).
- Have at least an intermediate level of English (B2).
- Have previous knowledge and/or experience in one of the Med Youth Lab thematic clusters: Green Skills, Youth Mobility for Educational and Professional Exchange, Youth Engagement in Multistakeholder Dialogue.

<sup>1</sup> The following nationalities are eligible for full coverage of the participation costs: Albania, Algeria, Bosnia and Herzegovina, Egypt, Jordan, Lebanon, Libya, Mauritania, Montenegro, Morocco, North Macedonia, Palestine, Tunisia, and Türkiye.

<sup>2</sup> Other **UfM Member States** not listed above.

<sup>3</sup> The list of eligible countries is available on the **UfM website**.

# What's in it for selected applicants?

## Selected applicants eligible for the coverage of all costs related to their participation<sup>4</sup>

Up to 45 successful applicants from eligible countries, as detailed in these guidelines, will benefit from the full coverage of all the costs related to their participation, namely costs related to:

- Travel: roundtrip flight tickets, local transportation, airport transfer in the home country as well as in Morocco, and travel insurance (if applicable)
- Visa: invitation letter by the UfM and visa fees reimbursement
- Accommodation for the entire duration of the UfM Med Youth Lab
- Meals and/or Daily Subsistence Allowance.

To confirm the availability to join the initiative, selected applicants must sign a commitment letter. After the signature of the commitment letter, participants will be contacted by the booking agency for all the needed arrangements. Unless otherwise specified, **all the costs will be directly managed by the UfM event agency and no reimbursement is foreseen for purchases made by participants, unless specifically authorized by UfM.**

## Selected applicants from the other UfM Member States

Up to 15 successful applicants from the other UfM Member States will be selected to join the initiative at their own expense. **Organisers do**

**not charge a participation fee.** However, selected participants from the other UfM Member States not specifically listed in these guidelines will be requested to cover their travel and accommodation costs. An invitation letter will be provided for visa purposes, if needed, but visa fees will not be covered for this group of participants.

## All successful applicants, both from eligible countries and other UfM Member States

All successful applicants, whether eligible for the full coverage of the costs or not, will not pay any application or participation fee to join the Med Youth Lab. Furthermore, they will have access to all the capacity-building material and to the catering available at the event's venue for the entire duration of the initiative.

<sup>4</sup> The following nationalities are eligible for full coverage of the participation costs: Albania, Algeria, Bosnia and Herzegovina, Egypt, Jordan, Lebanon, Libya, Mauritania, Montenegro, Morocco, North Macedonia, Palestine, Tunisia, and Türkiye.

# Application process

To apply to this call, it is mandatory to **fill out the application form** in English. The online form includes the following:

1. **Application Form:** to be completed with personal and professional information about the applicant, in addition to the motivation to join the UfM Med Youth Lab and any further relevant information.
2. **Mandatory attachments:**
  - a. Copy of a travel document<sup>5</sup>
  - b. A presentation video in English whose duration cannot exceed 3 minutes. In the video, applicants are asked to highlight their motivation to join the initiative.
3. **Optional attachments:**
  - a. CEFR English certificate – or equivalent – with at least a B2 level<sup>6</sup>.
  - b. In the application form, applicants will be requested to choose one (1) Med Youth Lab thematic cluster among Green Skills, Youth Mobility for Educational and Professional Exchange, and Youth Engagement in Multistakeholder Dialogue. Organisers will select participants ensuring balance between the three thematic clusters. Approximately twenty (20) participants will be selected for each thematic cluster. Once selected, participants will need to attend the workshops related to the thematic cluster they chose during the application process. **Changes in the chosen thematic cluster will be assessed - but not guaranteed**

**- only if requested at least 4 weeks before the event and for a justifiable reason.**

Interested candidates must submit the applications and their attachments before **August 11th, 2024, at 23:59h (CEST)**. **Please note that applicants are strongly encouraged to apply before the deadline.** A maximum of 300 applications will be accepted for this call. After 300 applications are received, the application form will automatically close for submissions.

To ensure equal treatment of applicants, the organizers cannot give a prior opinion on the eligibility of applicants. No individual replies will be given to questions. All questions and answers, as well as other important notices to applicants during the evaluation procedure will be published on the UfM website as the need arises.

<sup>5</sup> Please note that travel documents will be considered valid only if they will expire after 30/05/2025. Selected participants who need to renew their travel document will be contacted to agree on the submission of a valid travel document.

<sup>6</sup> The list of the accepted certificates is as follows:

- **TOEFL:** minimum score of 83 for the Internet-based test.
- **University of Cambridge:** minimum score of 176 in the First Certificate in English (grade A or B), Certificate in Advanced English, Certificate of Proficiency in English or the Linguaskill online test.
- **IELTS:** minimum score of 6.5 in the Academic or General Training version.
- **Duolingo English Test:** minimum score of 105.
- **School of Modern Languages (EIM) of the Official certificates issued by a public university:** B2 level or higher, either taking the online English accreditation test or other exam formats.

