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Educational Coordinator for the 2025 UfM Med Youth Lab - 18 - PRO577SCA-2025

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1. BACKGROUND INFORMATION

1.1. Partner country

N/A

1.2. Contracting Authority

The Secretariat of the Union of the Mediterranean (UfM Secretariat).

1.3. Relevant background

- The [Union for the Mediterranean](#) (UfM) was created by 42 Euro-Mediterranean Heads of State and Government on 13 July 2008 at the Paris Summit for the Mediterranean. It was launched as a continuation of the Euro-Mediterranean Partnership (Euro-Med), also known as the Barcelona Process. The Secretariat of the UfM was created by a decision of the UfM Heads of State and Government on 4 November 2008 in Marseille.
- The UfM constitutes a framework for political, economic and social relations between the European Union and the Southern and Eastern Mediterranean countries and is inspired by the goals set out in the Barcelona Declaration, namely working towards the creation of an area of peace, stability, security and shared economic prosperity, as well as full respect for democratic principles, human rights and fundamental freedoms and promotion of understanding between cultures and civilisations in the Euro-Mediterranean region. The UfM Secretariat ensures operational follow-up of the regional priorities identified and, in partnership with key international actors, promotes region-wide cooperation projects and initiatives that address the root causes of the current regional security and socio-economic challenges to foster enhanced regional integration and sustainable development.
- Within this framework, during the meeting of the UfM Senior Officials for 2021, and just ahead of the 2022 European Year of Youth, the 42 member states adopted unanimously the [UfM Youth Strategy 2030 – Euro-Mediterranean Youth towards a common goal](#). The Strategy is a concrete response to urgent Mediterranean Youth needs and obstacles that prevent them from gaining full access to their inherent potential as agents of positive change towards securing a human and sustainable development, hence enhancing their empowerment.
- Following the adoption of the UfM Youth Strategy, the [UfM Youth Agenda: Call for Action](#) was presented in November 2023. The UfM Youth Agenda is a set of proposals and recommendations for governments, international and regional organisations, and youth groups to reinforce the role of young people tackling major global challenges by 2030. Specifically, the Agenda is structured around three (3) priority areas - Youth Engagement in (i) Environment and Climate Action, (ii) Education and Employment, and (iii) Social Inclusion and Participation – and twelve (12) actionable steps. The UfM Youth Agenda was presented during the [UfM 2023 Youth Event - Youth engagement for a sustainable and inclusive Mediterranean](#), held in November 2023 in the framework of the third edition of the Mediterranean Youth Academy.
- In November 2023, the UfM co-organised the [third edition of the Mediterranean Youth Academy](#) (MYA) in Barcelona, Spain, with the support of the German Development Cooperation (GIZ) and in collaboration with the Mediterranean Youth Foundation (MYF). The 3rd edition of the MYA involved 100 young participants in a four-day training program, aimed



at promoting awareness and involving youth in the response to Mediterranean issues and challenges: specifically, climate change, youth unemployment, and social inclusion.

The UfM Med Youth Lab initiative (2024 and 2025)

- Building upon the experience of the 3rd edition of the MYA and 2023 UfM Youth Event, co-organized in November 2023, the UfM launched a new capacity-building initiative targeting youth: the UfM Med Youth Lab. This initiative is fully funded by the German Development Cooperation (GIZ) and includes two editions. The [first edition of the UfM Med Youth Lab](#) has been already held in November 2024 in Fes, Morocco, and a second one to take place in 2025 combining with an hybrid agenda, both online and onsite in Tirana, Albania. The UfM Med Youth Lab is a youth initiative with a strong capacity-building approach, focusing on project development as a tool to allow young Mediterranean people to transform their ideas into concrete project proposals. Besides the overall focus on Project Development, each edition will also delve into three specific thematic clusters linked with the three thematic priorities of the UfM Youth Agenda: Call for Action.

