**Terms of Reference No 7**

Position: **Junior NKE** for assessing the employment services provided by the National Employment Service, assessing the Individual Employment Plan and supporting the improvement of profiling through the introduction and application of statistical profiling of unemployed persons.

Junior Non-key expert (JNKE) on Project Component I “**Support the MoLEVSA, NES and LSGs in improving effectiveness of ALMPs through improved design and analytical base for their implementation**” and Component II “**Building 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[[1]](#footnote-1)”** will provide support to the Ministry of Labour, Employment, Veterans and Social Affairs (MoLEVSA), the National Employment Service (NES) and the Technical Assistance Team (TAT) with assessing the employment services provided by the National Employment Service, assessing the Individual Employment Plan and supporting the improvement of profiling through the introduction and application of statistical profiling of unemployed persons.

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**”.

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

* To support the MoLEVSA, NES and LSGs[[2]](#footnote-2) 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 Junior Non-key expert (JNKE) will provide support to Component I “**Support the MoLEVSA, NES and LSGs in improving effectiveness of ALMPs through improved design and analytical base for their implementation**” and Component II **“Building 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 are to be achieved:

Output 2.1 Capacity of MoLEVSA to design, monitor and evaluate ALMPs enhanced.

Output 2.2 Capacities of the NES for implementation and monitoring of ALMPs enhanced.

Output 2.3 Capacity of LSGs to design, implement, monitor and evaluate ALMPs enhanced.

Output 2.4 Capacity of other relevant actors in the field of ALMP enhanced.

1. **Reference document**

Terms of Reference 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**

The missions will be carried out in the framework of the project activities as described in the Terms of Reference (ToR), the Project Proposal, and the Project work plan. The assignment will contribute to the achievement of Component I and Component II by providing expertise and support for building capacity of the relevant actors in the field of employment to better perform their tasks related to implementation, monitoring and evaluation of ALMPs.

1. **Assignment objective(s)**

The JNKE will provide support to the Technical assistance team (TAT) and in particular to the Senior NKE (SNKE) to assess the employment services provided by the National Employment Service, assess the Individual Employment Plan and the improvement of profiling through the introduction and application of statistical profiling of unemployed persons in the implementation of the following Project activities:

**Activity 1.1.5** - Assess current employment services provided by NES and provide recommendations for their improvement or introduction of new services that are comparatively available at EU level and possible providers of these services other than NES, also considering possibilities for the introduction of web-based services

**Activity 1.1.6** - Assess Individual Employment Plan and provide recommendations for its improvement and digitalization

**Activity 2.2.2** - Improve profiling through the introduction and application of statistical profiling of unemployed persons

1. **Main tasks**

**The JNKE will support the SNKE and project team in the following tasks:**

**Activity 1.1.5**

* Analysing the NES current set of employment services (Information services, Individual case management services, Administration of labour market supports activities including registration, monitoring of beneficiaries including job matching and active job search support services)
* Identifying good employment service practises of Public Employment Service (PES) in EU Member States and possible providers of these services
* Elaborating recommendations for modification or introduction of new services and their possible providers other than NES
* Proposing an introduction of new web-based services

**Activity 1.1.6**

* Assessing the process of IEPs elaboration
* Monitoring the implementation of activities agreed by IEPs and reporting
* Examining the revision of IEPs
* Proposing the NES internal IEP quality assessments
* Proposing digital support to IEP

**Activity 2.2.2**

* Reviewing the current situation (examine the currently applied profiling system)
* Determining the expectations of NES regarding introduction of the statistical profiling
* Further development of the statistical profiling model including the ensuring accuracy and regular updating and/or adaption of the statistical profiling model regarding jobseeker’s data and labour market information system while considering the NES register.
* Piloting and introducing the statistical profiling model

1. **Related Outputs/Deliverables**

Under the supervision of the project Team leader and in close cooperation with the SNKE the Junior non-key expert is expected to contribute for producing the following deliverables:

**Activity 1.1.5**

* Report on Assessment of NES employment services
* Recommendations for improvement or introduction of new services that are comparatively available at European Union (EU) level and possible providers of these services other than NES, considering also possibilities for the introduction of web-based services

**Activity 1.1.6**

* Report on Assessment of Individual Employment Plans (IEPs) with recommendations for improvement and digitalization

**Activity 2.2.2**

* Guidelines for introducing the statistical profiling model (as a part of Instructions for employment counsellors)
* Recommendations for improving the statistical profiling model.

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 mainly in Belgrade with possible visits to Niš, Kruševac and Sremska Mitrovica, Republic of Serbia, in the following periods:

* **Activity 1.1.5** - **August – October 2023 with 15 working days**
* **Activity 1.1.6 – October – December 2023 with 15 working days**
* **Activity 2.2.2 – September – October 2023 with 20 working days**

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, Law or Social sciences or other related subjects.
* At least 5 years of general professional experience in the field/s of labour economics, employment, ALMPs
* Good command of English written and spoken.
* Computer literacy (command of Microsoft Office (Word, Excel, PowerPoint, etc.) and the Internet).
* Excellent communication and reporting skills.
* Analytical experience and skills.
* Ability to work in a team.

General professional experience

* Minimum 5 years of general postgraduate professional experience in the field of employment/ALMP and/or social policy.

Specific professional experience

* 3 years of professional experience in employment policy/statistical profiling of unemployed persons / support services to NES.
* Previous professional experience in IT area (web-based services / digitalization of data etc.) 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 [evukcevic@archidata.it](mailto:evukcevic@archidata.it) and [lpavlovova@yahoo.com](mailto:lpavlovova@yahoo.com) **no later than 10.8.2023** and titled: “Application for the position – JNKE for assessing the employment services, Individual Employment Plan and improvement of the profiling of unemployed persons”.

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. ALMPs – active labour market policies [↑](#footnote-ref-1)
2. MoLEVSA – Ministry of Labour, Employment, Veteran and Social Affairs

   NES – National Employment Service

   LSGs – local self-governments [↑](#footnote-ref-2)