

TERMS OF REFERENCE

Services: Coordinating the research process for the 1st edition of the Global Youth Political Participation Index (GYPPI)

Project: NDICI HR INTPA/2022/437-956 - Women and Youth in Democracy Initiative (WYDE) Civic Engagement

1. Purpose

The European Partnership for Democracy (EPD) is seeking to contract a research coordination core team of consultants (hereafter: the “Consultant”), through an institute or a consortium, to guide and coordinate the research process for the **1st edition of the Global Youth Political Participation Index (GYPPI)**. The study will be conducted based on the methodology developed and previously piloted for 15 countries. The GYPPI is designed to be a comprehensive, comparative, and reliable database of youth political participation across a wide spectrum of different forms of participation, globally. The first edition aims to include an estimated 70 countries worldwide.

The research coordination core team of consultants will be selected through a competitive process, while country-specific local researchers will be recruited directly by EPD taking into consideration the recommendations provided by the research coordination core team of consultants.

The **European Partnership for Democracy (EPD)** is a non-profit organisation supporting democracy Globally. In 2008, several organisations came together to create EPD as a partnership to reinforce European democracy support by building a community that advocates and acts for democratic values around the world. EPD works inside and outside Europe because we recognise that democracy is a universal aspiration and that the contemporary challenges and opportunities for democracy are global in scope.

2. Background information about the project

WYDE Civic Engagement, the Youth Participation in Public Affairs project of the EU’s Women and Youth in Democracy Initiative, aims to improve the enfranchisement, empowerment, and inclusion of youth in all levels of democratic participation at the national, regional and global scales.

Through a combination of network creation, sub-granting, skills programmes and global advocacy and research, WYDE seeks to improve young people's access to and engagement with democratic political processes in their own countries and at the global level.

The Programme consists of **3 pillars**:

1. To research and advocate for youth political participation in democratic systems across the world and foster youth participation in the global agenda
2. To engage young people active in politics at regional level to build their technical capacities, strengthen their advocacy skills and develop pilot actions to put into practice their know-how and ingenuity
3. To provide urgent and strategic support to national actors working on youth political inclusion and participation at the request of EU Delegations

Within the framework of its global pillar, EPD is strengthening research on youth political participation through several research initiatives, including a **Global Youth Political Participation Index**. More specifically the GYPPI aims to achieve the following objectives:

Objective 1. Increase awareness of key stakeholders, including governments, donors, civil society organisations on youth political participation through tracking and ranking the global state of young people's participation.

Objective 2. Create a tool for governments and civil society to hold their progress on youth participation to account.

This initiative will enable EPD to produce systematic and publicly available data on youth participation to amplify youth voices in academic and policy debates. For more information about this project visit: <https://youthdemocracycohort.com/>

3. Description of the assignment

The research coordination core team of consultants is ideally composed of 5 to 7 consultants including a Team Leader and needs to fulfil the following tasks:

- **Assistance with identifying the country-specific consultants:** The research coordination core team of consultants will assist EPD in identifying and contacting country-specific consultants; EPD will directly recruit the country-specific researchers, however, the core team will provide suggestions and recommendations on potential national consultants based on their previous work and contacts;
- **Research process coordination:** Lead the successful delivery of the research project with the Team Leader coordinating the research process.

- **Training and guidance for the national consultants:** The research coordination core team will be responsible for providing necessary training and guidance on the research methodology to the local consultants;
- **Coordinating data collection:** Developing, updating, and maintaining consistent and credible systems for data collection for all countries covered by the index; assisting national consultants with data collection methods and tools;
- **Data management and harmonisation:** Verify, compile, harmonise and manage collected data.
- **Peer review and quality control:** Peer review of data quality, comparing against country and thematic knowledge. Quality control of data harmonisation and academic credibility of the index;
- **Writing up:** Extract key findings from the produced dataset and write a digestible report which can be used not only for internal purposes but also for disseminating publicly;
- **Disseminating and visibility:** The provider will be available to take an active part in all events organised to give the GYPPI greater visibility which may include travelling abroad, participation in panels, webinars, discussions and other kinds of events.

Dimensions of youth inclusion and participation to be analysed:

- Youth's Social and Economic Inclusion
- Youth in Political Affairs
- Youth Participation in Elections
- Youth in Civic Society and Social Movements.

Geographic scope: for the first edition of the GYPPI, an estimated 70 countries will be covered with regional diversity accounted for, from which 15 countries (Brazil, Costa Rica, Estonia Germany, Kenya, India, Italy, Nepal, New Zealand, Philippines, Senegal, South Africa, Tunisia, Turkey, United States of America) have already been studied during the pilot phase. The list of countries for the GYPPI will be defined by EPD and WYDE Civic Engagement partners.