# Evaluation and selection process

The submitted applications will be screened by an Evaluation Committee composed of members of the UfM Secretariat.

Specific selection criteria have been established to develop a clear, non-discriminatory, non-prejudicial, and fair-competition evaluation process. The selection procedure will be based on an evaluation of the following criteria:

- **Relevance**
- **Consistency**
- **Motivation and interest**
- **Previous knowledge related to the chosen UfM Med Youth Lab thematic cluster.**

## Step 1: PRESELECTION

During the opening and administrative check, the following criteria are assessed:

- Date and progressive number of the application. If the stated application deadline is not met, the application is automatically rejected. Furthermore, evaluators will only assess the first 300 applications submitted, any further applications received will be automatically rejected<sup>7</sup>.
- Completion of the application. If the application form is not filled out completely and/or if the

required documents are not uploaded, the application will be automatically rejected.

- Applications will be automatically rejected if applicants:
  - are not 18-29 years old at the time of the application submission.
  - and/or are not from one of the UfM Member States.
  - and/or don't have an intermediate level of English (at least B2).
  - and/or if don't have availability to participate in the UfM Med Youth Lab for its entire duration.
  - participated in the 3rd edition of the Mediterranean Youth Academy in November 2023 in Barcelona – Spain<sup>8</sup>.

<sup>7</sup> If the initial 300 applications do not meet the eligibility criteria, the Evaluation Committee may extend the application period up to two additional weeks to evaluate further submissions.

<sup>8</sup> This criterion will ensure that the UfM youth initiatives reach a broad and variegated public providing capacity-building opportunities to the largest possible number of young people.

## Step 2: EVALUATION OF THE APPLICATIONS

Within step 2, evaluators will consider only the applications that comply with the eligibility criteria. The quality and relevance of the proposals will be evaluated using a 100-point scoring system and considering the applicant's motivations and interest in participating in the UfM Med Youth Lab. Specifically:

- A well-described motivation and interest for participating in the UfM Med Youth Lab and realistic learning expectations – up to 80/100 points.
- Knowledge and experience of the applicant in the chosen UfM Med Youth Lab thematic cluster – up to 20 points.

In the case of applications which may gain the exact same score, up to 2 extra points must be given to applicants who are not residing in the capitals of the eligible countries. Furthermore, applicants with little to no prior professional experience in the development of project proposals/ideas will be favorably evaluated.

**Gender balance** will be a transversal approach to be used in the whole evaluation process to ideally achieve at least a 50% representation of female participants in the UfM Med Youth Lab. In addition,

the **geographical balance** must be guaranteed as well as a general criterion to avoid overrepresentation from a few specific countries and areas.

All these criteria cover the relevance of the applicant, the consistency with the objectives of the call for proposals, the quality of the applicants' interests and motivations. The evaluation grid template is included in these guidelines (ANNEX II) for clarity on the selection procedure.

# Notification of the results

Following a final assessment of the application eligibility and consistency and the clarification of any doubts that may have arisen during the evaluation process, successful applicants will be notified by September 2024. We kindly inform you that only those applicants who are selected will receive further communication from the organizers. If you have not heard from us by September 30, 2024, please consider your application to be unsuccessful.

Any requests for clarification or complaints against the selection process must be submitted

by the concerned applicant to [medyouthlab@ufmsecretariat.org](mailto:medyouthlab@ufmsecretariat.org) within five (5) calendar days after the announcement of the results of the call. The email should indicate the full name of the applicant, the nature of the complaint, and evidence of any alleged breach. Complaints will be examined by the Evaluation Committee based on the information provided. The said Committee will inform the applicant of the decision taken within the following 15 calendar days.

# Signature of the letter of commitment

Selected applicants will sign a letter with the UfM committing to fully attend the UfM Med Youth Lab for its entire duration. Selected applicants who will not fully join the initiative and who will not be able to give a valid and certified reason for their absence will be possibly requested to refund costs related to their participation that would

have already been incurred (i.e., flight tickets, travel insurance, accommodation booking, etc.). Participants who could not upload a valid travel document at the time of the application, will be requested to commit to update it in time for the participation to the UfM Med Youth Lab.

# ANNEX I – Zero-draft Agenda

	Monday, 25 November, 2024					
11:30 – 12:00	Accreditation					
12:00 – 12:30	Welcome Session					
12:30 – 13:30	Lunch					
13:30 – 14:15	Ice Breaking activity					
14:15 – 15:45	<p><b><i>Technical sessions on chosen subtopics (TBD)</i></b></p> <p>During these sessions, one technical expert per thematic priority will deliver a presentation on the selected sub-topics.</p> <table><tr><td>Green Skills</td><td>Youth Mobility for Educational and Professional Exchange</td><td>Youth Engagement in Multistakeholder Dialogue</td></tr></table>			Green Skills	Youth Mobility for Educational and Professional Exchange	Youth Engagement in Multistakeholder Dialogue
Green Skills	Youth Mobility for Educational and Professional Exchange	Youth Engagement in Multistakeholder Dialogue				
15:45 – 16.15	Break					
16:15 – 17:45	<p><b><i>Introduction to Project Development workshops</i></b></p> <table><tr><td>Green Skills</td><td>Youth Mobility for Educational and Professional Exchange</td><td>Youth Engagement in Multistakeholder Dialogue</td></tr></table>			Green Skills	Youth Mobility for Educational and Professional Exchange	Youth Engagement in Multistakeholder Dialogue
Green Skills	Youth Mobility for Educational and Professional Exchange	Youth Engagement in Multistakeholder Dialogue				
From 20:00 ca.	Welcome dinner/Networking					

