



EUROMESCO WORKOUT

TERMS OF REFERENCE FOR TRAINERS¹

As part of the project “[EuroMeSCo: Connecting the Dots](#)”, co-financed by the European Union and the European Institute of the Mediterranean ([IEMed](#)), a number of online trainings labelled “EuroMeSCo Workout courses” will be implemented in 2021, aiming to build up research skills and capacities of think tankers and researchers from the EuroMeSCo network, based on prior broad consultations and identified needs.

COURSES FORESEEN FOR 2021²

- **Policy Recommendations: The Key to Influence**
The main objective of this course will be to review the keys for turning a publication into an impactful policy contribution, with a focus on techniques to write policy recommendations.
- **Policy Papers: Do’s and Don’ts**
This course will also look into techniques for writing impactful policy oriented papers. This course will be offered only in Arabic and focus on expectations and characteristics of such papers for policy audiences in the Arab world.
- **Foresight Techniques for Research and Think Tank Work**
This course will be an introduction to different foresight techniques, in terms of research as well as its practical and policy implications.
- **Infographic Design Basics**
This course will offer an introduction to infographics, as an attractive way to present and illustrate research findings.
- **Media Workout: how to be impactful in TV, radio or press interviews**
This course will look into the specificities of each medium and the techniques to be used accordingly by researchers and think tankers in order to be impactful.

¹ These terms of reference are indicative. Selected trainers and the IEMed will sign a contract elaborating further on obligations and outputs.

² The courses were identified based on a consultation among experts affiliated with EuroMeSCo institutes who spotted their priorities and needs.



STRUCTURE OF THE COURSES AND METHODOLOGY

A **EuroMeSCo Workout course** consists of 3 or 4 sessions (the number of sessions will depend on the theme and the training proposal of each course), with a week between each session. In principle, the training courses will not overlap. Each session will have a duration of 2 hours. The expected number of participants per session is about 15. The course will only be scheduled if more than 10 candidates apply.

The trainings are thought to be very interactive, practical (rather than theoretical) and involve a peer-to-peer dimension. Throughout case studies and using facilities offered by the IEMed Professional Zoom platform, trainers will engage participants in practical exercises.

In principle the courses will be offered in English.

TRAINERS' SELECTION PROCESS

Trainers will be selected based on the information they will provide in the application form and in particular a first proposal of the course curriculum (in 500 words).

Joint proposals, i.e two trainers running one course together and sharing the sessions (e.g a mixed team made of one professional trainer or practitioner and one think tanker), will be accepted.

A trainer may apply to a maximum of two courses.

RESPONSIBILITIES OF SELECTED TRAINERS

The selected trainers are asked to:

- Building from the proposal sent as part of the selection process, provide a detailed curriculum of the course within the deadline set in the calendar below, and following guidelines that will be shared with selected trainers.
- Complete all the courses as announced in the detailed curriculum, respecting dates and timing communicated to the participants.
- Deliver a Final Training Report at the end of the course including a self-assessment, lessons learned and recommendations.





The IEMed will be responsible for:

- Coordinating the selection process of participants.
- Coordinating the administrative and technical aspects of the course.
- Coordinating the evaluation of the course

INDICATIVE CALENDAR

8 January 2021: Deadline for candidates to send their application as trainers

13 January 2021: Notification to selected trainers

15 February 2021: Deadline for the confirmed trainers to send their detailed course curriculum.

The courses will take place between March and July

ADMINISTRATIVE PROCEEDINGS

Payment: The process leading to the payment of the trainer's fees will be activated upon submission of the Final Training Report.

Contract: A contract will be signed between each trainer and the IEMed, upon receipt of the detailed curriculum.

TRAINER'S FEE

Per Session (2 hours): €870 gross.

(in other words, €2610 for a course including 3 sessions and €3480 for a course including 4 sessions)

The fee is a total amount covering all possible costs that may arise during the preparations and the implementations of the course.

