EUROMESCO WORKOUT – CALL FOR TRAINERS
TERMS OF REFERENCE

Deadline to apply: 9 January 2022, 23:59hrs CET

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 and ofline trainings labelled "EuroMeSCo Workout courses" will be implemented in 2022, 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.

STRUCTURE OF THE COURSES AND METHODOLOGY

ONLINE

An **online** 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. Each session will last for 2 hours. The expected number of participants per session is about 15. **The course will only be scheduled if more than 10 candidates apply.**

OFFLINE

Some EuroMeSCo Workout courses will be held in **presence** back–to–back with the EuroMeSCo Annual Conference (11, 12, 13 May, Brussels). Each of these trainings will last for 2 hours and will be held in parallel.

Both online and offline trainings are thought to be very interactive, practical (rather than theoretical) and involve a peer–to–peer dimension.

COURSES

1. **Policy Recommendations**
   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.

2. **Funding Opportunities for Researchers**
   This course will look into EU research programmes offering an overview of the different programmes available and where to find the opportunities to apply. It will also offer tips on how to apply.

3. **Foresight Techniques**
   This course will be an introduction to different foresight techniques, in terms of research as well as its practical and policy implications.

4. **Effectively Communicating Research Findings**
   The objective of this course is to equip researchers and think tankers to help them get their research papers published in different communication formats (abstracts, posters, peer–reviewed papers, oral presentations, interviews, etc.)

5. **Effective usage of economic data in Political Sciences**
   This course aims at equipping researchers with the knowledge to understand economic concepts and use economic data in their work both in terms of interpreting existing data and including data in their research projects.

6. **Data Analysis and Visualization (using R programme)**
   The course will instruct participants on programming in R and learning the use of R for effective data analysis.

7. **Social Media Digging: Apps, Followers and Engagement for Research**
   This course aims at guiding researchers into the most useful applications to share their research findings. Generating engagement, receiving feedback and thus increasing the researcher's credibility.

8. **Infographics & Data Visualisation**

   This course will focus on improving researchers' skills and usage of different softwares and tools to produce their own infographics as an attractive way to present and illustrate research findings.

HOW TO APPLY?

Please submit your training proposal of no more than 500 words with the subject line of "Application for EuroMeSCo Workout Call for Trainers 2022" to euromesco@iemed.org **and** fill in the online APPLICATION FORM.

Deadline for applications is 9 January 2022, 23:59hrs CET.

✓ The selection process will be completed by 14 January 2022. All applicants will be notified by e–mail of the results of their application.

✓ Selected trainers will be asked to prepare the detailed curriculum of the selected course.

TRAINING PROPOSAL

This document should include the following:

✓ Summary and objectives of the course

✓ Course structure divided by sessions (each course should consist in 3 or 4 sessions)

✓ Methodological approach for the course

✓ Format (online or offline)

✓ A financial quote of the course they are offering. Please note that the quotes should not exceed the maximum budget:

▪ Online session: The maximum budget for the online course is €870 gross per session

▪ Offline course: The maximum budget for the offline session is €1160 per session (2 hours). The offline sessions are scheduled to take place in Brussels on 11 May 2022.[1]

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1 In the case that the trainer/s need to travel to deliver the course, costs for round trip flights, maximum 1 night accommodation and meals during their stay will be provided by IEMed or reimbursed based on IEMed's internal rules for travel and subsistence. Any approved reimbursement will be made based on real costs upon receipt of tickets, boarding passes and proofs of payment, and up to a maximim amount of 740€ (for all trainers).

PRACTICAL INFORMATION

- ✓ The IEMed will provide round–trip flight tickets, accommodation expenses and meals for the Trainers during the offline EuroMeSCo Workout, and will cover visa costs and COVID–19 PCR testing fees (if needed).
- ✓ Trainers will be also provided with more detailed information about the logistics and operational aspects of the Forum.
- ✓ The offline sessions are scheduled to take place in Brussels. Should the conditions not allow for a fully physical format, the organiser reserves the right to change the format of the sessions.

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.

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.

- ✓ 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, technical and logistical aspects of the course (online and offline).
✓ Coordinating the evaluation of the course.

INDICATIVE CALENDAR

✓ **9 January 2022**: Deadline for candidates to send their applications

✓ **14 January 2022**: Notification to selected trainers

✓ **11 February 2022**: Deadline for the confirmed trainers to send their detailed course curriculum.

The ONLINE courses will take place between March and July. The OFFLINE courses will take place on 11 May 2022 in Brussels.

ADMINISTRATIVE PROCEEDINGS

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

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