## Tuesday, 26 November, 2024

09:00 – 09:30

Registration

09:30 – 11:00

### ***Project Development workshops***

Green Skills

Youth Mobility  
for Educational  
and Professional  
Exchange

Youth  
Engagement in  
Multistakeholder  
Dialogue

11:00 – 11:30

Break

11:30 – 13:00

### ***Project Development workshops***

Green Skills

Youth Mobility  
for Educational  
and Professional  
Exchange

Youth  
Engagement in  
Multistakeholder  
Dialogue

13:00 – 14:00

Lunch

14:00 – 15:30

### ***Project Development workshops***

Green Skills

Youth Mobility  
for Educational  
and Professional  
Exchange

Youth  
Engagement in  
Multistakeholder  
Dialogue

15:30 – 16:00

Break

16:00 – 17:30

### ***Project Development workshops***

Green Skills

Youth Mobility  
for Educational  
and Professional  
Exchange

Youth  
Engagement in  
Multistakeholder  
Dialogue

## Wednesday, 27 November, 2024

09:00 – 09:30

Registration

09:30 – 11:00

### ***Project Development workshops***

Green Skills

Youth Mobility  
for Educational  
and Professional  
Exchange

Youth  
Engagement in  
Multistakeholder  
Dialogue

11:00 – 11:30

Break

11:30 – 13:00

### ***Project Development workshops***

Green Skills

Youth Mobility  
for Educational  
and Professional  
Exchange

Youth  
Engagement in  
Multistakeholder  
Dialogue

13:00 – 14:00

Lunch

14:00 – 15:30

### ***Project Development workshops***

Green Skills

Youth Mobility  
for Educational  
and Professional  
Exchange

Youth  
Engagement in  
Multistakeholder  
Dialogue

From 15:30

Field visits

## Thursday, 28 November, 2024

09:00 – 09:30

Registration

09:30 – 11:00

On-site visits to UEMF innovation centers

11:00 – 12:00

### ***Grant management workshop***

Grant Management / How to look for funds (TBC)

12:00 – 12:30

Break

12:30 – 13:30

### ***Soft skills workshop***

Public Speaking (TBC)

13:30 – 14:30

Lunch

14:30 – 16:00

### ***Participants' presentation session***

During these sessions, selected participants will have the chance to present a project/initiative they are involved in.

From 17:00

Visit to Fes Medina (TBC)

From 20:00 ca.

Networking Dinner

## Friday, 29 November, 2024

09:30 – 10:00

Accreditation

10:00 – 10:30

Opening Remarks

10:30 – 11:00

UfM Youth Programme Presentation

11:00 – 11:30

Break

11:30 – 13:00

### ***Med Youth Lab Pitch Session***

Participants will present the projects developed during the workshops and a pitch jury to give feedback.

13:00 – 14:00

Lunch

14:00 – 15:30

### ***Med Youth Lab Pitch Session***

Participants will present the projects developed during the workshops and a pitch jury to give feedback.

The final agenda will be provided to participants before the event. Please note that there might be changes to the schedule and topics from those outlined in the zero-draft.

# ANNEX II – Evaluation Grid Template

Criteria	Description	Points	Evaluator's Score
MOTIVATION AND INTEREST		80	
Description of motivation	Has the applicant described his/her motivation to participate in the UfM Med Youth Lab in a consistent, relevant and organized way? Has the applicant added some personal/professional motivations to his/her description?	0 - 40	
Learning expectations	Does the applicant have ambitious, yet realistic expectations? Are his/her expectations consistent with his/her motivation to participate in the UfM Med Youth Lab?	0 - 40	
KNOWLEDGE AND EXPERIENCE		20	
Previous knowledge/ experience in the chosen thematic cluster	Does the applicant share relevant experiences and/or interests in the specific thematic cluster?	0 - 15	
Previous professional experience in development of project proposals/ideas	Applicants with little to no prior professional experience in development of project proposals/ideas will be favorably evaluated.	0 - 5	
PRELIMINARY SCORE ADDITIONAL POINTS		100 2	
Geographical diversity	In the case of applications which may gain the exact same score, up to 2 extra points must be given to applicants who are not residing in the capitals of the eligible countries.	0 - 2	
FINAL SCORE		102	

# MedYouth Lab



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The UfM Secretariat  
is co-funded by the  
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