



EUROMESCO WORKOUT – CALL FOR TRAINERS TERMS OF REFERENCE

Deadline to apply: 19 March 2023, 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 offline training sessions labelled “EuroMeSCo Workout courses” will be implemented in 2023 and 2024, aiming to build up research skills and capacities of think tankers and researchers from the EuroMeSCo network, based on prior consultations and identified needs.

STRUCTURE OF THE COURSES AND METHODOLOGY

ONLINE

The **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 online courses will take place in May-November 2023 and February-May 2024. 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 person** back-to-back with the **VI and VII Euromed Young Researchers Forum** (date and venue to be confirmed). They will consist of 1 offline training session lasting 2 hours.

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





COURSES

- **Writing Policy Recommendations: Dos and don'ts**

The main objective of this course will be to learn the keys to turn a publication into an impactful policy contribution, with a focus on techniques to write policy recommendations.

- **Foresight Techniques in 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.

- **EU funding opportunities for research in the Euro-Mediterranean region: where should I start?**

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

- **Think tanks and track II diplomacy in the MENA region**

This course will examine the role of think tanks and track II diplomacy in promoting peace, stability, and development in the Middle East and North Africa (MENA) region. Participants will explore the historical and political context of think tanks and track II diplomacy, their impact on policy-making and conflict resolution, and the challenges and opportunities they face in the MENA region.

- **The keys to effective field work in the MENA region**

This course will equip participants with the necessary skills and knowledge to conduct effective fieldwork in the Middle East and North Africa (MENA) region. Participants will learn about research methods and ethics for conducting fieldwork. The course will cover practical skills such as interview techniques, data collection and analysis, and report writing.





- **Designing, Conducting, and Analysing Surveys**

This course will guide participants on how to design, conduct, and analyse surveys for social science research. Participants will learn about sampling techniques, question design, data collection methods, and survey data analysis. The course will also cover the ethical considerations and potential sources of bias in survey research.

- **Quantitative methods for social science (R, SPSS, Power BI, excel)**

This course will cover quantitative research methods commonly used in social sciences, such as descriptive and inferential statistics, hypothesis testing, and regression analysis. Participants will learn to use various software tools, including R, SPSS, Power BI, and Excel, to analyse and visualize social science data. The course will also emphasize the importance of data management and ethics in social science research.

- **Ethics in research involving vulnerable populations or politically sensitive information**

This course will explore the ethical considerations and challenges involved in conducting research with vulnerable populations or politically sensitive information. Participants will learn about the principles of ethical research, the legal and regulatory frameworks governing research with vulnerable populations, and the potential risks and benefits of research in politically sensitive contexts. The course will also cover strategies to ensure participant confidentiality, informed consent, and data protection.

- **Social media strategies for think tankers (including LinkedIn, FB, and Twitter)**

The aim of this course is to learn how to effectively use social media platforms, such as LinkedIn, Facebook, and Twitter, to engage with audiences and promote research and policy recommendations. Participants will learn about the best practices to create social media content, build a social media presence, and measure the impact of social media engagement. The course will also cover ethical considerations and potential pitfalls of using social media in the think tank world.





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 2023-2024" to euromesco@iemed.org and fill in the online [APPLICATION FORM](#).

Deadline for applications is **19 March 2023, 23:59hrs CET**.

- ✓ The selection process will be completed by 24 March 2023. All applicants will be notified by email of the results of their application.
- ✓ Selected trainers will be asked to prepare a 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

PRACTICAL INFORMATION

- ✓ IEMed will provide round-trip flight tickets, accommodation expenses and meals for the Trainers during the **offline EuroMeSCo Workout**, and will cover visa costs, if needed, according to IEMed's travel and subsistence procedures.
- ✓ Trainers will be also provided with more detailed information about the logistics and operational aspects of the Forum.

TRAINERS' SELECTION PROCESS

Trainers will be selected based on the information they 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 will be 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.
- ✓ Comply with the visual identity of the EuroMeSCo: Connecting the Dots project when displaying power point presentations during the training sessions and other deliverables. Templates will be provided by the IEMed ahead of the start of each course.
- ✓ 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

- ✓ **19 March 2023:** Deadline for candidates to send their applications
- ✓ **24 March 2023:** Notification to selected trainers
- ✓ **7 April 2023:** Deadline for the confirmed trainers to send their detailed course curriculum

The ONLINE courses will take place between May and November 2023 and February and May 2024.



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.

TRAINER'S FEE

Per Session (2 hours): €870 gross¹. (In other words, €2610 gross for a course including 3 sessions and €3480 gross 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.

¹ If the trainer is paid as a natural person, according to Spanish Law, a 24% Spanish income tax deduction applies (for persons with a fiscal residence outside of Spain) and a 15% Spanish income tax deduction applies (for persons with a fiscal residence in Spain).