The 2025 UfM Med Youth Lab (2nd edition)

- The 2025 UfM Med Youth Lab targets ca. 60 young people (18-29 years old) from UfM Member States (most participants are foreseen to be from countries eligible for the full coverage of their participation costs¹).
- The program will include two core parts: (i) an online training on project development, soft skills, and thematic sessions by experts, and (ii) teamwork workshops and a final pitch event in Tirana, Albania. The online training shall take place between May and July 2025 (TBC), for a total of 15 hours approximately. The on-site workshop in Tirana will be held in the last week of September (specific dates TBC).
- The 2025 edition of the Med Youth Lab will focus on three thematic clusters: **(i) Youth & Climate Adaptation, (ii) Youth from Education to Work, (iii) Youth in Peacebuilding.**
- Participants will be selected through an open Call for Applications, foreseen to be launched in April 2024. Eligible applicants must be between 18 and 29 years old at the time of the application, be nationals of UfM Member States, and have some prior knowledge or professional experience related to one of the three thematic clusters of the initiative. Priority will be given to those with limited or no experience in project development and to applicants with minimal engagement in initiatives or fora organized by international and intergovernmental organizations. The final selection will ensure a balanced representation based on gender, geography, and chosen thematic cluster.
- The online training will give participants a common background on project development

¹Estimated breakdown of participants: 45 from the Southern Mediterranean, 10 from Balkans, up to 15 from the EU and other UfM Member States (self-funded). Only participants from the following countries will be eligible for the full coverage of all the costs related to their participation: Albania, Algeria, Bosnia and Herzegovina, Egypt, Jordan, Lebanon, Libya, Mauritania, Montenegro, Morocco, North Macedonia, Palestine, Tunisia, and Türkiye. Participants from the other UfM Member States will need to cover the costs related to their participation.



methodologies and tools as well as a general understanding of the three thematic clusters and their importance in the Euro-Mediterranean context, including case studies and practical exercises. The aim is building participants' technical skills on project development (i.e., how to identify a problem to tackle, define the project's target; how to build partnerships, budget breakdown etc.) and soft skill (i.e., pitching, PPT draft, etc.), while setting a common background on the three thematic clusters. The Contractor shall propose a concrete methodology for the online training which, for example, can include both webinars and self-paced e-learning modules.

- The teamwork workshops and final pitch event in Tirana, Albania will include 3 days of hands-on non-formal education workshops to support young participants in drafting their project proposals (up to 4 per thematic cluster), and a final pitch event during which these proposals will be presented in front of a pitch jury and attendees representing UfM stakeholders. The agenda of the onsite workshops will also include one field visit to an innovation centre in Tirana (specific venue TBC) and networking sessions for participants. Both the field visit and networking session will be organised by the UfM, the Contractor is not requested to propose any specific methodology related to these two segments, but they shall consider in the structure of the agenda of the on-site workshops.
- During the onsite workshops, young participants will be divided in three macro groups according to the thematic clusters they choose during the application process. In any of these three macro groups, participants will collaborate in small teams (up to 5-6 people per team) under the guidance and facilitation of the Educational Coordinator and trainers who will guide them in drafting full project proposals and preparing them for the pitch event.
- During the final pitch event to be held in Tirana, young participants will pitch their project proposals (in principle, 12 proposals in total, 4 per each thematic cluster) to a public of UfM stakeholders (representatives of UfM Member States, Civil Society Organisations, and Euro-Mediterranean experts).

The UfM Med Youth Lab Educational Coordinator

- The Educational Coordinator will guarantee a quality and coherent structure of the program of the initiative, both online and onsite, working in close collaboration with the UfM Project Manager in the phases of planning, implementation, and follow-up of the Med Youth Lab initiative.
- They will also act as a liaison officer between the UfMS, the trainers, thematic experts, and pitch jurors involved in the initiative guiding and coordinating their work to secure a meaningful capacity-building component and a smooth implementation of all the parts of the agenda, both online and onsite.
- They will propose and implement relevant non formal capacity-building methodologies and approaches that will also take into consideration the institutional setting of the initiative.
- They will elaborate methodologies to guarantee high and meaningful engagement of participants (i.e., icebreakers, gamification, etc.).
- They will draft the non-formal education material, including but not limited to presentations, project proposals templates, pitch guidelines for participants and jurors, etc.
- They will collect feedback by Participants, Trainers, Thematic Experts, and Pitch Jurors according to their level of participation. Feedback must be collected both for the online and



