Interreg

NEXT MED

Co-funded by the European Union

YOUTHMED2

ANNEX I

TERMS OF REFERENCE

Contracted Community Youth Organizations (CYOs)

Prepared by: PDA (LEP) | Innovation Hive (PP1)

Work Package / Activity: WP3 / Activity 3.1.1

Version 1.0 | 29 October 2026

Project reference: B_Y_3.1_0812

Interreg Co-funded by the European Union
NEXT MED
YOUTHMED2

Document Information

FIELD	DETAIL
Document Title	TERMS OF REFERENCE – Contracted Community Youth Organizations (CYOs)
Project	YOUTHMED2
Project Reference	B_Y_3.1_0812
Work Package / Activity	WP3 / Activity 3.1.1
Prepared by	PDA (LEP) | Innovation Hive (PP1)
Reviewed by	PDA (LEP) | Innovation Hive (PP1)
Date	29 October 2026
Version	1.0
Status	Draft

Table of Contents

1 BACKGROUND INFORMATION 3
1.1 Project background 3
1.2 Contracting authority 3
2 PURPOSE 3
3 SCOPE OF WORK AND SERVICES 4
3.1 Local TransLab Operation and Services Fully Implemented by the CYO 4
3.2 Participation Services – Link with the Local Territory 7
3.2.1 Participation and Involvement of Local Actors 7
3.2.2 Participation and Involvement of Local Actors and Youth / Beneficiaries 8
4 REPORTING AND DOCUMENTATION 9
5 FINANCIAL PROVISIONS 10
6 SERVICE REQUEST AND APPROVAL PROCEDURE – SECTION 3.1 10
7 DURATION 11
8 COORDINATION 11
9 COMPLIANCE 11
10 CONTRACTUAL STATUS 11
11 MONITORING AND EVALUATION 11
11.1 Definition of indicators 11
11.2 Special requirements 12

1 BACKGROUND INFORMATION

1.1 Project background

YOUTHMED2 is co-funded by the European Union under the Interreg NEXT MED Programme and is implemented in Lebanon, Greece, Italy, Türkiye, Spain and Tunisia. The project promotes youth participation in the green transition through local activities, training, TransLabs, TransLabNet, SmartSet, advocacy and cooperation with public and local stakeholders.

Under Activity 3.1.1, fourteen Contracted Youth Organisations (CYOs) are engaged across the partnership. This common Terms of Reference defines the services and responsibilities applicable to all CYOs. It is used as the common technical annex to the individual CYO contracts concluded by the responsible Project Partners.

Project tools: YOUTHMED2 establishes 14 municipality-hosted TransLabs connected through TransLabNet and supported by SmartSet, an AI-enabled system being developed in three levels: Consult, Career and Govern. The project consortium and appointed experts will design and approve the tools, operating arrangements and technical instructions progressively during implementation.

TransLab approach: A TransLab is a participatory environment where youth and local stakeholders contribute to learning, practical experimentation and the joint development of sustainability ideas and solutions across borders. The municipal premises provide a local access point; TransLabNet and SmartSet support wider cooperation. The CYO is engaged to facilitate and implement the local part of this project-led approach, not to design the overall system.

1.2 Contracting authority

For each individual contract, the Contracting Authority is the YOUTHMED2 Project Partner that conducts the applicable procurement procedure and signs the contract with the selected CYO.

2 PURPOSE

The purpose of the contract is to engage a capable youth organisation to support and deliver the locally assigned YOUTHMED2 services and to help the responsible Project Partner establish and activate its TransLab. The consortium, Work Package leaders and appointed experts are responsible for project design, common methods, SmartSet development and TransLabNet coordination. The CYO shall:

- fully implement assigned services under the supervision and approval of the responsible Project Partner;
- mobilise and involve local youth and project beneficiaries;

- participate through its representatives and facilitate the participation of other local persons when requested, in accordance with the agreed targets;
- identify, contact and involve municipalities, local authorities, public administrations, civil-society organisations, businesses and other relevant local actors;
- facilitate the local TransLab living-lab environment, including participation in project-approved SmartSet and TransLabNet activities, practical testing of services and structured feedback to the responsible Partner; and
- provide the documentation and evidence required for monitoring, reporting and verification.

