

*Western Balkans Youth Lab*

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## Capacity Building Guidelines for Beneficiary Support

### 1. Introduction

The Capacity Building Instrument is a mechanism of the Western Balkans Youth Lab Project (hereinafter: WBYL) that aims to complement regional activities with additional support to the National Youth Councils, where they are established, and Youth Umbrella Organisations, where youth council at the central level is absent, in order to help their transformation and advance their role in contributing towards development of youth policies.

The Capacity Building interventions are envisaged to have the following features:

- x Capacity Building instrument will provide targeted, needs-based, urgent and small-scale support to mechanisms representing youth organisations in different Western Balkan six economies by building their capacities on internal organisation, financial management, technical and programmatic management, outreach, and advancing political and social goals that are directly linked or stem from the regional cooperation activities implemented within the WBYL project;
- x Capacity Building instrument will mainly be implemented in the forms of:
  - a) external short-term expertise, trainings and other activities to support the national objectives and objectives of National Youth Councils and Youth Umbrella Organisations which would advance representation of youth interests and their participation in decision-making, and other elements that are in line with the overall goals of WBYL, and/or
  - b) support to organisation of trainings, workshops, conferences, study visits or other activities related to the above;
- x The total financial envelope for the national Capacity Building instrument will not exceed €40.000 per year for all six WB economies. Additionally, no economy shall benefit more than 20% of the total amount allocated for the Capacity Building needs. The total financial contribution for a single Capacity Building intervention is limited to €6.000;
- x The Capacity Building request may be initiated by the National Youth Councils and in certain economies by Youth Umbrella Organisations where a central youth council is not in place and which provide strong proof of representativeness.

The requests for capacity building should be sent by the National Youth Councils via NYC's Secretary General and by the youth umbrella organisations directly to email address: [wbyl@rcc.int](mailto:wbyl@rcc.int). All capacity building related procedures will be conducted under the RCC rules of procedures.

The WBYL project reserves the right to approve, reject or hold consultations with the applicant to change elements of the Capacity Building application.

## 2. Beneficiary Application Form

The beneficiaries may identify opportunities and needs for Capacity Building in strengthening these youth mechanisms or youth representation and submit them to the RCC by using the WBYL Beneficiary Application Form (provided in Annex I).

The form contains the following information:

- x Background information about the beneficiary organisation requesting support;
- x Description of the specific need/selected topic;
- x Elaboration of the link with WBYL objectives;
- x Expected results;
- x Description of the expertise required, duration of the intervention and recommendations regarding the experts where applicable.

The Beneficiary Application Form should be normally delivered 60 days prior, but not less than 30 days prior to the first day of implementation of the activities, in order to allow for the tendering, selection and contracting procedures.

## 3. Tentative topics

Beneficiaries listed above can request support from the WBYL Capacity Building instrument to address a diverse range of relevant, immediate and short-term needs in the areas which they identify as challenging at individual and institutional/organisational level. These may include, but will not be limited to:

- x Support in strengthening organisational aspects, such as advancing internal regulation, improving governance, enhancing relations with members, improving membership coordination, strengthening fundraising component, and so on;
- x Support in building individual capacities by empowering employees through acquiring knowledge and skills to perform tasks that are crucial for the organisation through trainings, mentorships, conferences, workshops and meetings;
- x Activities that are related to enhancing collaboration with other organisations of similar nature;
- x Support that would improve organisation's monitoring and evaluation, fundraising, advocacy, programme planning, and internal coordination and project management;

Beneficiaries are encouraged to propose additional topics, based on their interest and needs, in line with the overall WBYL project objectives. Activities may include support, training, workshops, seminars, conferences, stakeholder consultations, peer-learning and awareness raising campaigns.

## 4. Guidelines for hands-on short-term support (Capacity Building)

Intervention will aim to address very specific needs for limited time periods and the maximum number of consultant/expert days for each intervention will be 30 working days or €6,000 in total.

Depending on the beneficiary needs, the number of days or the financial amount of assistance can

be allocated to one or more tasks.

**a) Processing of requests and identification of required support**

The process of selecting and contracting the service provider will be conducted according to the RCC rules.

A representative of the beneficiary organisation will be consulted in the process of preparing the Terms of Reference (ToR) and selecting the service provider.

The ToR will include as a minimum the following information: description of the assignment, tasks and responsibilities, necessary qualifications, number of working days and location, reporting and documentation.

**b) Implementation of technical assistance**

After the successful completion of the above steps, the support will be deployed to assist the beneficiary in addressing the identified need.

No later than 15 days after the implementation of the work, a report will be prepared and submitted to both RCC and the beneficiary institution, describing the activities undertaken, results achieved, lessons learned, main constraints faced and possible next steps.

**c) Remuneration procedures**

The fees and payments will be part of the contract signed between the service provider and RCC in line with the RCC rules and procedures.

