

Service Description: Facilitators & Rapporteurs – European Conference: Horizontal European Strategies and their meaning for field of youth work and youth volunteering

1. Context

JUGEND für Europa is looking to contract two facilitators (Lot 1) & two rapporteurs (Lot 2) for the European event “European Conference: Horizontal European Strategies and their meaning for field of youth work and youth volunteering” (working title). The contractors will support the preparation, implementation, and follow up of the event. This includes planning and facilitating the residential meeting & documenting the outcomes, as well as regular communication with the project team and supporting the development of the event.

The conference will take place from **27 to 30 October 2026** in Frankfurt am Main (arrival day: 26 October 2026).

A preparatory meeting will take place from **29 June–1 July 2026** in Bonn.

The conference aims to provide a structured space for analysis and discussion of EU strategies in the context of the proposed Erasmus+ programme and to explore their relevance for the youth sector.

Approximately 100 participants are expected, including representatives from National Agencies, European Commission, SALTO Resource Centres, umbrella organisations, ministries, and other stakeholders in the youth field & beyond.

2. Background information

The conference is part of ongoing efforts to strengthen the understanding of EU strategies, such as for example the Intergenerational Fairness Strategy, the EU Preparedness Union Strategy & Union of Skills to highlight the already existing contributions and added value of the youth sector, and to explore how its role can be further developed in relation to current European policy priorities within the context of the Erasmus+ programme and European Solidarity Corps. The event will create space for exchange of experiences, peer learning, and discussion on future developments of European youth programmes.

In addition, the conference will provide an opportunity to connect practice, policy, and research perspectives and to identify potential areas for further development and cooperation.

Adjustments to the content may still occur as the programme is being further developed.

3. Expected results of the activities

The conference focuses on exchange and mutual learning between stakeholders working in the youth field.

The target groups of the conference include:

- Key actors from youth work organisations and networks
- Volunteering representatives
- Representatives from National Agencies and SALTO Resource Centres
- Trainers from international trainer pools
- Representatives of the European Commission and the EU–Council of Europe Youth Partnership
- Representatives from national ministries
- Stakeholders from other relevant sectors

The expected results include:

- Increased understanding of EU strategies and their relevance for the youth sector
- Exchange of practices, experiences, and approaches
- Highlight the already existing contributions and added value of the youth sector, and to explore how its role can be further developed
- Identification of key challenges and opportunities
- Strengthened cooperation between stakeholders
- Documentation of discussions and development of key messages and recommendations

4. Scope of Service

Lot 1 Facilitators (2 persons)

Preparation and Planning

- **Methodical and needs-based planning of the in-person event – 3 days**
 - Planning of the agenda and selection of suitable methods
 - Conducting needs assessments among participants
 - Coordination with the European prep-team, rapporteurs and scientific

- expert
- Preparation distributed over several planning meetings
- **Methodical planning of the in-person and digital preparation meeting in Bonn, Germany – 1 days**
 - Development of meeting flow, selection of tools and methods
 - Coordination with the European prep-team, rapporteurs and scientific expert

Implementation

- **Co-moderation during the in-person event – 3 days**
 - Active co-moderation in sessions and breakout groups
 - Methodological support throughout the event
- **Co-moderation of the in-person prep meeting and digital prep meetings – 2 days (29.06.-01.07.2026)**
 - Active co-moderation in sessions and breakout groups
 - Methodological support throughout the meetings

Follow-up and Documentation

- **Documentation and participation in preparatory meetings – 1 day**
 - Participation in organizational meetings, minute-taking, and follow-up preparation
- **Support in documenting project outcomes – 1 day**

Inclusion & Diversity

- **Implementation of a diversity-sensitive approach during preparation and delivery – 1 day**
 - Reviewing methods and materials through a diversity lens
 - Ensuring an inclusive setting for all participants

Lot 2 Rapporteurs (2 persons)

Preparation

- Coordination with facilitators and project team – 0.5 day
 - Alignment on documentation structure and expectations

Implementation

- Documentation during the in-person event – 3 days

- Capturing discussions, key findings, and outcomes
- Structured note taking in plenary and group sessions

Follow up

- Preparation of final documentation – 2 days
 - Development of a structured report
 - Compilation of key messages and recommendations

5. Timeline and Cooperation Framework

The cooperation period runs from **June 2026 until December 2026**.

All contractors will work closely with JUGEND für Europa and relevant European stakeholders involved in the preparation and implementation of the conference.

Regular coordination and flexibility during the preparation process are expected.

Deliverables include:

- facilitation and methodological support,
- structured documentation and reporting,
- contribution to conference outcomes and recommendations,
- participation in relevant coordination meetings.

6. Financial Framework

The daily rate 340 Euro per working day and is based on the expected SALTO daily rate in 2026.

Estimated Working days

- Lot 1 (Facilitators) approx. 11 working days
- Lot 2 (Rapporteurs) approx. 8 working days

The final number of working days may be adjusted depending on the final programme design and coordination needs.