Municipality hosting requirement. Before signature of the individual CYO contract, the selected organisation shall provide a formal cooperation/hosting agreement with the relevant municipality or local authority securing the physical hosting of the TransLab within the municipality premises, in accordance with the tender dossier. This initial hosting agreement is distinct from the Local Governance Agreement to be signed subsequently under Activity 6.2.2.

3 SCOPE OF WORK AND SERVICES

The CYO has two roles:

Under Section 3.1, it establishes and manages the local TransLab team, composed of three CYO members and two local community actors involved by the CYO, supports the operation of the TransLab facilities, and fully implements the listed local services under the responsible Project Partner's instructions and approval. Under Section 3.2, it participates in project-led activities or helps involve local people and organisations when requested. Section 3.2 does not require the CYO to organize, finance or produce the main project-level outputs.

3.1 Local TransLab Operation and Services Fully Implemented by the CYO

Nature of service and obligations:

For the services listed in this section, the CYO acts as the local operational organisation of the TransLab, delivering the contracted activities on behalf of and under the supervision and prior approval of the responsible Project Partner. It shall bear all local costs necessary for proper delivery, including, where applicable, personnel, trainers, facilitators, venue arrangements, materials, local transport, catering, logistics, outreach, participant mobilisation, follow-up, reporting and supporting documentation, as covered by the accepted financial offer. Project-financed TransLab equipment supplied separately by the responsible Partner is not a CYO procurement obligation. Each service remains subject to the request and approval procedure in Section 6.

Local TransLab arrangements:

The CYO shall secure municipal hosting and facilitate use of the premises and project-provided equipment for approved activities. It shall appoint three representatives and help involve two local community representatives in the TransLab team, under the responsible Partner's supervision. Each TransLab serves an indicative group of approximately 22 youth, while its project-approved services may also involve other relevant local people. The CYO shall manage its local team, maintain the local coordination required for its contracted services and follow up implementation and agreed outputs under the Partner's supervision.

Technical specifications and minimum commitments:

The services below shall meet the applicable objectives, scope, minimum outputs and commitments set out in the approved YOUTHMED2 Project Description (Grant Contract Annex I). Detailed curricula, methods, training content, schedules and service instructions may be issued progressively by the competent Work Package leaders through the responsible Project Partner. The CYO shall implement those approved technical instructions within the contracted scope, price and service targets; any material expansion beyond that scope requires a formal written amendment.

Local cooperation and feedback:

As part of its approved services, the CYO shall support local participants in using the project-approved TransLab and SmartSet tools, maintain direct contact with the participating youth, follow up their local activities and provide practical needs, implementation problems and feedback to the responsible Partner. The project and its appointed experts are responsible for the design and development of SmartSet and the tools enabling cross-border collaboration. The CYO shall follow project instructions on consent, confidentiality and personal-data protection.

Service Code	**Service Title**	**Period**	CYO Practical Role	Expected Contribution / Target
4.2.2	Deliver Theoretical Sustainability Career Training	Oct27–Mar28	Fully organise and deliver theoretical green-career and sustainability training for approximately 22 youth, using the WP4-approved curricula, SmartSet-L2 learning and skills-tracking arrangements, and required learning/attendance evidence.	1 action
4.2.3	Facilitate Career Mentoring & Technical Support	Apr28–Sep29	Provide career mentoring and technical guidance to approximately 22 youth, coordinating appropriately qualified green-sector mentors, individual career planning, progress follow-up and SmartSet-based records under the WP4-approved approach.	1 action

