



Terms of Reference for Coordinator for conceptual preparation of LEADER/CLLD Youth Camp

1. Background

The overall aim for rural transformation of the Western Balkan countries is to be in line with the EU rural policies. The participation of rural youth is very important segment in this challenge to help them use the opportunities produced by modernization in the agriculture and emerging businesses in non-farm sectors in rural areas. LEADER/CLLD approach is one of the mechanisms that offers opportunity for meaningful public participation among rural stakeholders particularly rural youth. Therefore, the aim of the Balkan Rural Development Network - BRDN is to strengthen the participation of rural youth as part of the LAGs in the WB countries as driving vehicle that will bring forward fresh and innovative ideas on crucial issues such as “agricultural productivity, commercialization and diversification of production patterns and livelihoods within rural communities.

The project “LEADER/CLLD Youth Camp” envisages preparation and implementation of a three-day training of rural youth regarding LEADER/CLLD approach entitled as LEADER/CLLD Youth Camp. Young representatives from the six Balkan countries (Albania, Bosnia and Herzegovina, Serbia, Montenegro, Kosovo and N. Macedonia) will attend the workshop to learn how to actively participate in local community decision-making processes and to provide opportunities to address their needs and the needs of the local stakeholders in order to improve living conditions in rural areas.

The activity will be implemented by BRDN on the territory of the Republic of Montenegro with local support from representatives of the Network for Rural Development of Montenegro.

The project aims at promotion of sustainable rural development through improvement of the knowledge and capacity of rural development stakeholders, with a special focus on youth and contributing to mitigation of the overall negative effects of COVID-19 pandemic in the Western Balkan countries.

2. Objective of the assignment

For conceptual preparation of the three-day LEADER/CLLD Youth Camp, BRDN will engage an external expert/Coordinator. The overall objective of the assignment is to provide support in the organization and implementation of the three-day training and coordination among all stakeholders, towards achieving the final expected results of the project. The Coordinator will work with the BRDN members to define clear selection/ participation criteria and to identify the stakeholders/participants, as well as to select the location of the event. Furthermore, the Coordinator will be included in the whole process of the preparation and implementation of the activity and will coordinate with the BRDN Secretariat, the local focal point from Montenegro and the trainers, the logistical preparation of the training and defining the three-day agenda of the training. The Coordinator shall provide on-time information regarding the training to all identified participants; ensure proper implementation of the operational procedures of BRDN and the donor; and prepare the reporting material of the training.

3. Tasks

The external expert/ Coordinator is expected to undertake the following tasks:

- Coordination with the BRDN Secretariat, the Local Focal Point and the trainers in the preparation and implementation of the three-day LEADER/CLLD Youth Camp;
- Actively cooperate in identification of the participants and preparation of the agenda;
- Prepare invitations and registration forms; and prepare a list of confirmed participants;
- Provide on-time information about the training to all participants;
- Cooperate with the Local Focal Point in Montenegro and actively engage in the logistical preparation of the training;
- Ensure proper implementation of the operational procedures of BRDN and the donor;
- Prepare reporting materials, including list of participants, photos of the training and report of the three days of implementation of the training.

4. Consultant Skills and Experience Required

The external expert/Coordinator must have previous experience in similar assignments specifically as follows:

- Knowledge and experience in project implementation and organization of trainings, workshops and events;
- Knowledge in the area of rural development and the work of BRDN and its member networks;
- Fluent knowledge of English language;
- Good communication, organization, facilitation and interpersonal skills;
- Good time management skills;

5. Timeframe

The LEADER/CLLD Youth Camp shall be organized from May 24th till May 28th, 2021.

6. Estimated workload

20 consultancy days for preparation, implementation of the training and reporting.

7. Evaluation criteria

Price and competence

8. Terms of payment

The payment will be conducted in two instalments upon delivery of Timesheet. The first instalment will be paid for 10 consultancy days for coordination and preparation of the training. The second instalment will be paid for 10 consultancy days for final preparations, execution and reporting.