**Terms of Reference No. 35**

Position: **Senior non-key expert (SNKE) for establishment and development of Youth Guarantee (YG) monitoring framework.**

The **SNKE** expert engaged in the project **Component 4** “To support piloting of Youth Guarantee Programme”will provide support to the MoLEVSA, the NES and the Technical Assistance Team (**TAT**) in establishing and developing the YG monitoring framework.

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 two project components:

* **Component 4 -** To support piloting of Youth Guarantee Programme

Within these two components, the following outputs are to be achieved**:**

**Output 4 Framework for piloting a Youth Guarantee (YG) Programme established**

**Output 4.5** Monitoring framework for YG established and developed

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: i.) Component 1, by providing concrete recommendations for enhancement of monitoring and tracking system of ALMPs participants and ii.) Component 4 by providing of targeted support for establishing and developing the YG monitoring framework.

1. **Assignment objective(s)**

The **SNKE** expert will provide support to the following project activities:

|  |  |
| --- | --- |
| * **Activity 4.5.1** | Establishment and development of YG monitoring framework |

1. **Main tasks**

The SNKE, in close cooperation with MoLEVSA, NES and TAT, will conduct the following tasks:

**Activity 4.5.1**

* Assess the current monitoring and data tracking practices related to ALMP implementation and Youth Guarantee pilot activities, identifying institutional, technical, and procedural gaps.
* Design and propose a comprehensive Youth Guarantee monitoring methodology, ensuring alignment with EMCO’s Indicator Framework for the Youth Guarantee. The methodology will define: Entry/inflow data (registration, profiling, service referral), Exit/outflow data (completion of the YG preparatory phase, de-registration), Follow-up data (medium-term outcomes 6, 12 and 18 months after exit), Gender, age, NEET status and regional disaggregation in piloted regions.
* Assess current practices for obtaining and categorizing data on subsidized and non-subsidized offers from Youth Guarantee partner organizations, identifying institutional, technical, and procedural shortcomings.
* Develop a set of operational indicators and data collection templates for tracking Youth Guarantee participants, including both direct monitoring (process/output indicators) and follow-up monitoring (outcome indicators).
* Support the piloting of the YG monitoring system at local NES offices by: Testing data collection procedures for entry and exit points, Supporting NES in applying the methodology to real-time participant tracking, identifying obstacles and proposing solutions for data accuracy and consistency
* Establish follow-up monitoring tools and protocols to assess whether young people existing the YG preparatory phase achieved sustainable labour market integration, using methods such as administrative tracking or tracer surveys.
* Design an approach for evaluating the effects of YG implementation in pilot branches by comparing participant trajectories with those in non-pilot branches (e.g., comparing duration from NES registration to exit, types and timing of exits, and exit reasons such as employment, education, or training — with and without subsidy).
* Provide tailored mentoring and capacity building to NES staff, through: On-the-job support and peer learning sessions,
* Formulate practical recommendations for scaling up the YG monitoring system and integrating it into NES’s regular M&E system, in line with good EU practices.

1. **Related Outputs/Deliverables**

Under the supervision of the project Team Leader and in close cooperation with KE2, the expert is expected to produce the following deliverables:

**Activity 4.5.1**

* YG monitoring framework developed

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 | August 2025 – January 2026 | Up to *30 working days* | 4.5.1 | 100% |

The number of days is subject to extension as needed.

1. **Reporting**

The expert will deliver monthly reports in the English language on last workday of the month she/he worked, with attached all written deliverables and submitted to the Team Leader. 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, Statistics 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 professional experience in the field of employment, and/or social policy related to processing labour market information, statistics and/or monitoring and evaluation (M&E)

*Specific professional experience*

* At least 5 years of postgraduate professional track record in designing M&E systems for assessing performance of policies and programmes in the employment sector including setting indicators in line with EU standards
* Professional experience in the use of statistical software for data analysis in employment, employability and/or social inclusion
* Previous experience in work with Public Employment Service (PES) and/or similar assignment related to M&E of ALMPs will be considered as an asset.
* Previous experience in working on YG monitoring system will be considered as an asset.

**10. Evaluation of work**

The expert’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 August 1st, 2025,** titled: **“Application for SNKE for establishment and development of Youth Guarantee (YG) monitoring framework”.**

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****.*