

## TERMS OF REFERENCE

### **Trainer for the Delivery of a Capacity-Building Training for the Project “Support to the Youth Advisory Board of the EU Delegation in North Macedonia”**

#### **Capacity Building Training 1: Foundations of the European Union – Institutions, Policies, and Accession**

- **Focus:** Theoretical overview of the EU’s institutional framework, decision-making processes, enlargement and accession dynamics, and key EU policies relevant to North Macedonia as candidate country.
- **Goal:** Equip YAB members with a strong understanding of EU institutions and policies as a foundation for further practical engagement in youth-related policymaking at the national level.

#### **About the Project**

The main objective of the project is to strengthen the role of the Youth Advisory Board (YAB) as a driving force in the policy-making processes of the European Union Delegation, increasing its influence on youth policies at both national and European levels.

#### **The specific objectives of the project focus on:**

- Enhancing the capacities of the YAB members in evidence-based policy-making;
- Improving understanding of the European integration process, EU institutions, and policies;
- Promoting effective engagement and involvement of youth and the wider community.

Additionally, the project aims to improve cooperation and communication between the YAB, youth organizations, youth officers, and the EU Delegation, as well as to raise awareness of the work and contributions of the YAB and youth-oriented policies of the EU Delegation among youth and the general public.

#### **About the Assignment:**

##### **The expert’s tasks will include:**

1. Preparation of the training program and methodology for capacity-building of the Youth Advisory Board members;
2. Development of training materials;
3. Delivery of a three-day capacity-building training;
4. Preparation of a brief report on the delivered training.

### **The training should focus on:**

- The structure and role of European Union institutions;
- Competences and responsibilities of key EU institutions;
- Hierarchy and interconnection among EU institutions;
- The EU decision-making process;
- The role of the EU Delegation in North Macedonia;
- Cooperation between the EU Delegation and national institutions;
- The role of the EU Delegation in North Macedonia's European integration process;
- The reform agenda and the role of the EU Delegation;
- The preparation process of the Progress Report on North Macedonia's EU membership.

The expert will be engaged for up to 5 working days, including preparation, delivery, and reporting. The training will be delivered between 7 – 9 May 2026.

***\*The training will be conducted in English, and all materials and presentations must be submitted in English.***

### **Expected Results**

#### **The expert is expected to deliver:**

- A prepared agenda and methodology for the training;
- Training and working materials for participants;
- Conducted training for the YAB members;
- A brief report on the training implementation and achieved results.

### **Required Qualifications**

- Relevant higher education in political science, European studies, law, public administration, or another relevant field;
- Minimum 3 years of relevant professional experience in EU policies, European integration, or public policies;
- Experience in designing and delivering trainings and capacity-building activities;
- Knowledge of North Macedonia's European integration process;
- Cooperative and collaborative approach;

- Experience working with youth or civil society organizations is an advantage;
- Advanced written and spoken English language.

### Application Procedure

All interested legal or natural persons are required to submit their **applications by 16 April 2026** to the National Youth Council of Macedonia (**st. 29th November No. 4v, 1000 Skopje**) or scanned and sent by email [applications@nms.org.mk](mailto:applications@nms.org.mk) , with the subject line: *“Application for Trainer – YAB – [Name and Surname]”*.

### The application must include the following documents:

- CV of the applicant;
- Proposed methodology and agenda for the training (Annex 2);
- Financial offer (Annex 3);
- Statement of exclusivity and availability (Annex 5);
- Statement confirming the absence of exclusion grounds for service providers under the project (Annex 4, if applying as a legal entity).