



EUROMESCO WORKOUT – CALL FOR TRAINERS TERMS OF REFERENCE

Deadline to apply: 19 February 2025 at 23:59 CET

As part of EuroMeSCo's capacity-building initiative, with financial support from the Spanish Agency for International Development Cooperation (AECID), a series of online and offline training sessions, labelled 'EuroMeSCo Workout Courses,' will be implemented in 2025. These sessions aim to strengthen the research skills and capacities of EuroMeSCo's think tankers and researchers, based on identified needs and prior consultations within the network.

STRUCTURE OF THE COURSES AND METHODOLOGY

ONLINE

The **online** EuroMeSCo Workout course consists of 3 or 4 sessions (the number of sessions will depend on the theme and the training proposal of each course), with a week between each session. Each session will last for 2 hours. The online courses will take place in April and June 2025. The expected number of participants per session is about 15. **The course will only be scheduled if more than 10 candidates apply.**

OFFLINE

Some EuroMeSCo Workout courses may be held **in person** back-to-back with the **VIII Euromed Young Researchers Forum** and/or with **EuroMeSCo's Annual Conference** (date and venue to be confirmed). The exact format and scope will be discussed with the selected trainers.

Both online and offline trainings are thought to be very interactive, practical (rather than theoretical) and involve a peer-to-peer dimension.



COURSES

Policy Analysis Writing (Policy Recommendations)

The aim of this course is to equip participants with the skills to transform research findings into impactful policy contributions, with a focus on writing clear and actionable policy recommendations. Participants will learn how to structure their recommendations, ensure they are evidence-based, and tailor them to the needs of decision-makers. The course will also explore strategies for effectively reaching policymakers, including identifying the right channels and timing to maximise influence. By the end of the training, participants will be able to produce well-crafted policy briefs and recommendations that contribute meaningfully to public debates and policy development on key issues affecting Euro-Mediterranean relations.

Public Policy Evaluation and Impact Assessment

This course will provide think tankers and researchers from the EuroMeSCo network with essential tools to assess the effectiveness and impact of public policies. Participants will learn how to design and implement robust evaluation frameworks, apply both qualitative and quantitative methods, and communicate findings effectively to stakeholders. The training will emphasise practical skills for analysing policy outcomes, identifying causal relationships, and providing evidence-based recommendations to inform decision-making and policy improvement. This course aims to strengthen the research capacities needed to address pressing policy challenges in the Euro-Mediterranean region.

Foresight Techniques for Researchers and Think Tankers

This course introduces participants to foresight methods that enhance strategic thinking and long-term planning in policy research. Focusing on techniques like scenario building, trend analysis, and horizon scanning, participants will learn to anticipate future developments and identify emerging challenges. The training will focus on practical applications, enabling researchers and think tankers to integrate foresight approaches into their work for more informed policy recommendations. By the end of the course, participants will be equipped to analyse complex issues and contribute to forward-looking policy strategies in Euro-Mediterranean relations.



Designing, Conducting and Analysing Surveys

This course aims to equip think tankers and researchers with the skills needed to design, implement, and interpret surveys as effective tools for evidence-based research. It will focus on best practices for crafting survey questions, selecting appropriate sampling methods, and administering surveys in diverse contexts. Participants will explore techniques for analysing survey data using both qualitative and quantitative methods and learn how to translate findings into actionable insights. By strengthening these competencies, the course aims to enhance participants' ability to use surveys to inform decision-making and formulate evidence-based policy recommendations in the Euro-Mediterranean region.

HOW TO APPLY?

Interested candidates are required to submit their applications via the dedicated online form. The application should include a detailed training proposal of no more than 500 words aligned with the outlined course objectives and any additional supporting materials deemed necessary. Applications will be evaluated based on their relevance, clarity, and potential impact.

Deadline for applications: 19 February 2025 at 23:59 CET

- ✓ The selection process will be completed by **1 March 2025**. All applicants will be notified by email of the results of their application.
- ✓ Selected trainers will be asked to prepare a detailed curriculum of the selected course.

TRAINING PROPOSAL

The proposal should include the following:

- ✓ Summary and specific objectives of the course
- ✓ Course structure divided by sessions (each course should consist of 3 or 4 sessions)
- ✓ Methodological approach for the course



TRAINERS' SELECTION PROCESS

Trainers will be selected based on the information they provide in the application form, and particularly a first proposal of the course curriculum (in 500 words).

Joint proposals of two trainers running one course together and sharing the sessions (e.g. a mixed team made of one professional trainer or practitioner and one think tanker), will be accepted.

RESPONSIBILITIES OF SELECTED TRAINERS

The selected trainers will be asked to:

- ✓ Building from the proposal sent as part of the selection process, provide a detailed curriculum of the course within the deadline set in the calendar below.
- ✓ Comply with the visual identity of EuroMeSCo when displaying power point presentations during the training sessions and other deliverables. Templates will be provided by the IEMed ahead of the start of each course.
- ✓ Complete all the courses as announced in the detailed curriculum, respecting dates and timing communicated to the participants.
- ✓ Deliver a Final Training Report at the end of the course including a self-assessment, lessons learned and recommendations.

The IEMed will be responsible for:

- ✓ Coordinating the selection process of participants.
- ✓ Coordinating the administrative, technical, and logistical aspects of the course (online and offline).
- ✓ Coordinating the evaluation of the course.



INDICATIVE CALENDAR

- ✓ **19 February 2025:** Deadline for candidates to send their applications
- ✓ **28 February 2025:** Notification to selected trainers
- ✓ **16 February 2025:** Deadline for the confirmed trainers to send their detailed course curriculum

The ONLINE courses will take place in April and June 2025.

ADMINISTRATIVE PROCEEDINGS

Payment: The process leading to the payment of the trainer's fees will be activated upon submission of a Final Training Report.

Contract: A contract will be signed between each trainer and the IEMed, upon receipt of the detailed curriculum.

TRAINER'S FEE

Per Session (2 hours): €870 gross¹.

The fee is a total amount covering all possible costs that may arise during the preparations and the implementations of the course.

OTHER PRACTICAL INFORMATION

- ✓ IEMed will provide round-trip flight tickets, accommodation expenses and meals for the Trainers during the **offline EuroMeSCo Workout**, and will cover visa costs, if needed, according to IEMed's travel and subsistence procedures.

¹ If the trainer is paid as a natural person, according to Spanish Law, a 24% Spanish income tax deduction applies (for persons with a fiscal residence outside of Spain) and a 15% Spanish income tax deduction applies (for persons with a fiscal residence in Spain).