Service Code	Service Title	Period	CYO Practical Role	Expected Contribution / Target
4.3.1	Organise Career Guidance & Green Transition Planning Workshops	Nov27–Mar28	Organise and deliver green-career guidance and transition-planning workshops for approximately 22 youth, engaging relevant sector specialists and business actors, addressing career pathways and entrepreneurship, and recording feedback and results as instructed by WP4.	1 action
4.3.2	Establish Green Transition Internships & Work-Based Learning	Apr28–Oct28	Arrange and follow up two structured work-based learning/internship actions for approximately 22 youth, working with suitable green-sector host organisations, supporting matching and supervision, monitoring practical learning and reporting progress through project-approved methods and SmartSet where applicable. These are practical learning experiences, not merely introductory visits; the detailed formats are approved by WP4 through the Partner.	2 actions
4.3.3	TransLab-Based Intervention & Transnational Challenge-Driven Practical Training	Oct28–Mar29	Fully organise and implement the local challenge-driven practical learning process with approximately 22 youth, from addressing a real sustainability challenge and developing a local solution through to completion and documentation of one TransLab intervention/model. The CYO shall manage the local team and maintain direct follow-up with participating youth, using the methods and cross-border collaboration tools provided by the project under WP4 guidance.	1 action + 1 model
5.2.1	Pilot Youth Dialogues with Leaders for Civic Trust-Building	Oct28–Mar29	Organise and deliver one facilitated dialogue involving approximately 22 youth and appropriate political, civic, cultural, religious and/or local leaders, as approved by WP5. Enable youth to apply critical-thinking and participation skills developed through the project to concrete local challenges; document participation and feedback under the approved methodology.	1 event
5.2.2-b	Capacity-Building for Marginalized Youth in Policymaking	Oct28–Mar29	Organise and deliver one capacity-building event involving approximately at least 10 marginalised youth on participation in policymaking, using the WP5-approved digital tools and practical mentoring/training methods, with participation evidence.	1 event
6.2.2	Complete local signature of the TransLab Local Governance Agreement	May28–Mar29	Ensure the conclusion of one Local Governance Agreement prepared by WP6 and approved by the responsible Project Partner, signed by the CYO, the relevant municipality/local authority and the responsible Project Partner. The CYO shall coordinate the local signature process, sign the agreement as a party and comply with its obligations for continued TransLab cooperation and sustainability.	1 signed Local Governance Agreement (LGA)

3.2 Participation Services – Link with the Local Territory

Nature of service and obligations. For the activities in this section, the CYO participates when requested or facilitates the involvement of relevant local people and organisations. References to contributing to a video, study, toolkit, event or recommendations mean only such participation or local liaison, not production of the main project output. The CYO bears only the local participation and liaison costs included in its accepted offer. Travel outside its local area is not included unless expressly agreed.

3.2.1 Participation and Involvement of Local Actors

Nature of service and obligations. In addition to the general obligations under Section 3.2, the CYO shall identify, contact and facilitate the involvement of the municipalities, local authorities, public administrations, civil-society organisations, businesses and other relevant local actors required for the service.

Service Code	Service Title	Period	CYO Practical Role / Expected Contribution
3.1.2	1 Workshop for TransLabNet Creation	Jul27–Sep27	Participate in the online workshop implemented by the project
3.3.2	Capacity-Building Workshops for 84 Youth on Green Transitions and TransLab Operations.	Sep27–Jan28	involve 3 CYO representatives and 2 local community representatives in the WP3-led capacity-building workshops (two 2-day workshops under the project description); coordinate local participation and documentation.
3.4.1	Establish TransLab Management Structure	Jul27–Sep27	Support the project-led establishment of the local TransLab management structure, including creating TransLab team constituted of 3 CYO representatives and 2 local community representatives.
3.4.2	Provide Technical & Mentoring Support to TransLab team for TransLab Implementation & Sustainability	Sep27–May28	Involve TransLab team in the action.
3.4.3	Share Best Practices and Case Studies	Apr28–Sep28	Involve TransLab team in the project-led study as requested.
4.4.1	Conduct Feasibility Study on Green Career & Financial Support Mechanisms	Nov27–Apr28	Involve TransLab team in the project-led study
4.4.2	Develop Implementation Plan for Feasible Career Support Mechanisms	May28–Sep28	Involve TransLab team in the project-led development of one implementation plan as requested.
5.1.1	Co-design Mediterranean Youth Policy Framework (MYPF) with Multi-Stakeholder Input	Aug27–Jan28	Participate in the project-led development of one framework as requested.

