Terms of Reference

Training-of-Trainers
"2-day Evidence for Policy Course"

The present document defines the Terms of Reference (ToR) for the call for applications the JRC project "Training-of Trainers (ToT) on Evidence for Policy".

The JRC project "Training-of Trainers (ToT) on Evidence for Policy" aims to train an additional 32 'local trainers', divided into two groups, from across the EU in 2022, who after the 4-day ToT programme are equipped to run the 2-day course (classroom or online) in their respective EU country (in their own organisation or beyond) on a regular basis.

The course is a 2-day professional training course on understanding the differences between science and policy, assessing science, and gaining insight into the interaction between the different paradigms in which scientists, policymakers and politicians operate. It will help researchers to become reflexive practitioners, mastering the complex task of providing the appropriate knowledge and services with confidence, skill and respect for their scientific and institutional value.

The 2-day course is targeting researchers in EU member states who are well trained in carrying out research and who can communicate scientific findings to other researchers effectively, but who are seeking to further develop their skills to have an impact on policy.

The 2-day course may be implemented as a classroom training or as a virtual course.

1. **Qualifications required**

The 2-day course is designed to be delivered by two trainers, both present for the full two days to ensure an effective implementation of the interactive exercises (e.g. role play, speed dating). It is not required that the two trainers have worked together previously.

The requirements for the two different profiles, 'Scientific Expert' and 'Facilitator' are listed below:

Scientific expert:

- Minimum 5 years' of experience in scientific research
- Experience of working at the science-policy interface
- Experience in interacting with policy makers at national, local or regional level
- Open-minded and solution oriented
- Team player
- Previous experience of delivering training or facilitating interactive workshops is an advantage
- Is an EU national or have the right to work in the EU

Facilitator:

- Minimum 3 years' experience in group facilitation
- Experience with active pedagogy methods (e.g. role plays, storytelling, group harvesting methods)
- Experience in interacting with policy makers at national, local or regional level
- Further knowledge (proven skills) in communication (visual, written and oral) and presentation techniques
- Open-minded and solution oriented
- Team player
- Previous experience of working with scientific organisations is an advantage
- Is an EU national or have the right to work in the EU

2. **Looking for a training partner?**

Candidates are required to apply in pairs. If you are looking for a training partner, please sent an email to JRC-E4P-TRAINING@ec.europa.eu to publish your request in a password-protected "training partner search" space.

3. **Curriculum**

The curriculum for the ToT workshop is developed by the JRC and is available on the [Knowledge for Policy Platform.](#)

The training package (only available in English) includes:

- Participants' course book

- Slides (day 1 and day 2)

- Simulation game (2 rounds)

- Exercises

4. ToT Workshop

The selected pairs of 'local trainers' will attend a 4-day workshop (in Brussels or online), where JRC staff will present the curriculum of the 2-day course in detail as well as discuss the content and modalities of the different parts of the course with the 'local trainers'.

Each pair of 'local trainers' will either attend the 4-day ToT workshop in June or September 2022 (dates to be confirmed). All 'local trainers' must be fully present throughout the 4-day ToT workshop. It is likely that the 4 days of workshop will be split over a 2-weeks period.

Travel and accommodation costs will <u>not</u> be reimbursed by the European Commission.

5. Responsibility of the future 'local trainers'

Overall, the pairs of 'local trainers' are expected to contribute to building and/or increasing the capacity among researchers in EU member states at national/regional/local level to work at the science-policy interface by delivering the 2-day course in accordance with their draft training plan submitted as part of their application.

After the ToT workshop the 'local trainers' commit to share best practices and lessons learnt with the JRC and the network of 'local trainers'.

The curriculum is available in English. Any translation into a local language or adaptation to the local context must be provided by the 'local trainers'.

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The pairs of 'local trainers' may decide if they deliver the course for free or on a commercial basis to researchers in EU member states.

6. Evaluation Committee

The evaluation committee will be composed of JRC staff specifically appointed for this call.

7. Assessment criteria

The following assessment criteria and weighting is used for the selection of Trainers:

- Skills and expertise (40%)

    o Short CVs (max. 2 pages each) of the two local trainers

- Motivation (30%)

    o A letter of motivation (up to 500 words) co-drafted by the two applicants, outlining your shared motivation to build capacity among EU researchers in to effectively inform the design of public policies and debates.

- Draft dissemination plan for your training (30%)

    o A 1-2 page draft dissemination plan for your training, outlining your target audience (names of institutions), ideas for outreach and 'recruitment' of participants for your training and number of courses foreseen delivered annually during year 1-3,

8. Provisional timetable

- The call closes on 20 February 2022

- The Evaluation Committee will meet and inform all applicants of their decision in April, 2022.

- Selected Trainers will participate in a 4-days ToT workshop at the JRC premises in Brussels or held online in June or September. The format for the ToT workshop will be confirmed in the letter of invitation sent to successful candidates during the month of April or May.

After the ToT the JRC is organising regular follow-up sessions with the network of 'local trainers' to share best practices and lessons learnt.

9. How to apply

You can apply be filling in the application available at this link until February 20, 2022 at 23:59 CET[1]: https://ec.europa.eu/eusurvey/runner/ToT2022

10. Questions / additional information

Please use the following email address for all correspondence: JRC-E4P-TRAINING@ec.europa.eu

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[1] By responding to this call, you accept that we process the data you insert for the sole purposes of the selection procedure of suitable 'local trainers' to carry out the work described in these Terms of Reference. For more info on the purpose and conditions of the processing operations of personal data by the Commission, please see the Data Protection Register (for targeted consultations). Please click here for the privacy statement.