

Terms of Reference

Policy dialogue facilitator - youth expert based in Nepal

Updated on 16 January 2024, changes marked in yellow.

Reference: Policy dialogue facilitator - youth expert based in Nepal

Project: WYDE Civic Engagement

1. Purpose: Elbarlament is recruiting a consultant based in Nepal (hereafter: the service provider) to convene, animate and facilitate a policy dialogue process on national youth policies following the INSPIRED approach developed by the European Partnership for Democracy (EPD).

The service provider will sign a service contract with elbarlament e.V., intended to take effect in January 2024.

2. Background: Elbarlament is a peacebuilding and democracy support organisation, with a special focus on empowering women and youth. We implement democracy support and peacebuilding projects in four thematic fields: Arts & Culture; Civic Education; Environment & Climate Change; Women, Peace and Security. We support parliaments, governments, civil society actors and international institutions, implementing projects and delivering consulting services in German, English, French and Arabic. Our international and multilingual team is based in Berlin, Cologne, and Erbil (Iraq).

Elbarlament is currently implementing activities in the framework of the project WYDE Civic Engagement. The project, which is financed by the European Union, aims to improve the enfranchisement, empowerment, and inclusion of youth in all levels of democratic participation at the national, regional, and global scales.

3. Objectives and expected results: The specific objective of this assignment is to convene, animate and facilitate a policy dialogue process on national youth policies following the

INSPIRED approach. To this end, the youth expert will receive appropriate support by elbarlament in the form of training and coaching (estimated duration of the entire process and of the contract: 9 months). To this end, the service provider will implement the following tasks:

- To conduct a mapping of key stakeholders active in the field of national youth policies and to engage them in a Collective Assessment phase to identify the key challenges, priorities, and windows of opportunity for improving youth political participation in Nepal (approximately 2 months).
- To produce a Participatory Policy Assessment (PPA) report in English language based on the contributions made by the different stakeholders involved in the Collective Assessment phase. To this end, the youth expert will count on the guidance of an international consultant to be hired by elbarlament to identify and consult primary sources (interview partners or focus group participants) and relevant secondary sources (public policy documents, laws, regulations, think tank reports, etc.) in line with the INSPIRED approach¹ (approximately 1 month).
- To identify and invite to the INSPIRED dialogue process the main institutional stakeholders dealing with youth policies and to keep them engaged along the full duration of the Consensus-building phase (approximately 3 months).
- To coordinate the drafting of a Roadmap for reform outlining the shared vision and key priorities identified by all the stakeholders engaged in the policy dialogue process (approximately 1 month).
- To launch the Monitoring and Alignment phase by coordinating the division of labour among the signatories of the Roadmap and by establishing adequate feedback, reporting and revision mechanisms (approximately 2 months).

The maximum total number of working days for this assignment is 60 days, distributed according to the needs of the dialogue process (5-7 days per month, 9 months in total).

¹ More information about INSPIRED can be found on the INSPIRED wiki: <https://inspired.epd.eu/guide/how-does-inspired-work-in-practice/collective-assessment-phase/the-participatory-policy-analysis-ppa>. The PPA report shall include the following sections: Context and problem definition, policy landscape, implementation mechanisms, institutional framework, indicators, conclusion

4. Remuneration: The remuneration for this assignment is to be based on a working day rate (including all applicable taxes). The service provider is required to provide time sheets at the end of the assignment.

5. Qualifications: The youth expert will possess the following qualifications to receive the maximum score for their CV, which is to be included in their technical offer:

- A master's degree or a comparable degree in a relevant field (social sciences, international relations, development studies, regional/area studies, project management or evaluation, etc.),
- Fluent in English,
- At least **five** years of working experience in the international cooperation sector, working with a wide range of stakeholders (CSOs, government officials at different levels: national, provincial, local), donors, etc),
- **Experience** of writing stakeholder and mapping studies, policy papers, project evaluations or similar reports,
- Experience with designing dialogue processes and with facilitation techniques is an advantage.

Women, young persons and persons with a disability are strongly encouraged to apply.

6. Application and selection: Candidates are invited to submit the application documents detailed below. Incomplete applications will not be considered.

- A technical offer consisting of a short cover letter describing the overall interest in the position and outlining how the service provider intends to fulfil the assignment (on max. one page), and a CV.
- A financial offer that states the professional daily fee rate and the total amount requested for delivering the services described in these ToR, all taxes included.

7. Evaluation criteria: The application packages will be assessed by elbarlament e.V. against the criteria listed in Annex I. Candidates scoring at least 75/100 with regard to the evaluation grid below (Annex I) for their technical offer will have their financial offer considered. Elbarlament reserves the right to enter a negotiation with the candidates on the

financial offer proposed by them, before finalising the evaluation process. The technical offer will be weighted at 70%, the financial offer will be weighted at 30%.

8. Deadline and selection modalities: Interested candidates are invited to submit the application documents by **25 January** at 12.00 CET by sending an email to recruitment@elbarlament.org, copying bloching@elbarlament.org.

ANNEX I - Evaluation grid

Criteria	Score
Relevant master or comparable degree	10
Fluent in English (C2 level)	20
Number of years of relevant work experience	30
Experience with writing studies / conducting research	30
Experience with designing dialogue processes and with dialogue facilitation techniques	10
Overall total score	100