Service Code	Service Title	Period	CYO Practical Role / Expected Contribution
6.1.2	Conduct Baseline, Midterm, and Final Evaluations- baseline	May27–Jul27	Provide local data, baseline or follow-up evidence, stakeholder inputs and documentation required for the relevant project-led evaluation report.
6.1.2	Conduct Baseline, Midterm, and Final Evaluations-Midterm	May28–Jul28	Provide local data, baseline or follow-up evidence, stakeholder inputs and documentation required for the relevant project-led evaluation report.
6.1.2	Conduct Baseline, Midterm, and Final Evaluations-Final	May29–Aug29	Provide local data, baseline or follow-up evidence, stakeholder inputs and documentation required for the relevant project-led evaluation report.
6.2.3	Developing & Disseminating the TransLab Scalability Toolkit	Jan29–Sep29	Contribute to local dissemination of the project-led toolkit as requested.
6.3.1	Compile Best Practices and Lessons Learned	Dec28–May29	Participate in the project-led activity as requested.
6.3.2	Document Youth Dialogue & Critical Thinking Results for Governance Insights	Dec28–May29	Participate or facilitate local involvement as requested
6.3.3	Disseminate WP6 knowledge products across TransLabNet & institutional stakeholders	May29–Sep29	Participate or facilitate local involvement as requested

3.2.2 Participation and Involvement of Local Actors and Youth / Beneficiaries

Nature of service and obligations. In addition to the general obligations under Section 3.2 and the local-actor involvement obligations under Section 3.2.1, the CYO shall mobilise and facilitate the participation of the required local youth and project beneficiaries, in accordance with the agreed targets and instructions of the responsible Project Partner.

Service Code	Service Title	Period	CYO Practical Role / Expected Contribution
2.2.2	1 Testimonial Video	Dec28–Mar29	Participate in or facilitate local involvement for 1 video
2.2.3	1 Short Video – Inception	Mar27–Jul27	Participate in or facilitate local involvement for 1 video
2.2.3	1 Short Video – Final	Nov28–Feb29	Participate in or facilitate local involvement for 1 video
2.3.2	1 National Dissemination Event	Oct28–May29	Participate in or facilitate local involvement for 1 event
2.3.3	1 Transnational Dissemination Event	Jan29–Jun29	Participate in or facilitate local involvement for 1 event
4.2.1	Launch Transnational Call for Trainees	Jul27–Sep27	Support local outreach to recruit approximately 22 trainees per CYO.

Service Code	Service Title	Period	CYO Practical Role / Expected Contribution
4.4.3	Findings & Recommendations to WP5 Advocacy Forums	May28–Sep28	Participate in or facilitate local involvement for 1 study
5.2.3-a	1 National Advocacy campaign	Oct28–May29	Involve 22 people from the trained people under wp4 and wp5
5.2.3-b	2 Transnational Advocacy Campaigns	Oct28–May29	Facilitate the selection by the approximately 22 youth involved in the national advocacy campaign of four representatives from among themselves to participate in each transnational advocacy campaign, ensuring that they represent their local group's priorities and report back on the outcomes.
5.3.1-a	2 online Transnational Youth Policy Forums	May28–May29	Involve ≈4 people in each forum
5.3.1-b	1 Transnational Youth Policy Forum in Türkiye in parallel with A2.3.3	May28–May29	Involve ≈2-3 people
5.3.2	Integrate TransLab Insights into Policy Recommendations	May28–May29	Participate, when requested, in the project-led integration of one set of recommendations.

4 REPORTING AND DOCUMENTATION

The CYO must provide the documentation required to evidence the proper execution of each approved service, including where applicable:

- Attendance lists;
- Participant / beneficiary lists;
- Photo and video documentation;
- Short activity / service reports;
- Stakeholder and municipality engagement records;
- Outreach and mobilisation evidence;
- Materials and outputs produced under the service; and
- Other supporting documentation reasonably required for project reporting, verification or audit.

