



The ROUTE WB6 Project is supported by the Norwegian Ministry of Foreign Affairs.



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RYCO
Regional Youth Cooperation Office
NORAD ROUTE WB6 Expert for drafting of Regional Policy Brief on volunteering
Detailed Job Description, Responsibilities and Requirements

General information about the position

Position: Regional Policy Brief Expert

Reports to: Regional Project Coordinator and RYCO Program Manager

Starting date of the contract: 15 October 2019

Duration of contract: Seven (7) days

Work base: home based

About RYCO

RYCO is an intergovernmental organization that stewards and promotes regional, cross-border and intercultural cooperation within and among its six Western Balkan Contracting Parties: Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, North Macedonia and Serbia. RYCO's program focuses on creating opportunities for young people to engage in activities that build mutual understanding and reconciliation in the civic, social, educational, cultural, and sports domains. RYCO initiates and participates in policy making and advocates for reform. It supports the development of a political and social environment that empowers and facilitates youth exchange. A key instrument enabling RYCO to fulfil its mission is grant-making; developing tailored calls for proposals that enable CSOs and schools to engage in initiatives that contribute to mutual understanding of youth from various communities across RYCO's Contracting Parties, thus contributing to reconciliation and youth participation.

Job Description

In order to design a regional policy foundation on volunteering, RYCO is hiring an Expert for the drafting of a Regional Policy Brief. The Expert will work under the supervision and coordination of the Regional Coordinator and will be responsible for drafting the Regional Policy Brief document. He/she will closely work with National Coordinators in WB6. All duties performed by Expert must be in line with donor and RYCO's internal procedures.

* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence



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Tasks and Deliverables

The Program Design Expert will be expected to perform the following:

Preparatory activities:

- Agreeing with the Regional Coordinator on the final methodology framework for the development of the Regional Policy Brief document.

Desk research:

- Conducting desk research on the existing policies that regulate or promote volunteering in the WB6 (legal documents will be provided by the project partners in English language) including evaluation reports measuring effectiveness of the implementation of the existing policy solutions in the field;
- Consulting with the project partners and other relevant stakeholders on the key findings;
- Mapping the critical points and obstacles in the implementation of the existing policy proposals;
- Providing at least 3 proposals for policy reforms by presenting comparative advantages of each in order to make a qualitative base for the creation of the relevant and effective policy solutions;

Development of the Regional Policy Brief document:

- Drafting the Regional Policy Brief document in English based on the findings from the desk research and the consultation phase;
- Revising the document based on the feedback from Regional Coordinator and project partners.

Necessary Qualifications and Experience

- At least 5 years of working experience in the field of policy design, creation of various policy instruments and policy influencing;
- Demonstrated ability to use various research instruments and methodologies;
- Previous experience of working on volunteering policy or policies that influence civil society is seen as an asset;
- Good understanding of the Western Balkan context (social, economic and political environment) will be seen as an asset;
- Experience and ability to work in intercultural environments;
- Strong interpersonal and communication skills;
- Results-oriented and process-oriented;
- High level of organization and time management;
- Proficiency in English;
- Good analytical and computer skills;



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- Bachelor degree;
- Knowledge of Albanian, Bosnian, Croatian, Macedonian, Montenegrin and/or Serbian will be an asset.

Application process

Applications should be submitted via email to office@rycowb.org by the **2 October 2019** not later than **17:00** (CET).

Interested and qualified candidates need to enclose following documents to the application:

- Letter of interest where applicants should:
 - (a) State specific motivation to be selected;
 - (b) Describe relevant previous experience;
 - (c) State the degree of thematic experience/familiarity with RYCO's core work and target groups (youth, youth organizations, non-profit organizations, and/or high schools);
 - (d) Include the draft methodology/approach that will lead to the development of the Regional Policy Paper;
- Financial offer (fee per day expressed in EUR) including all applicable taxes
- Curriculum Vitae with description of relevant work experience and qualifications.

Only shortlisted candidates will be notified.