



RFP: European Youth Forum Membership Survey

BACKGROUND

Member Organisations are at the core of the European Youth Forum work. As a membership-driven organisation, the Youth Forum is basing its advocacy and policy work on the Member Organisations' contribution, thus a regular update on their profile and capacity is necessary to ensure a quality and transparent work, and that our outputs truly voice out the needs of our members.

The Membership Survey, implemented every two years, allows the Youth Forum to also have a better overview of the capacity and needs of its Member Organisations, thus plan its work more precisely in relation to providing the appropriate support. The Membership Survey report will be used for the purposes of strategic planning, as well as developing activities, tools and communication practices that will appropriately answer the capacities, needs and expectations of our Member Organisations.

OBJECTIVES

The main purpose of the Membership Survey is to provide the Youth Forum with comprehensive and up-to-date information regarding the current state, needs and capacities of the Youth Forum Member Organisations.

The objectives include:

- Update Member Organisations' profile by gathering information on their contacts, working priorities, membership, governance practices, governing and strategic documents etc.
- Understand Member Organisations' general organisational and advocacy capacity.
- Understand Member Organisations' capacity-building needs.
- Understand Member Organisations needs with regards to their membership in the Youth Forum.
- Gather information about the priorities the Youth Forum should set in the upcoming year.
- Gather information about the Member Organisations' understanding and expectations from the membership in the Youth Forum.
- Gather feedback about the Youth Forum activities, Implementation Plan and Strategic planning process.

CONSULTANT/CONSULTANCY PROFILE

We are seeking proposals from candidates that respond as much as possible to the following profile:

- Experience with quantitative and qualitative research methods.
- Excellent English writing and editing skills.
- Previous experience in conducting similar research, with knowledge and experience in the youth field and/or organisational development particularly valued.

- Preferably understanding of the work of the European Youth Forum, and its organisational structure.

The selected consultant/consultancy is expected to work in line with the following requirements:

- To be flexible and responsive.
- To work according to the timeline of the Youth Forum.
- To be available for face-to-face and online meetings.
- To respect deadlines.

Expected deliverables:

- Develop the methodological approach for the Membership Survey together with the Youth Forum staff.
- Draft a survey questionnaire, and instructions for other methods used.
- To draft a final report (50-70-page), by July 2019.

CONTRACT

The person would be hired on a consultancy basis, with a set of agreed deliverables.

PROPOSAL REQUIREMENTS

Please submit your expression of interest by submitting a proposal, in a form you deem suitable, and covering the following elements:

- A CV and cover letter outlining relevant experience (including examples of relevant work) and your motivation for conducting this survey.
- A detailed proposal of how you will undertake the research, with detailed methodology, and the kind of data to be collected.
- Present your budget proposal - the itemised quote must include a breakdown of all costs, including an hourly fee.

When submitting their proposal candidates are kindly requested to indicate their availability for a meeting in Brussels by the end of March.

ADDITIONAL INFORMATION

- [Link](#) to the Membership Survey Report from 2017.
- The operational language of the team is English.
- More information can be found on <https://www.youthforum.org/>

TIMELINE

The timeframe for the Membership Survey, from selection, conceptualisation to the publication of the report, is from March to July 2019. The survey questionnaire should be launched by the end of April 2019.

***If interested, please send us your proposal to ivana.davidovska@youthforum.org by
13 March 2019 23.59CET***