**Terms of Reference No.28**

Position: **Junior non-key expert (JNKE)** for supporting the organisation and implementation of regional exchange meetings on employment policy 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 **JNKE** expert engaged in the project Component 1 “To support the MoLEVSA[[1]](#footnote-1), NES[[2]](#footnote-2) and LSGs[[3]](#footnote-3) in improving effectiveness of ALMPs[[4]](#footnote-4) through improved design and analytical base for their implementation” will provide support to the MoLEVSA and the NES.

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 **JNKE** will provide support to Component 1 “To support the MoLEVSA, NES and LSGs in improving effectiveness of ALMPs through improved design and analytical base for their implementation” within which, the following outputs is to be achieved**:**

**PO 1.2 -** Framework for designing local labour market policy enhanced

**PO 1.2.3** - 4 regional meetings with LSGs/LECs and other actors (per year) for exchange of experiences and lessons learned between MoLEVSA, NES, LSGs 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 1 by providing support to the TA project.

1. **Assignment objective(s)**

The JNKE will provide support to the TA team to the following project activity:

**Activity 1.2.3 Support exchange of experiences, lessons learned and examples of good practice between the MoLEVSA, NES, representatives of LSGs and other relevant actors on an annual basis**

1. **Main tasks**

**The JNKE will provide ongoing support to and coordinate the work with the project TA team in execution of the following tasks:**

**Activity 1.2.3**

* Provide support in the preparation and planning of regional exchange meetings across four regions in Serbia.
* Assist in developing the objectives and proposed agenda of the meetings in cooperation with MoLEVSA, NES, and the TA team.
* Coordinate logistical aspects, including venue arrangements, materials preparation, and participant registration lists.
* Provide administrative and on-site support during the meetings.
* Contribute to the implementation of the meetings and document key outcomes and feedback.
* Support the finalisation of summary reports or minutes as required by the TA team and project documentation standards.

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 1.2.3**

* 4 regional meetings with LSGs/LECs and other actors (per year) for exchange of experiences and lessons learned between MoLEVSA, NES, LSGs organized

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* |
| JNKE | August2025 – December 2025 | Up to 20 working days | 1.2.3 | 100% |

The number of days is subject to extension as needed.

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.

**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*

* Minimum 3 years of professional experience related to employment policy, social inclusion, or public administration.

*Specific professional experience*

* At least 2 years of experience in organising and supporting events, consultations or meetings involving public administration and local stakeholders.
* Experience in supporting EU-funded technical assistance projects or similar donor-funded initiatives.
* Previous cooperation with NES and MoLEVSA will be considered an asset.

**10. Evaluation of work**

The JNKE’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](mailto:projekti.medjunarodna@minrzs.gov.rs), [evukcevic@archidata.it](mailto:evukcevic@archidata.it) and [rbabic@archidata.it](mailto:rbabic@archidata.it) no **later than 16.5.2025.** titled: **“Application for supporting the organisation and implementation of regional exchange meetings on employment policy”.**

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 [↑](#footnote-ref-1)
2. NES – National Employment Service [↑](#footnote-ref-2)
3. LSGs – local self-governments [↑](#footnote-ref-3)
4. ALMPs – Active Labour Market Policies [↑](#footnote-ref-4)