onsite program and, for participants, it shall also include baseline and post-training assessments to highlight improvements in knowledge and skills.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The overall objective is to facilitate the successful delivery of the UfM Med Youth Lab 2025, ensuring that the program's capacity-building activities are impactful, well-coordinated, and enable young participants to develop complete project proposals addressing key regional issues. This includes fostering an environment conducive to learning, collaboration, and innovation among participants from diverse backgrounds.

2.2. Specific Purpose

To design, implement, and oversee a capacity-building program on project development for the UfM Med Youth Lab 2025, ensuring alignment with the UfM Youth Agenda and relevance as regards the topics of the initiative: (i) Youth & Climate Adaptation, (ii) Youth from Education to Work, (iii) Youth in Peacebuilding. This involves leading on the agenda structure and content of both the online training on project development and soft skills as well as the teamwork workshops and final pitch event in Tirana, Albania. Overall, the Educational Coordinator must ensure that participants are equipped with the necessary skills and knowledge to create actionable project proposals through a combination of interactive workshops, expert-led sessions, and practical exercises. Additionally, the purpose includes guiding and coordinating with trainers, thematic experts, pitch jurors, and other involved stakeholders to ensure program coherence and participant engagement.

2.3. Expected outputs to be achieved by the contractor

The service will be paid on the basis of the delivery of the specified output(s). Payments might be totally or partially withheld if the contractual result(s) have not been reached in conformity with the detailed terms of reference. Payment(s) is/are based on the approval of this/these deliverable(s). Partial payment has to be determined according to the partial implementation.

3. ASSUMPTIONS & RISKS

3.1. Assumptions

- Availability and cooperation of selected trainers and thematic experts.
- Active engagement of participants throughout the online and onsite program.
- Logistical feasibility of conducting both online and onsite activities.

3.2. Risks

- Limited engagement from participants in the online phase.
- Logistical challenges related to the onsite activities.
- Potential delays in the program implementation.

4. SCOPE OF THE WORK

4.1. Results to be achieved by the Contractor

Under the overall supervision of the UfM Social and Civil Affairs Division, with a reasonable distribution of resources, the contractor is expected to assist with the elaboration of the **program of**



the 2025 UfM Med Youth Lab. Specifically:

1) Build and engage the educational team

- Identify and recruit at least 3 Trainers with a solid experience in Project Development who will be involved in the program, both online and onsite. Trainers are expected to be in Tirana in the last week of September at least for 3 days; the related travel costs are covered by the total amount of the contract. While Trainers must be In Tirana for the three days of teamwork workshops, their presence at Final Pitch Event on the fourth day is not mandatory.
- Identify and recruit at least three Thematic Experts with extensive knowledge of the three thematic clusters² and with related expertise in the context of the Euro-Mediterranean region. The Thematic Experts will deliver online thematic sessions of approximately 1h30 of duration each. The presence of the Thematic Experts in any of the activities in Tirana is not required.

All the fees related to the engagement of Trainers and Thematic Experts are covered by the total amount of the contract.

For the 4-day on-site gathering the UfM will guarantee the presence of at least one UfM Project Manager. Furthermore, according to the final number of participants, the UfM can fund the participation of up to three coaches who can possibly support the educational team in facilitating the work of the teams that will develop the project proposals. UfM will also identify, engage, and cover the travel expenses of the Pitch Jurors. However, the coordination of their role and the provision of relevant information and documents are included in the tasks of the Educational Coordinator.

