**Terms of Reference No. 34**

Position: **Junior non-key expert (JNKE)** for mapping the relevant actors in the field of active labour market policy, assessing their capacities and identifying areas for improvement andfor developing a model for outreaching NEET (not in education or employment or training) youth.

The **JNKE expert** engaged in the project 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*” and Component 4 “*Support piloting of Youth Guarantee Programme*” will provide support to the MoLEVSA, NES and the LSGs in the above-mentioned tasks.

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 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” and Component 4 “Support piloting of Youth Guarantee Programme” within which, the following outputs is to be achieved**:**

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

**PO 4.2. Models for outreach, registration, and activation for NEET youth developed**

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.

1. **Assignment objective(s)**

The JNKE will provide support to the TA team to 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**
* **Activity 4.2.1 Further develop model/s for outreach, registration, and activation for NEET youth**
1. **Main tasks**

**Under the supervision of the TA team it is expected to the following tasks be implemented as per activity:**

**Activity 2.4.1**

* Conduct further mapping of civil society organizations (CSOs) in Serbia based on developed model
* Documenting geographic coverage, target groups, scope of services, thematic areas, and current involvement in youth employment or NEET-related initiatives of mapped CSOs
* Assessing the capacities of the mapped CSO’s for the work with NEETs
* Identify areas for improvement and formulate capacity-building needs
* Draft the final mapping and assessment report

**Activity 4.2.1**

* Analysis of implementation data, feedback from implementing partners, and engagement metrics of pilot outreach model
* Assessment of challenges and enabling factors encountered during piloting
* Formulate recommendations for scaling up and improving the outreach model
* Develop a structured proposal for further development of the outreach model
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 2.4.1**

* 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

**Activity 4.2.1**

* Proposal for further development of the model for outreaching NEET youth.

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 | June 2025 – September 2025 | Up to 15 working days | 2.4.1 | 100% |
| September 2025 – January 2026 | Up to 15 working days | 4.2.1 | 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 5 years of general postgraduate professional experience in the field of employment and/or social policy.

*Specific professional experience*

* Minimum 3 years of professional experience in the labour market analyses and/or ALMPs.
* Acquaintance with the role and activities of CSO working with young unemployed, in particularly with young NEET (not in education, employment or training) will be considered as an asset;
* Professional experience in employment policy/support services to/mapping of young NEET (not in education, employment or training) will be 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, evukcevic@archidata.it and rbabic@archidata.it no **later than June 24, 2025,** titled: **“Application for JNKE for mapping the relevant actors in the field of active labour market policy, assessing their capacities and identifying areas for improvement and for developing a model for outreaching NEET youth”.**

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****.*