

# Youth Partnership

Partnership between the European Commission  
and the Council of Europe in the field of Youth



## Call for Experts

### Update of the Training Kit on Project Management

Deadline for applications: **23:59 CET 31 March 2022**

The EU-Council of Europe Youth Partnership is looking for two editors to update the [training kit on project management](#). Training kits (T-kits) are hands-on materials meant for supporting the training and education of practitioners involved in international youth work. Since 1998, the Youth Partnership has been continuously developing T-kits and in recent years has been updating the content of different T-kits to reflect the continuous development of the youth work field. T-kit #3 on project management was originally published in 2000 as the third book in the T-kit series.

The update of the T-kit involves the review of the first edition, identifying main needs and gaps, new developments and debates to be taken into consideration in a new edition. An expert group will be set up to guide the update of the T-kit and the work of the editors. Following this process, the editors will propose a structured for the new edition and draft the texts. This means that some or most parts of the T-kit will be entirely rewritten by the two editors. Additional contributors might be also involved in drafting specific parts of the T-kit.

The editors will:

- Participate in planning meetings about the update of the T-kit with the EU-Council of Europe Youth Partnership secretariat and take guidelines by the expert group set up to guide the update process into consideration when designing the new T-kit;
- Collect the needs and expectations of an updated T-kit from youth organisations, young people and youth sector stakeholders, through consultations and surveys ;
- Prepare an outline and a structure of a new T-kit based on the results of the consultations, surveys and guidelines of the expert group;
- Write and peer review parts of the T-kit;
- Prepare guidelines for illustrations and visual elements of the T-kit, and cooperate with an illustrator on production of the visuals;
- Contribute to the dissemination of the T-kit, including promoting it at events, participating in a podcast recording, etc.

Expertise and profile of the editors:

- A good understanding and knowledge of the youth sector, with a special focus on youth work;
- Significant experience in managing successfully local, regional and/or European projects in the field of youth;
- Experience in developing and delivering educational activities about project management and/or experience in providing consultancy services related to project management in the youth sector;
- Excellent writing and editing skills in English.

#### **Tentative timeline**

- April 2022: first planning meeting of the update
- May 2022: consultation meetings within the youth sector and surveys of potential users of the T-kit
- September 2022: submission of the first draft of the updated T-kit to the EU-Council of Europe Youth Partnership secretariat.
- September-October 2022: feedback process.
- October-December 2022: finalisation of the content of the T-kit, cooperation with an illustrator.
- 1<sup>st</sup> half of 2023: finalisation of editorial work, dissemination activities.

#### **Fee**

The editors will be offered a total fee of 4200-4800 Euros per person, depending on the final allocation of tasks.

#### **Applications**

Please submit your application to [youth-partnership@partnership-eu.coe.int](mailto:youth-partnership@partnership-eu.coe.int) by 31 March 2022.

Applications should include:

- A curriculum vitae.
- A short motivation letter (maximum 1 page) highlighting the relevant expertise of the applicant and experience. Examples of similar deliverables (e.g. training courses, education materials related to project management) should be enclosed with links, where relevant, in the motivation letter.

For questions, additional information request and for submitting the application, please write to [youth-partnership@partnership-eu.coe.int](mailto:youth-partnership@partnership-eu.coe.int).