**Terms of Reference No.22**

**Position:** Senior non-key expert (SNKE) for providing on-the-spot support for theorganisation and implementation of the study visit for the relevant actors in the field of employment to selected EU countries – Slovakia and Austria - to show case implementation of YG Initiative and ALMPs and measures for hard-to-employ,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)

SNKE engaged in the project Component 4 “To support piloting of Youth Guarantee Programme” will provide support to the Ministry of Labour, Employment, Veterans and Social Affairs (MoLEVSA) and the National Employment Service (NES) during the preparation and realisation of the study visit.

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[[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 **(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 4 “To support piloting of Youth Guarantee Programme” within which, the following outputs is to be achieved**:**

PO 4 - Framework for piloting a Youth Guarantee (YG) Programme established

PO 4.4 - Study visits for the relevant actors in the field of employment to show case implementation of YG Initiative organised

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 4 by providing tailored support for the organisation and implementation of the first study visit in the twp EU MSs – Slovakia and Austria – in terms of content (programme in compliance with the learning needs of the Serbian colleagues) and direct support to the Team Leader (TL).

1. **Assignment objective(s)**

The SNKE will provide support to the following project activity:

Activity 4.4.1 - Organise study visits for the relevant actors in the field of employment to selected EU countries to show case implementation of YG Initiative

1. **Main tasks**

* Provide on-the-spot support for the SV programme preparation in compliance with the needs of the Serbian colleagues and instructions of the TL
* Be directly engaged during the SV implementation and support the TL during the whole realisation of this activity

1. **Related Outputs/Deliverables**

Under the supervision of the project TA team the SNKE is expected to produce the following deliverables:

**Activity 4.4.1**

* SV realised, list of participants at disposal
* SV report elaborated, recommendations for the second SV prepared.

1. **Timing and duration of mission/s**

The assignment shall be implemented in Belgrade, Republic of Serbia:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **Period of engagement** | **No. of WDS** | **Activity number** | **% of time to be spent during SV** |
| **SNKE** | **June 2024** | **Up to 5 working days** | **4.4.1** | **100%** |

*The number of days is not subject to extension. The WDS for the SNKE for activity 4.4.1 are to be reallocated from WDS planned for the SNKE in activity 2.2.6*

1. **Reporting**

The SNKE will deliver report in the English language on last workday of the month s/he worked, with attached the 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, philosophy or other related subjects.

Excellent command of English and Slovak - written and spoken.

Computer literacy (command of Microsoft Office (Word, Excel, PowerPoint, etc.) and the Internet).

Excellent communication 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.

Good knowledge of the state administration of Slovakia (policy and executive levels) specifically in social affairs and employment

**Specific professional experience**

Minimum 5 years of postgraduate professional experience in the social matters

Has hands-on experience with study visits implementation for staff of state and local administrations of non-EU countries

Direct experience in cooperation with Austrian counterparts

Ability to understand Serbian and German languages is strong asset

Previous experience in similar assignment and cooperation with public sector institutions in Republic of Serbia and EU countries will be considered as strong asset.

**10. Evaluation of work**

The expert’s performance will be assessed by Beneficiaries´ 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 [Lpavlovova@yahoo.com](mailto:Lpavlovova@yahoo.com) no **later than 31.5.2024** titled: **“Application for providing on-the-spot support for the organisation and implementation of the study visit for the relevant actors in the field of employment to selected EU countries – Slovakia and Austria”.**

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. LSGs – local self-governments [↑](#footnote-ref-1)