

Call for Contact Point/s in Bosnia and Herzegovina for the Erasmus+ Programme (youth field) and the European Solidarity Corps

The SALTO South East Europe Resource Centre is looking for an organisation/s from Bosnia and Herzegovina to support its mission to support European cooperation in the field of youth and to contribute to the development and recognition of youth work and volunteering in the frame of the Erasmus+ Programme (youth field) and the European Solidarity Corps.

This open call aims at identifying Contact Point/s in Bosnia and Herzegovina for the period 2024 – 2027.

Background

Cooperation with the Western Balkan countries within the European Solidarity Corps and the Erasmus+ programme (and their predecessors) has been possible since 2000. In 2002, the SALTO South East Europe Resource Centre (SALTO SEE) was established by the European Commission to promote the cooperation and support the quality implementation of both Programmes in these countries. Since 2005, selected civil society organisations in the Western Balkans have been appointed by SALTO SEE as Contact Points to support potential beneficiaries at the local level to take part in the Programmes.

Role and tasks of the Contact Points in the Western Balkans

The main role of the Contact Points is providing information, support and counselling to potential applicants about the Erasmus+ programme (youth field) and the European Solidarity Corps in the Western Balkan countries. Additionally, the Contact Points assist SALTO SEE in achieving its strategic priorities in the frame of both Programmes and participate in the work of the Contact Points Network in the Western Balkans.



Representing SALTO SEE in these tasks, the Contact Points become an integral part of a network of key stakeholders supporting the promotion and implementation of the Programmes in the Western Balkan region. Therefore, the Contact Points are expected to liaison with other relevant actors, such as the national and local authorities responsible for youth, the Delegations of the European Union to the countries and the National Erasmus+ Offices. More about the current composition of Contact Points can be found here <https://www.salto-youth.net/rc/see/contactpoints/>.

The tasks of the Contact Point/s in Bosnia and Herzegovina are divided into **general and specific tasks**.

The **general tasks** of the Contact Point/s in Bosnia and Herzegovina are:

- To make information and relevant updates about the Erasmus+ programme (youth field) and the European Solidarity Corps available in the local language through different communication channels (traditional media, website, social media as well as other digital and printed media);
- To reach out to potential beneficiaries, primarily organisations and institutions focused on youth, to inform them about the two Programmes and encourage their involvement;
- To assist potential beneficiaries by answering questions about the two Programmes related to, e.g., the application process, criteria, partner finding and other aspects;

- To establish a dialogue and cooperate with other stakeholders in Bosnia and Herzegovina supporting the implementation of the two Programmes, such as national youth bodies and networks, national and local authorities responsible for youth, the National Erasmus+ Office, etc.
- To actively participate in the regular activities of the Contact Points Network, in particular monthly online meetings, joint activities in the field of information and training as well as the annual live meeting. More about the Network activities can be found here: <https://contactpoints.eu/>

The **specific tasks** of the Contact Points are:

- To assist SALTO SEE in its activities and support measures upon agreement;
- To inform and advise SALTO SEE in matters related to youth work, volunteering and the implementation of the two Programmes in their country.

For information about how the programme of activities of the Contact Points will be designed in 2024, please consult the paragraph "Application procedure" below.

Legal requirements and organisational capacities

All organisations fulfilling the following criteria can apply:

- Situated in Bosnia and Herzegovina;
- Having the status of a legally established non-profit organisation with at least three years of existence;
- Operational and financial capacity for fulfilling the expected tasks, in particular:
 - Office space and staff available to carry out the tasks;
 - Regular access to telephone, e-mail and the Internet;
 - Organisational website and social media channels with the possibility to publish information related to the organisation's tasks and activities as a Contact Point;
 - Organisational bank account with the possibility to receive bank transfers from abroad;
 - Staff and volunteers that are, on a regular basis, delivering youth work services, volunteering opportunities and youth information services;
- Preferably, the possibility to offer some co-funding for support activities carried out as Contact Point;
- Sound knowledge and everyday hands-on experience with the two Programmes, in particular the priorities, quality criteria and technical and financial aspects related to the both Programmes implementation;
- Experience in international volunteering and youth work, international cooperation, mobility projects and activities connected to non-formal education of young people within the two EU Programmes;
- Understanding of the socio-political context of young people, volunteering and youth work in the national context and the wider Western Balkan region and willingness to reflect on and contribute to the development and recognition of youth work and volunteering;
- Competence to act as a multiplier (existing contacts to other organisations and stakeholders in the youth work field, providing information and other forms of support).

