**Vacancy Announcement No.19**

**Junior non-key expert** (JNKE) for providing support in:i) mapping theneeds for training/capacity building of LSG[[1]](#footnote-1)s and their respective Local Employment Councils and based on the mapping results develop capacity building plan; ii) organising training for LSGs to better map local labour market needs, identify hard to employ groups, design, and monitor and evaluate ALMPs through LEAP, and iii) providing mentoring support to LSGs in planning and designing LEAPs, primarily targeting underperforming LSGs.

1. **Project background**

The project **“Technical Assistance on implementation, monitoring, and evaluation of employment policy at national and local level and strengthening capacities to participate in the ESF**” is funded by the European Union under IPA II for the year 2020. The project is managed by the Ministry of Finance, Department for Contracting and Financing of EU funded Programme. The main project beneficiaries are the Ministry of Labour, Employment, Veteran and Social Affairs and the National Employment Service.

The **overall objective** of the project is **to enhance employment and employability of the labour force focusing on youth, persons with disabilities, long-term unemployed and women.**

The **specific objectives** (Outcomes) of this contract are as follows:

* To support the MoLEVSA, NES and LSGs[[2]](#footnote-2) in improving effectiveness of ALMPs through improved design and analytical base for their implementation **(Outcome 1)**
* To build capacities of the relevant actors in the field of employment (MoLEVSA, NES, LSGs and other actors) to better perform their tasks related to implementation, monitoring and evaluation of ALMPs[[3]](#footnote-3) **(Outcome 2)**
* To ensure that Serbian institutions and other relevant actors are supported to meet the requirements of cohesion policy and participation in the European Social Fund **(Outcome 3)**
* To support piloting of Youth Guarantee Programme **(Outcome 4)**

## The expected outputs to be achieved are:

* *Output 1*: Analytical base for the designing and implementation of more effective ALMPs enhanced - to Outcome 1
* *Output 2:* Capacity for design, implementation, monitoring and evaluation of active labour market policy enhanced - to Outcome 2
* *Output 3:* Serbian institutions and other relevant actors in the field of employment are prepared to meet the requirements of cohesion policy and participate in the European Social Fund - to Outcome 3
* *Output 4:* Framework for piloting a Youth Guarantee Programme established - to Outcome 4
1. **Objectives of assignment**

The JNKE will provide support to The **JNKE** will provide support to the Component 2 **“**To build capacities of the relevant actors in the field of employment (MoLEVSA, NES, LSGs and other actors) to better perform their tasks related to implementation, monitoring and evaluation of ALMPs”, within which, the following **project outputs** (PO) are to be achieved**:**

**PO 2 -** Capacity for design, implementation, monitoring and evaluation of active labour market policy enhanced

**PO 2.3** - Capacity of LSGs to design, implement, monitor and evaluate ALMPs enhanced

The JNKE expert will provide support to the following project activities under the Component 2 (with reference to the project Terms of Reference):

**Activity 2.3.1** - Map the needs for training/capacity building of LSGs and their respective Local Employment Councils and based on the mapping results develop capacity building plan.

**Activity 2.3.2** - Organise training for LSGs to better map local labour market needs, identify hard to employ groups, design, and monitor and evaluate ALMPs through LEAP.

**Activity 2.3.3** - Provide mentoring support to LSGs in planning and designing LEAPs, primarily targeting underperforming LSGs.

**The JNKE will provide support to and coordinate the work with the SNKE and the project TA team in execution of the following specific tasks:**

**Specific tasks**

**Activity 2.3.1**

* **Training needs assessment (TNA):** the followingsteps to be taken:

Step 1) Identify problems and needs (considering also the findings of the activity 1.2.1 and 1.2.2)

Step 2) Design of training needs assessment;

Step 3) Collect and analyse data;

Step 4) Draft the TNA report.

**Note:** detailed description of the steps 1-4 will be provided by the Team Leader based on JNKE approval by the CFCU.

* **Capacity building/training plan:** SNKE shall consider thetraining already organised and delivered by past projects, i.e. IPA 2012 funded project in this field; the GIZ funded “DECIDE” project and the SDC funded “Education to Employment – E2E” programme, and their contribution to the work of LSG and LECs in developing and implementing LEAPs. The approach “learning-by-doing” to be applied (i.e. a combination of training and mentoring support during the LEAP design, implementation, monitoring and evaluation). Each training module shall include:
1. Title
2. Specific Learning Outcomes
3. Target Group
4. Training Methods
5. Training Tools and Equipment
6. Training Materials
7. Logistical Needs
8. Training Duration
9. Training Evaluation Tools
10. Training Agenda

**Note:** The Training programme shall be agreed with the MoLEVSA and NES.

**Activity 2.3.2**

* **Organising training:** it shall includea)Design a plan of training sessions’ delivery; b) Identification of participants for each training session; c) Provision of premises and necessary training equipment; d) covering the costs of training delivery and other related costs[[4]](#footnote-4) (e.g., travelling and accommodation costs)
* **Delivery of training:** the SNKE shall firstinvestigate an interest for each training module by LSGs and LECs; training group/s should not exceed 17/18 participants
* **Drafting Training reports:** for each conducted training a training report shall be elaborated including: a) overview of the training, b) frequently asked questions, c) list of trainees, d) outcomes of the training assessment provided by trainees based on elaborated questionnaire and e) supported annexes materials used, photo documentation of the training/s, etc.

