**Terms of Reference No 6**

Position: **Junior NKE for mapping the relevant actors in the field of active labour market policy, assessing their capacities and identifying areas for improvement**

Junior Non-key expert (JNKE) on Project 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 mapping the relevant actors in the field of active labour market policy (ALMP), assessing their capacities and identifying the areas for improvement for the purpose of implementing effectively the Youth Guarantee Programme in the country.

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 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**

This mission 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 II by providing expertise and support for building capacity of 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 map the relevant actors in the field of active labour market policy, contribute to the assessment of their capacities and identifying the areas for improvement in the implementation of the following Project activity:

**Activity 2.4.1** “**Map relevant actors in the field of active labour market policy, assess their capacities and identify areas for improvement**”

1. **Main tasks**

The JNKE will support the SNKE and project team in:

* Mapping relevant actors in the field of ALMPs

This mapping is to be done in two stages:

* Stage 1: Mapping the relevant actors in the territory of three NES Branch offices in which Youth Guarantee will be piloting with the support of the Direct grant awarded to NES (Niš, Kruševac and Sremska Mitrovica), other than already identifies by National Employment Service (NES)
* Stage 2: Mapping other relevant actors in other parts of Serbia
* Assessment of the capacities of other relevant actors
* Identifying areas for improvement and capacity building
* Drafting the final mapping and assessment report

1. **Related Outputs/Deliverables**

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

* Report on the mapping the relevant actors in the field of Active Labour Market Policies (ALMPs)
* Final report on assessment of capacities of other relevant actors in the field of ALMPs with recommendations for improvement

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 periods from **August – November 2023 and September 2024 – May 2025,** including, up to 37 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/support services to/mapping of young NEET (not in education, employment or training)
* Previous experience in the direct work with the CSOs (civil society organizations) in the area of employment and inclusion of hard to employ into the labour market 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 – SNKE for mapping relevant actors in the field of ALMP”.

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)