Contractual period and payment

Contract Point/s in Bosnia and Herzegovina can expect to receive **4.000 – 6.000 EUR annually** for their activities. **For the period of the remaining 3 to 4 months in 2024 covered by this call, SALTO SEE makes 1.500 – 2.500 EUR available** to support the activities carried out by the Contact Point/s in Bosnia and Herzegovina.

The financial support per organisation takes into consideration the size of the country/(youth) population, if one or two Contact Points will be selected, the remaining period of time for activities in 2024, as well as the agreed CP activities.

The selected organisation/s will be nominated as Contact Point/s based on a programme of activities for the period between mid-September and 31.12.2024. Afterwards, contracts should be made annually with the possibility of prolongation until the end of the two Programmes in 2027. If the contract is prolonged in 2025, participation in the Contact Points live meeting in the beginning of 2025 is expected.

The contract will be made with the organisation and payments are made based on an invoice. In agreement with the selected Contact Point/s, payments can be made in two rates, 60 % before the implementation of activities, and 40 % based on the financial and narrative final report after completion of the activities.

Application procedure

Organisations can express interest to become a Contact Point by submitting an [application form](#) by the 1st of August 2024.

In the application form, candidate organisations are requested to reflect on the current participation and the needs in their respective countries regarding the promotion of the two Programmes and to propose information and supporting activities to address these needs (general tasks). These activities can be, e.g., information events, project writing workshops, Quality Label writing workshops, counselling services, mentorship of potential applicants, promotional campaigns, networking activities etc. These activities need not be detailed at this point, as they will be further developed in cooperation with SALTO SEE.

Candidate organisations are also asked to express interest in working with particular target groups or on topics corresponding to the priority areas of the SALTO South East Europe Resource Centre. These areas of work and tasks are:

- Fostering recognition of youth work (with a focus on youth policy and policy-practice dialogue);
- Development of youth work and volunteering (with a focus on capacity-building of organisations and practitioners);
- Promoting volunteering (especially in the frame of the European Solidarity Corps);
- Contributing to innovation in youth work (especially in the areas of digital transformation, green and sustainable youth work practices, entrepreneurial competences in youth work);
- Promoting active citizenship and youth participation;
- Promoting the inclusion of young people with fewer opportunities;
- Development of youth work and youth policy at local level.

The selection of Contact Point/s will be made based on the application and selected complementary online and live interviews, if needed. The selection will be completed, and all applicants will be informed by Monday, 2 September 2024. SALTO SEE reserves the right to ask for complementary information or documentation to the information given by the applicant in the application form such as a copy of a valid registration document indicating the legal status and year of establishment of the organisation.

SALTO SEE will review the information and activities proposed in the application and on the basis of this proposal, develop together with Contact Point/s the final programme of activities until the end of 2024. The development is foreseen to take place in the first half of September 2024, after which the Contact Point/s can start implementing the activities.

Enquiries and contact details

Interested organisations are encouraged to contact SALTO SEE during the application process for any further information or feedback about their ideas and plans.

Contact: Srđan Mitrović, srdjan.mitrov@gmail.com

More information about the two Programmes, SALTO SEE and the Contact Point Network:

- <https://erasmus-plus.ec.europa.eu/>
- https://europa.eu/youth/solidarity_en
- <https://www.salto-youth.net/rc/see/>
- <https://contactpoints.eu/>

In the **application form**, the following areas should be covered:

- Basic information (name, contact details, scope of activities) of the organisation, the legal representative and the person proposed to be in charge of the Contact Point;
- Mission, main activities and target groups and priority areas;
- Knowledge of and prior experience with the in the Erasmus+ Programme (youth field) and European Solidarity Corps;
- Motivation;
- Organisational and financial capacities;
- Relevant professional contacts and networks;
- Proposed (general) activities;
- Interest in working on selected strategic priorities relevant for SALTO SEE.