**Vacancy Announcement No.20**

**Junior non-key expert** (JNKE) for providing support for organising training for the NES employment counsellors for the application of an individualized approach to unemployed and training for other actors in the field of active labour market policy in line with the identified training needs,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 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[[1]](#footnote-1) 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[[2]](#footnote-2) **(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 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

**PO 2.4 -** Capacity of other relevant actors in the field of ALMP 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 2.2.3 - Organize trainings for NES employment counsellors for the application of an individualized approach to unemployed**
* **Activity 2.4.2 - Organise training for other actors in the field of active labour market policy in line with training needs identified**

**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 2.2.3**

* **Examine the training already available with NES and delivered to employment counsellors**

(review the type of trainings already implemented in 2021 and 2022 based on cooperation and coordination with the NES Sector for Employment, Sector for Human Resources, and the Department for training thus to avoid any overlapping of training modules already developed)

* **Developing the Training programme** (based on the findings of the previous task to develop a training programme for NES employment counsellors aimed at enhancing their capacities for improving individualised approach to unemployed. The training programme is to include: statistical profiling (linked with activity 2.2.2); individual employment action planning and activation – topics related to the recommendations for IEP[[3]](#footnote-3) improvement and monitoring and follow-up the IEP implementation (outputs of Activity 1.1.6), as well the role of motivation in working with hard-to employ clients)
* **Testing the Training programme** (this will includetesting each training module with at least one group of NES counsellors, before the training is widely delivered in order to get an insight view of the challenges the NES counsellors are facing within their daily work with unemployed)
* **Developing and delivering training on these topics to the NES internal trainers** (including theprovision of the necessary support to the NES internal trainers)
* **Organising training for NES employment counsellors** (the training[[4]](#footnote-4)will be organised in cooperation with the NES Sector for Employment Support and the NES Sector for Human Resources)
* **Monitoring and reporting on the training delivery** (training reports prepared, attendance list/s, feedback/evaluation provided by the participants)

**Activity 2.4.2**

The main tasks related to the implementation of activity 2.4.2:

* **Developing training programme** (this will include theidentified training needs within the assessment of the capacities of other actors in the field of ALMPs incl. the topics to be covered by the training programme. Each topic will be covered by a specific training module, i.e. the module objective, specific learning outcomes, duration, training methods and tools and the necessary equipment and training materials).
* **Organising training delivery** (this will include theestablishment of the training sessions’ plan, identification of participants for each training module, etc.)[[5]](#footnote-5)
* **Drafting training reports** (the reports will include:training module objective, specific learning outcomes, agenda, structure of training participants, key questions raised, participants’ feedback as well as annexes such as attendance list, materials used, photographs of the trainings, etc.)

**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 2.2.3** - **Organize trainings for NES employment counsellors for the application of an individualized approach to unemployed**

The following outputs are planned to be achieved within the implementation of activity 2.2.3:

* Training programme and training agenda prepared
* Plan of training delivery prepared
* Reports on training of NES employment counsellors’ reports (prepared by the NES trainers)
* Training materials (manual) elaborated
* Training evaluation feedback (evaluation report) prepared

**Activity 2.4.2** - **Organise training for other actors in the field of active labour market policy in line with training needs identified**

The following outputs are planned to be achieved within the implementation of activity 2.4.2:

* Training reports elaborated
* List of participants prepared and at disposal

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 and/or social policy.

*Specific professional experience*

* At least 3 years of postgraduate professional in the field of ALMPs/assessment
* Experience in the work with hard-to-employ clients.
* Experience with IT/statistical profiling
* 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:

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **No. of working days** | **Period of engagement** | **% of time to be spent in Republic of Serbia** |
| **2.2.3** | **15** | **April – September 2024** | **100%** |
| **2.4.2** | **20** | **April 2024 – July 2025** | **100%** |

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](mailto:projekti.medjunarodna@minrzs.gov.rs) , [evukcevic@archidata.it](mailto:evukcevic@archidata.it) and [Lpavlovova@yahoo.com](mailto:Lpavlovova@yahoo.com) no **later than 28.3.2024** titled: **“Application for organising trainings for NES employment counsellors for the application of an individualized approach to unemployed and training for other actors in the field of active labour market policy in line with the identified training needs”.**

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. MoLEVSA – Ministry of Labour, Employment, Veteran and Social Affairs

   NES – National Employment Service

   LSGs- local self-governments [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. IEP – individual employment plan [↑](#footnote-ref-3)
4. Training includes the provision of premises and necessary training equipment, as well covering the costs of training delivery and other related costs (e.g., travelling and accommodation costs) in line with the Incidental expenditure defined by the paragraph 6.5 of the Project’s ToR. [↑](#footnote-ref-4)
5. Provision of premises and necessary training equipment, if not organised online upon situation; covering the costs of training delivery and other related costs (e.g., travelling and accommodation costs) in line with the Incidental expenditure defined by the paragraph 6.5 of the Project’s ToR. [↑](#footnote-ref-5)