**Activity 2.3.3**

* **Defining the scope of mentoring support:** this will includethe identification of the LSGs that need mentoring support; this is to be done in consultations with the MoLEVSA, NES and LSGs. The mentoring support should be focused on the following LSGs:
* devastated and less developed municipalities;
* LSGs who has not yet designed and implemented LEAPs;
* the LSGs which can be perceived as underperforming (established upon the result of Activity 1.2.1).

**Note:** the final list of potential LSGs will be established in close cooperation with and agreed by the MoLEVSA and NES.

* **Determining resources needed for mentoring support:** shall include **a** plan the provision of the mentoring support and the resources needed, specifically for the preparation of the LEAPs.
* **Defining the modality of the mentoring support provision:** be provided as a one-to-one relationship between mentor and mentee, e-mentoring and/or or group mentoring. The type of mentoring or combination of type of mentoring as above-mentioned shall be agreed with the MoLEVSA, NES and LSGs.
* **Planning the activities:** includes elaboration of adetailed plan of the provision of the mentoring support including the resources needed; the plan is to be agreed with the MoLEVSA and NES prior to provision of the mentoring support.
* **Reporting on the provision of the mentoring support:** includes documentation of each mentoring support and overall report on provided mentoring with recommendations based on the results.

**Expected outputs/deliverables:**

**Under the supervision of the project Team Leader and in close cooperation with SNKE, it is expected to the following deliverables to be produced as per activity:**

**Activity 2.3.1**

* The report on identified training/capacity building needs of LSGs/LECs members (training needs analysis)
* Capacity building/training plan elaborated

**Activity 2.3.2**

* Training sessions plan
* Training reports with the feedback provided by the participants based on elaborated questionnaire
* List of participants as per session

**Activity 2.3.3**

* A list of LSGs for which the mentoring support is provided
* Plan for the delivery of the mentoring support
* Reports on the delivery of the mentoring support with recommendations for further improvement

The timeframe set in the project work plan for the related activities must be observed in providing this support.

1. **Expert profile**

*Qualifications and skills:*

* University degree academic level in the field of Economy, Social sciences, or other related subjects.
* Good command of English written and spoken.
* Computer literacy (command of Microsoft Office /Word, Excel, PowerPoint, etc/and the Internet).
* Excellent communication and presentation skills.
* Analytical experience and skills.
* Excellent reporting skills.
* Ability to work in a team.

*General professional experience*

* Minimum 5 years of general postgraduate professional experience in the field of employment/ALMPs.

*Specific professional experience*

* At least 3 years of postgraduate professional track record in adult training
* Professional experience in the work with the LSGs will be considered as strong asset.
* Previous experience in similar assignment with other public body/ies at national or international level will be considered as an asset.
1. **Location and timing**

The assignment shall be implemented in Belgrade, Republic of Serbia:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **Period of engagement** | **No. of WDS** | **Activity** | **% of time to be spent in Republic of Serbia** |
| JNKE | August 2024 – December 2024 | Up to 20 working days | 2.3.1 | **100%** |
| December 2024 – October 2025 | Up to 20 working days | 2.3.2 |
| May 2025 – November 2025 | Up to 20 working days | 2.3.3 |

In case of activity requiring travel and/or stay outside Belgrade, costs of travel, accommodations and meals will be covered by the project.

1. **Reporting**

The JNKE will deliver monthly report in the English language on last workday of the month s/he worked, with attached all written deliverables and submitted to the Team Leader and in copy to the Project Assistant. The report will be attached to the expert’s draft timesheet.

1. **Application**

*Application letter and EU format CV*, both in English, must be submitted by e-mail to projekti.medjunarodna@minrzs.gov.rs , evukcevic@archidata.it and Lpavlovova@yahoo.com no **later than 8.3.2024** titled:

**“Application for the position – JNKE for** **providing support in i) mapping the needs for training/capacity building of LSG[[5]](#footnote-5)s and their respective Local Employment Councils and based on the mapping results develop capacity building plan; ii) organising training for LSGs to better map local labour market needs, identify hard to employ groups, design, and monitor and evaluate ALMPs through LEAP, and iii) providing mentoring support to LSGs in planning and designing LEAPs, primarily targeting underperforming LSGs.**

References must be available on request.

Only short-listed candidates will be contacted.

The Project is an equal opportunity employer, in respect of the principles of good governance, sustainable development and gender equality.

* All applications will be considered strictly confidential.
* Advertised posts are not available to civil servants or other officials of the public administration in the beneficiary country, Serbia.
1. LSGs – local self-governments [↑](#footnote-ref-1)
2. MoLEVSA – Ministry of Labour, Employment, Veteran and Social Affairs

NES – National Employment Service

LSGs- local self-governments [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)
4. * to be in line with the Incidental expenditure defined by the paragraph 6.5 of the Project’s ToR. [↑](#footnote-ref-4)
5. LSGs – local self-governments [↑](#footnote-ref-5)