Before implementation of each approved service, the Contracting Authority shall clarify the specific supporting documentation required for that service.

All materials shall comply with the applicable Interreg NEXT MED and YOUTHMED2 communication and visibility requirements.

5 FINANCIAL PROVISIONS

The contract price shall be the price resulting from the accepted financial offer submitted during the tendering/procurement procedure and stated in the individual contract.

The agreed price shall cover all costs assigned to the CYO under Section 3 of these Terms of Reference. No additional payment shall be due for costs included in the accepted offer unless a formal written amendment is approved by the Contracting Authority.

The Contracting Authority may process partial payments for completed and approved services in accordance with the agreed price breakdown and the individual contract.

Payment for a service shall be made only after the service has been properly delivered, the required supporting documentation and service report have been submitted, and the service has been validated by the Contracting Authority.

6 SERVICE REQUEST AND APPROVAL PROCEDURE – SECTION 3.1

The services listed under Section 3.1 shall be delivered only upon prior written request from the Contracting Authority.

Before implementing a service under Section 3.1, the CYO shall submit a brief service plan for approval. The plan shall include, as applicable:

- the service to be delivered and expected output;
- the proposed beneficiaries, participants and/or local actors to be involved;
- the proposed schedule;
- the personnel/trainers/facilitators to be involved, where applicable;
- the venue and relevant logistical arrangements, where applicable; and
- the planned communication and visibility arrangements, where applicable.

No service under Section 3.1 shall be implemented without prior written approval from the Contracting Authority. Email approval is acceptable. Absence of response shall not constitute approval.

Upon completion of each approved Section 3.1 service, the CYO shall submit the required service report and supporting documentation together with the corresponding invoice, where payment is due for that service.

Payment for Section 3.1 services shall be processed only after validation of the delivered service and approval of the submitted report and supporting documentation by the Contracting Authority.

For Section 3.2, the CYO shall participate or facilitate local involvement when requested by the responsible Project Partner. No separate service plan or advance approval under this Section 6 is required for such participation. Applicable evidence and payment provisions remain governed by Sections 4 and 5 and the individual contract.

7 DURATION

The duration of each CYO contract shall be defined in the individual contract and shall remain within the YOUTHMED2 implementation period. The service periods in Section 3 indicate the planned implementation windows.

8 COORDINATION

The CYO works under the responsible Project Partner's supervision and follows approved project instructions and schedules. The Partner and relevant Work Package leaders define the methodologies and technical requirements; the CYO implements its local contractual tasks and reports progress or difficulties. The prior written service-plan approval procedure applies to Section 3.1, while Section 3.2 participation follows the Partner's requests as described in Section 6.

9 COMPLIANCE

The CYO shall comply with applicable Interreg NEXT MED and YOUTHMED2 requirements, equal treatment and non-discrimination principles, safeguarding, data protection and confidentiality requirements, and communication, visibility and branding requirements.

10 CONTRACTUAL STATUS

This Terms of Reference forms ANNEX I to the Contract concluded between the responsible YOUTHMED2 Project Partner and the Contracted Youth Organisation.

11 MONITORING AND EVALUATION

11.1 Definition of indicators

The Partner will verify completion of the agreed services and targets in Section 3 and the related local participation, coordination and feedback required by approved service plans. Evidence may include attendance records, activity reports, documented liaison with local actors and feedback shared with the Partner, as applicable. These are evidence of contract performance, not

additional project-wide numerical targets. The CYO is not responsible for overall SmartSet performance or project-level sustainability results.

11.2 Special requirements

The Contracted Youth Organisation must fully cooperate with monitoring and verification activities, provide all requested evidence, and cooperate with the Contracting Authority and its appointed auditor or authorised project/Programme representatives in any verification of services provided under the contract, including participation in meetings and provision of documentation and clarifications related to service execution.