## **5. Guidelines for support to organisation of trainings, workshops, conferences or other activities**

Regarding trainings, workshops, conferences or related activities, RCC will be in charge of the organisation and covering eligible expenses related to these events upon agreement with the beneficiaries.

Eligible expenses are subject to prior approval by RCC and are exclusively related to the successful organisation of the agreed event. These may include: rental of facilities and equipment for the event, printing costs, translation and/or interpretation, expert fees where necessary, meals, meeting materials and supplies.

## **6. Additional considerations**

The provided support will in no way be designed to substitute existing efforts, but rather to enhance and support specific areas, where obstacles are identified.

Additionally, support needs to take into account, be complementary or enhance the envisaged analytical support provided to line ministries and organisations in diagnosing, prioritising, reviewing and monitoring through other donor assistance.

## **7. Requests for support**

Beneficiary institutions/organisations interested to make use of this instrument or requiring additional information are invited to contact Mrs. Emina Basic-Poljak, Project Expert of the WBYL. Contact email: [Emina.Basic@rcc.int](mailto:Emina.Basic@rcc.int)

It is advisable to deliver the Beneficiary Application Form 60 days, but never later than 30 days, before the first day of implementation of the activities.

## Annex I:

### Beneficiary Application Form (to be sent in Word format to [wbyl@rcc.int](mailto:wbyl@rcc.int))

#### 1. INFORMATION ABOUT THE BENEFICIARY INSTITUTION/ORGANISATION

Contact information			
Name of the organisation that will implement the proposed initiative:			
Address			City
Tel.	Fax	Email	Website
Contact person		Email	Tel./Mobile

#### 2. INFORMATION ABOUT THE PROPOSED INTERVENTION

##### 2.1 Description of the specific need(s) and the related area(s)

*Please provide a brief justification of the needs and areas of capacity building. The justification should include a connection to the relevant national goals, objectives of organisation, priorities and strategic documents and details on how this intervention is expected to contribute in that regard (max. 200 words).*

## **2.2 Description of the proposed intervention**

*Please provide a detailed explanation of the proposed intervention. In case of request for support for event organisation, please enclose a draft Agenda as well (max. 200 words)*

## **2.3 Expected result(s)**

*Please describe the expected result(s) of the proposed intervention (max. 200 words)*

## **2.4 Duration (dates) of the intervention**

The activity is planned to be implemented from <DD/MM/YYYY > to<DD/MM/YYYY >.

## **2.5 Links to WBYL Objectives**

*Please describe how the required capacity building activity will contribute to WBYL objectives and implementation of its programme of work. For these purposes, please refer to the [Youth Lab](#) webpage. Please do not hesitate to contact the WBYL Project Expert Mrs. Emina Basic-Poljak for assistance with this part of the application. (max. 200 words)*

**3. CAPACITY BUILDING (Fill out only if you are requesting support in the form of technical assistance)**

**3.1 Individual experts**

- In case the required capacity building activity takes the form of services of a consultant or an expert, please provide an estimate of the number of days needed for completion of the work and a description of the expected tasks under the proposed engagement:

**Total No. of Days requested:**

**Specific Tasks of the Consultant / Expert** (e.g. develop a module, deliver a training session, etc.):

*Please provide a description of the level of qualifications and areas of intervention (of a required Consultant / Expert) needed for carrying out the proposed assistance.*

- In case you know, please feel free to recommend specific consultants and experts, whom you deem have competencies to deliver the required assistance. They will be contacted and included in the selection process. (Please note that civil servants of the public administration of the RCC participants shall not be recruited as experts in contracts financed by the RCC Secretariat).

	<b>Name and Surname</b>	<b>Field of Expertise</b>	<b>Contact Info</b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>...</b>			

**4. OTHER TYPE OF CAPACITY BUILDING ACTIVITIES (Fill out only if you are requesting support in the form of event organisation or similar)**

- In case the capacity building intervention will take another form, such as training, workshop, meeting, networking activities or other, kindly detail below the profile and number of participants, duration of the event, venue and accommodation needs, local travel and subsistence needs.

<b>Event title:</b>	
Duration of the event (e.g. 1 day, 2 days, etc.)	
Profile of participants (e.g. representatives of Ministry of Youth and Sports, NGOs, stakeholders, etc.):	
Number of participants:	
Venue needs (e.g. conference hall, workshop rooms, etc.):	
Accommodation needs (e.g. one-night accommodation for 10 participants):	
Local travel needs (e.g. local travel for 10 participants):	
Subsistence (e.g. two coffee breaks and lunch):	

**5. DATE AND CONFIRMATION**

I confirm that the information given in this form is complete and accurate to the best of my knowledge.

<b>Place and date:</b>	<b>Name / Position / Signature</b>

