

## Call for rapporteur for the European conference of the Europe Goes Local project

**JINT vzw is looking for a rapporteur who will be part of a team that will take care of the implementation of the European conference of the project called "Europe goes local – Supporting youth work on municipal level" (hereinafter "EGL") in 2025.**

JINT vzw is the Flemish knowledge centre for international youth mobility and international youth policy and is the implementing National Agency for the Erasmus+ Youth in action programme of the European Commission in Flanders, Belgium.

### The project

The EGL project is a long-term strategic partnership between the National and their partners.

The core aim of the project is to raise the quality of local youth work in particular through enhanced cooperation between various stakeholders that are active at the municipal level. The Partnership currently involves about 200 members who represent around 120 municipalities in the participating countries.

### Parameters of the Conference

Date:	Dates to be defined together with the selected team. The event is foreseen for March-April 2025
Duration:	0,5 day – 1 day – 0,5 day (+ arrival by the team one day before the event starts)
Venue:	Prague, The Czech Republic
Number of participants:	~100-110

### The specific focus of the 2025 EGL event as it was agreed by the EGL Advisory Board

- capacity building: local policy and strategy development
- partnership building, provision of youth work at the municipal level, awareness raising on using the programmes (ESC, E+) for the benefit of municipal level youth work

### Target group

Municipal officials, decision-makers and local youth work providers, umbrella organizations

### Agenda and working methods

The event will combine formal and non-formal methods, keynote speeches and roundtable discussions during plenary sessions, while non-formal learning methods will be applied to guarantee the maximum level of exchange between the participants.

The agenda should include specific learning paths for the different profiles and an inbuilt EGL Advisory Board meeting.

### Profile of the facilitators

Essential:

- Experience in facilitating and moderating international events with at least 100 participants
- Familiarity with the youth sector in Europe, awareness of the role of different stakeholders
- Extensive experience in both formal and non-formal methods applicable at the conference

- Proficiency in working with small groups in workshops
- Familiarity with methods that support exchanges of information and ideas between all participants of the event
- Fluency in English
- Familiarity with Europe Goes Local

Advantage:

- Knowledge of and experience with local level youth work
- Familiarity with digital tools that can be used during the event

### Tasks of the rapporteur

- Working together with the preparation team of the event to create the final report. To develop the report, works together with the facilitators to define the methods of creating and collecting notes in the different sessions of the event.
- Taking part in an online kick-off meeting (**0,5 working day**)
- Defining the reporting scheme of the event, creating the necessary templates and instructions for reporting. Contributing to the setup of the necessary digital platforms for harvesting (**2,5 working days**)
- Being present at the event, overviewing the note-taking process and taking notes in the plenary sessions. If the agenda requires, give a short presentation on-the spot about the main highlights of the outcomes (**3 working days**)
- Finalising the report after the event. The report must contain the content-outcomes of the conference as well as a statistical overview of the participants' profiles (**4 working days**)

### Fees and costs

- All costs of travel, board and lodging incurred in relation to the meetings and events will be covered by the organisers. (Board and lodging pre-booked, travel costs reimbursed.)
- **Expert fee/facilitator: 360 € / working day. 3,600 € for 10 working days.**

### Submitting offers

**Please, send your proposal via e-mail to the project coordinator, Judit Balogh ([judit.balogh@jint.be](mailto:judit.balogh@jint.be)) the 15<sup>th</sup> August 2024.**

**The proposals should include:**

- **The CV of the applicant (or a link to the TOY-profile/LinkedIn profile)**
- **A cover letter including a brief description of experience in line with the expected profile of the facilitator**

With questions and requests for additional information please contact the project coordinator.

Each applicant will be notified by 10 September 2024.