2) Design and implementation of the Med Youth Lab program:

- Drafting a comprehensive and coherent program of the 2025 UfM Med Youth Lab activities, including (i) online training on project development for a total duration of 15 hours approximately, and (ii) onsite workshops for participants to work in small teams to develop concrete project proposals and prepare for the final pitch event. The program shall also include at least three online sessions to be delivered by the Thematic Experts on the thematic clusters of the initiative and specific sessions on soft skills (i.e., pitching, PPT draft, etc.) to be delivered either online or onsite according to the methodology proposed by the Contractor.
- For the online training, the Contractor is expected to propose a capacity-building program of approximately 15 hours, including at least three thematic sessions on the thematic clusters to be led by the Thematic Experts. The specific format of the online capacity-building on project development shall be proposed by the Contractor (i.e., a series of short webinars, self-paced e-learning modules, etc.). Regardless the specific format that will be proposed in

² (i) Youth & Climate Adaptation, (ii) Youth from Education to Work, (iii) Youth in Peacebuilding.



the offer, the Contractor is expected to use its own equipment (i.e., Zoom license, other online platforms and tools).

- For the onsite workshops and final pitch event, the Contractor shall provide a complete program (agenda and methodology) also including icebreakers and sessions to prepare the participants for the final pitch event. Similarly, the Contract shall provide all the relevant templates to be used by the participants to draft their project proposals as well as the guidelines and relevant documents for Pitch Jurors (i.e., evaluation grids).
- Develop baseline and post-training assessments to measure participants' skill improvement in project development.
- Develop and monitor a detailed timeline and project management plan to ensure timely execution of all the UfM Med Youth Lab's program components.
- Creation of templates to be used by participants and Pitch jurors (i.e., mock call for projects, project templates, pitch guidelines and evaluation grid, feedback survey, etc.).
- Deliver sessions of the program, both on-line and onsite, coordinating with Trainers and Thematic Experts (i.e., sessions on project development theories, orientation sessions for participants to introduce the program structure and objectives, closure sessions to gather feedback, etc.).

3) Coordination of Trainers, Thematic Experts, and Pitch Jurors:

- Organize online/onsite coordination meetings with Trainers, Thematic Experts, and Pitch Jurors to align on objectives and expectations and continuously liaise with them to ensure program coherence.
- Organize an online debrief session with Trainers, Thematic Experts, and Pitch Jurors at the end of the program to gather insights and suggestions for future improvements.
- Integrate feedback mechanisms to continually improve the program based on inputs and feedback by the UfM Project Manager as well as by trainers and thematic experts.

4) Engagement of participants:

- Develop strategies to enhance participant engagement and interaction – using mainly non-formal education methodologies and interactive tools (i.e., online discussion forums and networking sessions).
- Develop a specific online engagement plan to sustain participation between online and onsite sessions.
- Develop strategies for possible conflict resolution among participants.
- Gather feedback from participants (as well as other involved actors like Trainers, Thematic Experts, and Pitch Jurors) on their experience with the UfM Med Youth Lab.

The above timing will have to consider that the deliverables and any other requested document will be subject to comments, suggestions, and revisions, at least by the UfM Secretariat; therefore, adequate time and arrangements may have to be set in place.

4.2. Project management

4.2.1. Responsible body

The project will be managed by UfM Social & Civil Affairs Division.



All issues related to the technical elements in relation to this contract, mainly the specific activities as outlined in section 4.1. of these Terms of Reference, shall be taken by the project manager nominated by the contracting authority pursuant to special conditions of contract Article 2.1. The project manager will ensure these tasks in accordance with UfM internal rules and procedures.

5. LOGISTICS AND TIMING

5.1. Location

Primarily remote with regular communication with the UfM Secretariat (Barcelona). Attendance required in Tirana, Albania in the last week of September 2025 for a total of 4 days of onsite activities. It is recommended to arrive a couple of days before the start of the event to coordinate in-person with trainers and experts. The costs of the mission to Tirana are covered by the total amount of the contract.

5.2. Commencement date & Period of implementation of tasks

The intended start date is the day of signature of the contract and the period of implementation of the contract shall be until 31 October 2025, including program's preparation and reporting.

