



# TENDER FOR LÉARGAS YOUTH WIKI NATIONAL CORRESPONDENT, 2020-21

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## Introduction and Background Information

Léargas manage national and international exchange programmes in adult education and schools, vocational education and training, and youth and volunteering. These activities connect people in different communities and countries and bring an international dimension to the work of organisations across Ireland. We are the National Agency for Erasmus+ in Adult Education, School Education, VET and Youth, and the European Solidarity Corps (volunteering and solidarity). We have built a national and international reputation for effectively managing significant levels of funding to support international collaboration.

We have been running a Youth Wiki programme since 2019. The proposed future EU Youth Strategy for 2019-2027<sup>1</sup> has a strong cross-sectoral approach and continuously supports the development and exchange of evidence-based knowledge on youth policies. The current Youth Wiki structure will be kept, and further enriched, by a new field of action: “Youth work”, to address the growing need for such data and to reflect the importance and potential of this domain.

## Aim

Better knowledge is one of the objectives of the EU Youth Strategy, and there is a need to improve the delivery of information on the situation of young people in Europe and on national youth policies in a coherent, updated and more usable way. It is proposed to use a modern tool, based on a Wiki approach, to support the provision and better exploitation of richer data related to youth, including information resulting from the EU Youth Report<sup>2</sup> and *ad hoc* studies.

The aim of the Youth Wiki is to provide Erasmus+ Programme countries, the Commission and other stakeholders with regular, updated information on national youth policies and on the situation of young people in Europe. This will be accomplished by providing comparable, easy-to-access information by country and by theme. Ultimately the information will lead to supporting policy actions and cooperation in the field of youth within the European Union.

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<sup>1</sup> [https://ec.europa.eu/youth/news/eu-youth-strategy-adopted\\_en](https://ec.europa.eu/youth/news/eu-youth-strategy-adopted_en)

<sup>2</sup> [https://ec.europa.eu/youth/policy/implementation/report\\_en](https://ec.europa.eu/youth/policy/implementation/report_en)

## Key Actions and Outputs

### The role of the National Correspondent

The role of the National Correspondent is to contribute to the completion and the update of the Youth Wiki.

Working within the Youth Wiki, the National Correspondents Network requires the efforts of dedicated people. The skills required of National Correspondents are varied and complementary. Correspondents should be familiar with national youth policies and should be experts in information management and communication, including the ability to communicate in English. National Correspondents should also promote the Youth Wiki platform at national level, thus helping the Youth Policy community broaden its knowledge.

The role of the National Correspondent continuing to March 2021 will be: -

- Updating chapters 1-5 live on site
- Creation of next 4 chapters:
  - Education and Training,
  - Health and Wellbeing
  - Creativity and Culture
  - Youth and the World
- Creation and implementation of promotion strategy
- Liaising with key stakeholders

### Participation in Youth Wiki working meetings

The National Correspondent will be expected to attend each Youth Wiki working meeting organised by Léargas.

Two meetings are scheduled within the eligibility period to occur in Spring and Autumn 2020. Dates and venues to be confirmed.

## Selection Criteria

Tendering individuals must submit a written proposal. Each tender should include:

- A profile or CV of the person making the proposal
- Details and evidence of previous relevant work in the project area
- Experience in using methodologies outlined in the project description
- High level knowledge and understanding of policy and policy-making processes at national and European level
- High level of English
- Web-writing skills
- Range of communication skills to promote the Youth Wiki in the national arena
- Evidence of experience in promoting / marketing - with emphasis on skills in growing a brand or market.

## Requirements

- Primary or Postgraduate degree in a relevant discipline.
- Background and experience working in the not for profit sector.
- Ability to translate complex information from native language to English and vice versa.
- Ability to gather relevant data and quantitative information.
- Demonstrated experience in producing content to publication standard
- Exceptional attention to detail and ability to adhere to strict reporting, budgetary and time-recording requirements
- Ability to work independently and interdependently
- Proven track record of implementing a promotional strategy

## Instructions to Tender

The Tender should set out a clear, high level project plan of how the proposal will be undertaken, specifying content, methodologies and timeframes for each stage. The document should be no longer than four pages and should reference other relevant projects.

## Project Finance

This is a fixed price contract costing €42,630 to cover 145 days in 2020, days to be agreed by Léargas. The cost of attending two conferences—and other national travel and subsistence for promotional purposes—will be reimbursed based on public service rates.

This contract is open to PAYE and self-employed applicants. Applicants who are self-employed must be able to produce an up-to-date Tax Clearance Certificate prior to any contract being awarded and should clearly and individually cost each element of the work and overhead expenses outlined in the proposal.

The project must be completed by **31 March 2021**. Payment will be phased and linked to progress.

### To note:

Additional information may be sought at the assessment phase:

- Before a final decision, a number of the most competitive tenders may be invited for further discussions/interview for the purpose of elaboration, clarification and/or aiding mutual understanding;
- Léargas shall not be liable for any costs and/or expenses incurred in respect of the preparation or the submission of any tender documents or associated material.

## Indicative Timeline for Tendering Process

Deadline for receipt of tenders: **9am on 25 November 2019 to [recruit@leargas.ie](mailto:recruit@leargas.ie)**

Date of interviews: Week commencing 02 December 2019

Date when successful bidder will be informed: No later than 06 December 2019

Expected date of commencement: Week commencing 06 January 2020.

For more information, contact [recruit@leargas.ie](mailto:recruit@leargas.ie) or phone 01 887 1245