



# Attachment A – Terms of Reference (ToR)

External Service Provider: Cross-Border Youth Cooperation & Orientation Expert  
 Project: YOUTHMED – Empowering Youth for an Inclusive Mediterranean  
 Project Code: A\_Y\_3.1\_0624  
 Reference: A\_Y\_3.1\_0624 – 004  
 Contracting Authority: Planning and Development Agency (PDA)  
 Project Duration: June 2025 – December 2027  
 Contract Duration: Until December 2027 (activation-based)

## 1. Purpose

This Terms of Reference defines the scope, deliverables, and responsibilities of the Cross-Border Youth Cooperation & Orientation Expert to be contracted under the YOUTHMED project. The selected expert will play a strategic and operational role in guiding youth exchanges, fostering dialogue, and supporting project actions related to cross-border cooperation and youth capacity building.

## 2. Scope of Work

The selected expert will support the planning, facilitation, and follow-up of the following project activities:

### International Missions

Event	Location	Duration	Period
Kickoff Meeting	Seville, Spain	4 days	Month 1
Youth Exchange Visit	Seville, Spain	4 days	Months 10-12
Youth Exchange Visit	Athens, Greece	4 days	Months 13-15
Youth Exchange Visit	Cairo, Egypt	4 days	Months 16-18

Note: All travel costs (flight, visa, accommodation, insurance, local transport, meals, etc.) are to be fully covered by the expert from within the total contract budget (€8,000).


**Activity Support & Coordination**

Activity	Code	Description	Implementation Format	Expert Involvement / Period
Youth Exchange Visits & Dialogue	A 3.2.1	Facilitate dialogue, participation, and reflection sessions	ES, GR, EG, LB	On-site participation / Months 10-18
Joint Networking Events	A 3.2.2	Provide strategic support and presence in 5 events	ES, GR, EG, LB	Online follow-up & input / Months 13-18
Capacity Building for Trainers	A 4.2.1	Provide expert input during a 3-day workshop for 30 youth trainers	ES, GR, EG, LB	Online follow-up / Months 3-12
Civic & Media Training for Youth	A 4.2.2	Monitor and follow the delivery of trainings for 450 youth	ES, GR, EG, LB	Online follow-up / Months 10-20
One-on-One Coaching	A 4.2.3	Support coaching process for 30 youth in e-media skills	ES, GR, EG, LB	Online follow-up / Months 14-24