**Terms of Reference No.29**

Position: **Senior non-key expert (SNKE)** for organisation and delivery of training for NES employment counsellors for work in job clubs and training for NES staff working as trainers required by the EU funded project **“Technical Assistance on implementation, monitoring, and evaluation of employment policy at national and local level and strengthened capacities to participate in ESF”** (NEAR/BEG/2022/EA-RP/0105).

The **SNKE** expert engaged in the project 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” will provide support to the MoLEVSA and the NES.

1. **Project Background**

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” (Impact).**

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

* To support the MoLEVSA, NES and LSGs 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 **(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 **SNKE** will provide support to 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 outputs is to be achieved**:**

**PO 2.2 -** Capacities of the NES for implementation and monitoring of ALMPs enhanced

**PO 2.2.3** – Approximately 120 NES employment counsellors trained in individualised approach to unemployed

**PO 2.2.6** - Approximately 12 NES internal trainers trained (work with employers, work with difficult clients, counselling skills, recognition of prior learning)

1. **Reference document**

Terms of Reference (ToR) of the Project: NEAR/BEG/2022/EA-RP/0105, “Technical Assistance on implementation, monitoring, and evaluation of employment policy at national and local level and strengthened capacities to participate in ESF”.

1. **Terms of Reference Relevance**

This mission will be carried out in the framework of the project activities as described in the ToR, Project Proposal, and the Project work plan. The assignment will contribute to the achievement of Component 2 by providing support to the TA project.

1. **Assignment objective(s)**

The SNKE will provide support to the TA team to the following project activities:

* **Activity 2.2.3 Organize trainings for NES employment counsellors for the application of an individualized approach to unemployed**
* **Activity 2.2.6 Organize training for NES staff working as trainers (work with employers; work with difficult clients; training in counselling skills)**

1. **Main tasks**

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

**Activity 2.2.3**

* Assess training needs of NES counsellors working in Job Clubs with regard to the application of an individualised approach.
* Define training objectives and identify priority topics in collaboration with NES and the TA team.
* Design a comprehensive training programme, including methodology, agenda, and training materials.
* Deliver the training to approximately 35 NES counsellors using interactive and applied learning methods.
* Evaluate the training programme and compile a report with participant feedback and recommendations.

**Activity 2.2.6**

* Identify specific training needs of NES trainers in thematic areas
* Develop a modular training programme tailored for internal NES trainers.
* Design appropriate training materials, exercises, and facilitation guides.
* Deliver the training for a selected group of 16 NES staff responsible for internal capacity building.
* Evaluate training outcomes and submit a consolidated evaluation report.

1. **Related Outputs/Deliverables**

**Under the supervision of the TA team it is expected to the following deliverables to be produced as per activity:**

**Activity 2.2.3**

* Training delivered to 35 NES counsellors

**Activity 2.2.6**

* Training delivered to 16 NES trainers

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

1. **Timing and duration of mission/s**

The assignment shall be implemented in Belgrade, Serbia, in the following period:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Position* | *Period of engagement* | *No. of WDS* | *Activity number* | *% of time to be spent in Republic of Serbia* |
| SNKE | June 2025 – December 2025 | Up to 20 working days | 2.2.3 | 100% |
| Up to 15 working days | 2.2.6 |

The number of days is subject to extension as needed.

1. **Reporting**

The SNKE 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.

**9.** **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*

* At least 10 years of professional experience in employment services, ALMP implementation, or training/counselling.

*Specific professional experience*

* Minimum 5 years of experience in designing and delivering training programmes for employment counsellors and PES staff.
* Experience in designing and delivering at least 5 training of trainers (ToT).
* Proven working experience in individualised employment counselling, working with difficult or vulnerable client groups and job clubs.
* Experience in capacity building within EU or donor-funded TA projects is an asset.

**10. Evaluation of work**

The SNKE’s performance will be assessed by Beneficiary’s representatives and the project Team Leader.

**11. Applications**

Application letter and EU format CV, both in English, must be submitted by e-mail to [projekti.medjunarodna@minrzs.gov.rs](mailto:projekti.medjunarodna@minrzs.gov.rs), [evukcevic@archidata.it](mailto:evukcevic@archidata.it) and [rbabic@archidata.it](mailto:rbabic@archidata.it) no **later than 16.5.2025.** titled: **“Application for SNKE for organisation and delivery of training for NES employment counsellors for work in job clubs and training for NES staff working as trainers”.**

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****.*