

**TERMS OF REFERENCE**  
**KNOWLEDGE TRANSFER & ONLINE TRAINING SESSION**  
**YOUTHopia Get Together Workshop**  
**“Unboxing the European Cohesion Policy”**

The Assembly of European Regions (AER) is looking for facilitator(s) to plan and conduct an online session to inform and engage young people about EU Cohesion Policy, from its legislation, passing through the different programmes and opportunities that are being funded in Europe, to its communication.

### **Background**

The YOUTHopia project is a communication campaign co-funded by DG REGIO and composed of two organisations: the Assembly of European Regions (AER) and Babel International (CaféBabel), a multilingual online magazine. Five AER member regions are involved in the project: Western Slovenia, Donegal County Council, Union of Cyprus Municipalities and Košice Self-governing region. The aim of YOUTHopia is to raise awareness of the concrete benefits of EU Cohesion Policy to boost the economic and social well-being of citizens and regions through programmes, projects, and services, with a focus on youth employment and the transition towards a green and climate-neutral Europe.

#### **1. Online session**

“Unboxing the European Cohesion Policy” will consist of three online sessions, each by a different facilitator:

- **Session #1:** *The legislative process behind the EU main investment tool and avenues of participation in policy-making for youth.*
- **Session #2:** *How Does It Work in Practice? An Overview of Funding and Opportunities for Youth.*
- **Session #3:** *Story-telling or the Art of Making European Cohesion Cool.*

These are the indicative dates for the sessions (dates can be changed): **27th July, 3rd and 10th August (15:00 - 17:00 CEST)**

## 2. Coordination with the AER

For a successful session, the facilitator will work in close cooperation with the AER throughout the preparation of the sessions before, during and after.

AER will provide the facilitator with the necessary information and tools to comply with the EU requirements, as well as logos and information concerning the project's visual identity.

To make the sessions more dynamic, the facilitators will also be supported by the [Presidium of our Youth Regional Network](#) to create breakout rooms or other activities that need co-facilitation. They will assist in creating breakout rooms and coordinating additional activities that require extra support.

## 3. Qualifications:

For **session #1**, we are searching for a facilitator who has the following skills:

- Digital competences: the facilitator should be proficient in engaging with participants online in a concise and effective manner using tools like Slido and Zoom.
- Familiarity with Cohesion Policy and EU legislation process in general, and preferably of EU Cohesion Policy (or willingness to dig a bit more into the topic) as well as with advocacy tools for engaging with EU policy-makers.
- Experience facilitating group discussions, workshops, or public meetings with young people.
- Strong communication and interpersonal skills: Being able to engage with participants and create a friendly learning environment.

**Core objective** of this session is to equip young people with the knowledge of how this European policy comes to life (main processes, stakeholders involvement, multi-level governance), and equip them with the tools to have a say in EU policy-making - via consultations, European Citizens' Initiative (ECI) and other tools available).

**For session #2** we are searching for a facilitator who has the following skills:

- Digital competences: the facilitator should be proficient in engaging with participants online in a concise and effective manner using tools like Slido and Zoom.
- Familiarity with EU legislation process in general, and preferably of EU Cohesion Policy (or willingness to dig a bit more into the topic) as well as with project management and EU projects' functioning.
- Interactivity and Organisation: The facilitator should possess strong interactive skills, encouraging active participation and engagement from participants. They should be able to present information in an organised and visually appealing manner, utilising eye-catching visuals to enhance understanding and retention of the topics discussed.

**Core objective** of this session is to inform young people of opportunities available to them under Cohesion Policy (such as different calls for projects mapped with the help of AER), and give some introductory notions of project development and management.

**For session #3** we are searching for a facilitator who has the following skills:

- Digital competences: the facilitator should be proficient in engaging with participants online in a concise and effective manner using tools like Slido and Zoom.
- Familiarity with European Union institutions and working.
- Knowledge of communication trends and tools, including digital tools, and storytelling methodology and copy-writing.
- Strong communication and interpersonal skills: Being able to engage with participants and create a friendly learning environment.

**Core objective** of this session is to teach participants the ropes of storytelling, and relate it to the European Union and the benefits it has on the life of every-day citizens, in particular thanks to Cohesion Policy, and other investment and policy priorities. The facilitator should be capable of inspiring participants and introducing them to the art of storytelling, sharing techniques and best practices.

#### **4. Responsibilities/tasks:**

**The expected tasks that the facilitator will be assigned are:**

- Planning and conducting a dynamic online session (2h – with 15-minute break) with an expected number of 60 participants.
- Engaging participants in the topic with gamification, icebreakers, and other interactive methods.
- Using examples of good practices.
- Writing a short evaluation report of the session (3 pages).

#### **5. Approximative timeline of the services:**

- First coordination meeting about technicalities, content, and script, (DATE)
- A first draft version of the presentation by the X
- Final draft of the presentation by the X
- Final Coordination Meeting on X
- Online session on X
- Final written report of the session on X

#### **6. Budget:**

The maximum budget available for each session (evaluation report included) is **600 EURO**, VAT and any other taxes included.

Payment will be released only in Euro, no other currency.

#### **7. To Apply (who to contact):**

Interested parties are required to submit the following documents to [a.comacchio@aer.eu](mailto:a.comacchio@aer.eu) and [e.hayes@aer.eu](mailto:e.hayes@aer.eu) on or before 10 June 2023 with the subject line “Unboxing the European Cohesion Policy: First session”:

- 1- A short motivation letter explaining why you would be suitable to facilitate this session.
- 2- Short page of the different activities/formats you would plan for the session.

Interested parties can apply to run one or more sessions, depending if they meet the required qualifications.

#### **8. Conditions**

Please note that the sessions will be recorded. The recordings will be made available after the sessions and disseminated via AER channels.