4. Expected outputs and deliverables

- 1 week after the contract signature: a detailed **work plan** shall be submitted to the EPD Team;
- Every month during the duration of the contract: a **progress meeting** shall be held to update the EPD team on the current status of the research process;
- After four months: the **dataset** and the **peer review report** will be delivered to the EPD team;
- One month before the specified end of the contract, a **draft key findings and the summary report of the Global Index on Youth Political Participation** will be submitted

to EPD. The draft will incorporate feedback given in the peer review report and by the EPD team;

- The **final key findings and the summary report of the Global Index on Youth Political Participation** shall be submitted at the latest one day before the specified end of the contract defined in the service contract.

In case unforeseen circumstances and delays may derail the timeline, the core team of consultants and EPD will agree on an alternative timeline. The core team of consultants shall communicate any possible challenges that may cause delays in a timely manner.

5. Scope of service delivery

The assignment will be from 1 November 2024 to 30 April 2025. Upon successful delivery of the assignment, EPD reserves the right to contract again the coordination core team with similar conditions to conduct the coordination of the research for the second edition of the GYPPI in 2025/2026.

The assignment will kick off with an initial meeting between the consultants and EPD to clarify any unanswered questions. On behalf of EPD, the Research and Programme Officer will act as the EPD focal point for the research coordination core team of consultants. The core team of consultants and the EPD Research Officer will schedule regular check-in calls to discuss the progress of the study. The EPD Research Officer may also contribute their time to the collection and management of data as per their availability and knowledge, on a basis to be agreed with the research consultants' Team Leader. The EPD Research Officer with the support of EPD team will coordinate the recruitment and contracting of the country-specific local researchers. The country-specific local consultants will be trained and guided through the methodology by the research coordination core team of consultants.

Outlines for all deliverables should be submitted in draft format for review to EPD before further development of the deliverables. Final drafts must be submitted by email. A presentation of the findings and materials to EPD will be scheduled before finalising the work. All documents must be submitted in English.

6. Qualifications and criteria

This consultancy service should be carried out by a team of experts, whose qualifications include the following competencies:

- Experience with research, methodology development, production of assessments and studies;
- Expertise in statistical analysis, particularly for the purpose of index development;

- Knowledge of youth inclusion and youth rights;
- Knowledge of democracy and democratic participation;
- Experience working in a multitude of different countries;
- Working proficiency in English; fluency in French is an asset;

The consultants shall perform the above-mentioned tasks taking into account the following criteria:

- National/regional specificities and political context of each country should be taken into account when developing the research methodology;
- Gender and intersectionality with class, ethnicity and other relevant factors shall be taken into account when reviewing youth inclusion and participation, such that inclusivity is understood in a broad sense;
- With respect to youth and youth engagement, the scoping studies shall adopt EU definitions and focus on key youth issues identified in the [EU Youth Action Plan for external action](#).

7. Budget and remuneration

The budget of the assignment is set at a maximum of EUR 70.000. The cost must include VAT and any other taxes and related costs.

8. Application package

If interested, the tenderer is invited to submit the application documents detailed below, which as a whole constitute the application package. **Incomplete applications will not be considered.**

A technical and financial offer, consisting of:

- a. The application form (Annex I) duly filled in and signed;
- b. Up-to-date CVs of the research coordination core team of consultants;
- c. A technical proposal (maximum 4 pages). The technical offer includes dividing the work of the assignment by the number of working days expected to complete each task described in **3. Description of Assignment**;
- d. and a financial offer, with all taxes included

The application packages will be assessed by an Evaluation Committee against the criteria listed in Annex II. Candidates scoring at least 75/100 with regard to the evaluation grid (Annex II) for their technical offer will have their financial offer considered. EPD reserves the right to interview applicants and enter into a negotiation with the candidates on the financial offer proposed by them, before finalising the evaluation process.

The technical offer will be weighted with 80%; the financial offer will be weighted with 20%. An Evaluation Committee will be established to coordinate the evaluation on behalf of the EPD. The evaluation procedure will be finalised after shortlisted candidates have been interviewed, if needed, by the Evaluation Committee and agreement on the financial offer has been found.

Complete applications with **'Application for First edition of the GYPPI'** in the subject line should be emailed by 23/10/2024, 11:59 pm Brussels time, to anamosiashvili@epd.eu

The expected start date for the assignment is 1 November 2024. Unsuccessful candidates will be informed of the final decision.

9. Questions

Potential tenderers are invited to submit their questions about the tender, if any, before 10 October 2024 (to the same email address mentioned above). Answers to the questions will be published on EPD website under the call for tenders notices (under "Opportunities"). Applicants may be invited for an interview during the technical evaluation if deemed necessary by the evaluation committee. The evaluation committee will be set up to collectively agree on winning the tender.

10. Data notice

EPD collects and treats your private data in compliance with the EU General Data Protection Regulation 2016/679 i.e. hereby requests personal data only for procurement purposes, pursuing a legitimate interest in a reasonable way, and will delete them after it is judged no longer necessary to archive. Applications may need to be provided to the Funding Agency to ensure compliance with procurement rules. By applying, you authorise EPD to treat your personal data accordingly.