**Terms of Reference No.36**

Position: **Senior non-key expert (SNKE)** for delivery of training for the staff of the MoLEVSA in line with training needs identified within the activity 2.1.1. 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 organize and deliver training for the staff of the MoLEVSA and other stakeholders in the field of designing, monitoring and evaluation of active labour market policies.

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 2.1 -** Capacity of MoLEVSA to design, monitor and evaluate ALMPs enhanced

**PO 2.1.2** – Training of MoLEVSA staff conducted; approximately 10\* number of staff trained

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 2.1.2 Organise training for the staff of the MoLEVSA in line with training needs identified**
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 2.1.2**

***Development of Training Materials***

* Prepare tailored training materials, including presentations, real-life examples, and practical exercises.
* Cover key topics such as ALMP design, logical framework, monitoring indicators, and basic evaluation methods

***Delivery of Training***

* Deliver one interactive training session for approx. 15 participants from MoLEVSA and other stakeholders.
* Apply applied learning methods such as group work, case analysis, and practical exercises.

***Evaluation and Reporting***

* Gather participant feedback using evaluation forms.

**Compile a brief training report summarising key content, feedback results, and recommendations, with relevant annexes (agenda, participant list, materials used).**

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 2.1.2**

* Training delivered to approximately 15 staff of the MoLEVSA and other stakeholders

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 | September 2025 – November 2025 | Up to 10 working days | 2.1.2 | 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*

* At least 10 years of professional experience in the field of employment and/or active labour market policies (ALMPs)

*Specific professional experience*

* At least 7 years of professional experience in design and/or monitoring of ALMPs, preferably in EU country
* Experience designing and delivering training for representatives of public institutions regarding design and/or monitoring and/or evaluation od ALMPs
* 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, evukcevic@archidata.it and rbabic@archidata.it no **later than August 1st, 2025,** titled: **“Application for SNKE for the staff of the MoLEVSA in line with training needs identified”.**

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****.*