The European Youth Forum is the leading organisation advocating for the rights of young people. We are a platform of youth organisations, independent, democratic and youth-led, we represent 106 National Youth Councils and International Youth Organisations from across the Continent. The Youth Forum works to empower young people to participate actively in society to improve their own lives, by representing and advocating their needs and interests and those of their organisations towards the European institutions, the Council of Europe and the United Nations.

THE POSITION

The European Youth Forum is looking for an external evaluator (service provider) with a strong motivation to contribute to the objectives of the European Youth Capital title by giving independent input for the application process for the European Youth Capital 2023. The role of the external evaluator is to assess the applications of the cities in all three rounds of the competition (see schedule under “responsibilities”) and to provide the European Youth Forum with an assessment on how the applications relate to the criteria for selection.

About the European Youth Capital

The “European Youth Capital” (EYC) title is awarded by the European Youth Forum to a European municipality for a period of one year, during which it is given the chance to showcase its youth-related cultural, social, political and economic life and development. The EYC title encourages municipalities to both continue and expand the implementation of youth participation projects and to develop new ideas and innovative projects related to active participation of young people in society. It gives the opportunity to cities to be a role model in ensuring the sustainable involvement of young people in the political, societal, cultural and economic life of their municipality.

More about the European Youth Capital: www.europeanyouthcapital.org

Responsibilities

- Contribution to further development of the assessment methodology for the three application rounds of the competition.
- Assessment of the applications from the Candidate cities in the first application round (January 2020) & establishment of a suggested shortlist of Candidate cities and contribution to the development of feedback for all Candidate cities.
- Assessment of the short-listed Candidate cities’ application forms in the second application round (May - June 2020), and development of detailed recommendations for the Short-listed Candidate cities on how their applications can be further improved.
Assessment of the improved, final applications submitted by the Short-listed Candidate cities in the third application round (September-October 2020) and establishment of a draft ranking for assessment and decision by the Jury of the European Youth Capital 2023.

- Participation in the final full day meeting of the European Youth Capital 2023 Jury in November 2020.
- Being available for the entire European Youth Capital 2023 selection process to give clarifications for the assessment provided.
- Using their expertise to provide any additional feedback on the European Youth Capital 2023 selection process that could help to further improve it.

### PROFILE OF THE IDEAL CANDIDATE

#### Service-related skills

- Strong experience in assessing projects carried out by local and regional authorities.
- A good knowledge of and experience of local and urban policy development cycles.
- A good knowledge of European (youth) policies and how they are linked to the local and urban levels.
- A good knowledge of UN policies, notably Agenda 2030, and how it links with the policies at the local and urban levels.
- Independence from all Candidate cities.

#### General skills

- Proactive, critical, flexible, creative and solution oriented.
- Excellent analytical, planning and organisation skills.
- Ability to meet deadlines.
- Excellent communication skills in English, both written and oral, and the ability to be clear and well structured when communicating.
- Computer literacy: good working knowledge of G-suite.

#### Additional skills

- Experience in assessing projects related to youth participation at local and urban levels would be considered an asset.
- Experience in assessing projects that were carried out in partnership between local or regional authorities and civil society organisations would also be considered an asset.

### TERMS OF THE SERVICE AGREEMENT

The service agreement will run between November 2019 and November 2020 (inclusive) and will be remunerated with a sum of €8,000 (VAT excluded).

The work of the External Evaluator will be carried out at their premises with regular online communication with the European Youth Forum. There will be a one-day final Jury meeting in November 2020 in Brussels, Belgium, which the External Evaluator shall attend. Travel and accommodation costs for the final Jury meeting will be covered by the European Youth Forum.
It would be good if the External Evaluator could also attend the final Jury meeting for the European Youth Capital 2022 in November 2019 to familiarise themselves with the process.

**APPLICATION PROCEDURE**

To submit your application, please send your CV, cover letter and answers to the below questions to eyc@youthforum.org in one PDF file. The full application cannot be longer than 6 pages maximum.

**Applications missing any of the required documents or not complying with the requirements will not be considered.**

**Question 1:** What is your background, experience and motivation relevant to the role of the External Evaluator for the European Youth Capital 2023?

**Question 2:** According to you, what are the most important criteria in an application for the European Youth Capital title?

**Question 3:** According to you, what would make the European Youth Capital title to have positive impact beyond the year of the title?

Interviews with shortlisted applicants will be held the second week of September and the successful candidate will be expected to start in November 2019.

Due to the high number of applications usually received for this kind of contracts, only candidates short-listed for interviews will be contacted. All candidates are kindly requested to refrain from any phone inquiries.