6. REQUIREMENTS

6.1. Personnel

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be able to provide input as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well on any potential interference or conflict of interest of the proposed expert in his/her function as expert and his/her present or previous functions working as civil servant. Moreover proof should be submitted that the expert is seconded or on personal leave.

6.1.1. Experts

The selection procedures used by the contractor to select the experts who provide input to the contract must be transparent, must guarantee the absence of professional conflicting interests and the absence of any discrimination based on former or current nationality, gender, place of residence, or any other ground. The findings of the selection panel must be recorded.

The Organisation & Methodology must include a paragraph demonstrating that a gender sensitive experts' selection procedure has been applied³.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.



The minimum requirements covered by the team of experts as a whole are detailed below:

- Solid experience in management of large-scale, international youth events managing and coordinating multiple-type teams both in a non-formal education and institutional setting, preferably in the Mediterranean context.
- Extensive experience in project management and project development under various international schemes.
- Previous experience in delivering educational content to young people (18-30 years old) applying non-formal education methodologies.
- Specific knowledge or/and experience related to the thematic clusters of the initiative - namely, (i) Youth & Climate Adaptation, (ii) Youth from Education to Work, (iii) Youth in Peacebuilding.

The Organisation and Methodology should demonstrate how the contract will comply with these requirements to accomplish the desired outputs. The Organisation and Methodology may include the names of experts and respective profiles. Compliance (yes/no answer) of the team (as a whole) with the requirements will be checked, but there will be no marks given to the experts. All experts must be independent and free from conflicts of interest in the responsibilities accorded to them.

6.1.2. Support facilities & backstopping

The costs for support facilities, including backstopping, are included in the tenderer's financial offer.

6.2. Office accommodation

Office accommodation for each expert working on the contract is to be provided by the Contractor.

6.3. Facilities to be provided by the contractor

The Contractor shall ensure that experts are adequately supported and equipped. In particular, it should ensure that there are sufficient administrative, secretarial and interpreting provisions to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support its activities under the contract and to ensure that its employees are paid regularly and in a timely fashion.

The Contractor will be responsible for:

- Support facilities, administration and financial management
- Provision of the experts and the necessary support staff, as defined in the Terms of Reference
- Quality control and timely delivery of all outputs in line with the agreed work plan
- All support staff and support facilities
- All necessary equipment for the team of experts

6.4. Equipment

No equipment is to be purchased on behalf of the Contracting Authority as part of this service contract or transferred to the Contracting Authority at the end of this contract. Any equipment

³ Note that gender balance refers not only to numerical parity, but also to the level of employment and remuneration, roles and functions.



related to this contract which is to be acquired must be purchased by means of a separate supply tender procedure.

7. REPORTING

7.1. Submission & approval of reports

The reports must be submitted in English to the Project Manager. The Project Manager is responsible for approving the reports.

Following the comments received, the Contractor will send a revised version by e-mail, before formally submitting the final version.

The approved version of the final report shall be submitted in two copies (one hard copy plus **one electronic version** (MS Word format)) to the Manager in charge. These final versions must be accompanied by the final invoice.

The Secretariat will provide its comments on the submitted Inception, Interim and Final reports, within 10 working days upon receipt according to the above indicated timing.

To summarise, the Contractor shall provide reports as per the Table below; payments will be made accordingly.

Deliverable	Content	Proposed timing
Inception report	Work plan for the project and updated methodology including first draft of the program of the online training	April 2025
Interim Report	Progress update on preliminary outcomes including reporting on the online training and provide and updated methodology and program for teamwork workshops and final pitch event	July 2025
Final Report	Summary of support provided, outcomes, achievements, issues encountered, with feedback and recommendations	October 2025

* Dates are provisional and to be finalised in the Inception Report subject to approval by the UfM.

Language:

The reporting language, as well as all writing communication between the Secretariat and the Contractor, will be in English. The working language will be English.