

Call for an external evaluator - European Youth Capital

The European Youth Forum is looking for an External Evaluator (service provider) that will provide their assessment on applications for the European Youth Capital title and support the Jury in their deliberations. We are looking for a person with strong motivation to contribute to the objectives of the European Youth Capital project, knowledge of youth policies and keen interest in municipal and urban policies.

The role of the External Evaluator is to assess the candidate cities' applications in all three rounds of the competition and to provide the European Youth Forum and the Jury with detailed feedback on each application. The assessments will guide the EYC 2027 Jury work in better understanding the main strengths and weaknesses of the received applications.

The service agreement will run between February 2024 and December 2024 (included) and will be remunerated with a sum of €8,000 (VAT excluded). The work of the External Evaluator will be carried out remotely, with regular online communication with the European Youth Forum. There will be a one-day final Jury meeting in November 2024, which the External Evaluator shall attend in person. Travel and accommodation costs for the final Jury meeting will be covered by the European Youth Forum.

Should you be interested to apply, please submit the application, including your CV and the enclosed questionnaire, to eyc@youthforum.org in two separate PDF files, by 5 February 2024.

For more information and updates on the European Youth Capital, please visit our [website page](#) and check the [EYC 2027 call for applications](#).

For any kind of questions, please do not hesitate to contact Ivan Neirotti, Project Officer, at eyc@youthforum.org.

Questionnaire:

- What is your background, experience and motivation relevant to the role of the External Evaluator for the European Youth Capital 2027?
- In your opinion, what are the most important criteria in an application for the European Youth Capital title?
- As an evaluator, how would you verify the truthfulness and feasibility of each application? How will you check the performance and human rights record of each candidate city?
- Can you provide an example in which you had to summarise and explain a big amount of detailed content and information?

- In your opinion, how can cities reach out to young people who do not tend to engage in policy debates?

Annex: Description of duties

First round of applications:

- Analysis of the received applications, outlining the main characteristics of the bids.
- Ranking of each application, including a proposed shortlist of maximum five Candidate cities, according to a scoring framework pre-agreed between the Expert/External Evaluator and the Youth Forum.
- Outlining strengths and weaknesses, as well as detailed suggestions for improvement for each Candidate city.
- Verifying municipalities' compliance with human rights law and potential allegations.

Second round of applications:

- Analysis outlining the main characteristics of the applications of the Short-Listed Candidate cities, outlining the primary changes since the first phase of the selection procedure, and focusing on detailed proposals for improvements.
- Online meeting with the selection Jury to discuss the main aspects of the applications

Third round of applications

- Providing an overall analysis and scoring of the final applications of the Short-listed Candidate cities, outlining key elements of the proposals, the primary changes since the second phase of the selection procedure, and focusing on detailed proposals for improvements.
- Present the analysis to the Jury at the EYC 2027 Jury Meeting. (1-Day long, in person, expected to take place in Brussels).
- Other possible support needed linked to the development of the future selection processes of the European Youth Capital title.

Payment terms

The payment of the fee will be structured in three installments as follows:

- 40% of the total amount (3,200.00€) to be invoiced and paid upon completion of phase one.

- 40% of the total amount (3,200.00€) to be invoiced and paid upon completion of phase two.
- Remaining 20% of the total amount (1,600.00€) to be invoiced and paid upon completion of phase three deliverables and after the final Jury meeting in principle in November 2024.

The coordination of the project activities implemented by the External Evaluator will be under the responsibilities of: Ivan Neirotti, Senior Project Officer for the European Youth Capital, eyc@youthforum.org.