**Terms of Reference No.31**

Position: **Senior non-key expert (SNKE)** for organisation of trainings for NES employees on the topic of cooperation with employers 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).

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**:**

* **Output 2.2 -** *Capacities of the NES for implementation and monitoring of ALMPs enhanced*
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 activity:

* **Activity 2.2.4 Organize trainings for NES employees on the topic of cooperation with employers based on the findings of the analysis**
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 2.2.4**

* Revise developed training programme in cooperation with NES and in line with recommendations from the 2.2.1. activity report
* Develop all necessary training materials, including presentations, case studies, role-play exercises, handouts, and evaluation tools.
* Organise and implement a series of interactive training workshops (as defined in the implementation plan) for NES staff.
* Prepare a brief report summarising training results, participant feedback, and expert observations.
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 2.2.4**

* Revised training programme on cooperation with employers
* Complete training package (presentations, case studies, role-play exercises, handouts, evaluation tools)
* Delivery of interactive training workshops for NES staff
* Training summary report with feedback analysis and expert recommendations

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 | May 2025 – September 2025 | Up to 10 working days | 2.2.4 | 100% |

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*

* Minimum 7 years of general postgraduate professional experience in the field of employment, and/or social policy and/or Human Resources development.

*Specific professional experience*

* At least 5 years of postgraduate professional experience in the cooperation with employers in the field of Human Resources, employment matching.
* Previous experience in work with Public Employment Service (PES) and/or similar assignment will be considered as 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, evukcevic@archidata.it and rbabic@archidata.it no **later than June 24, 2025,** titled: **“Application for SNKE to support to organisation and delivery of 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****.*