**Terms of Reference No.27**

Position: **Junior non-key expert (JNKE)** for preparing an E-manual, in form of Q&A, for NES employment counsellors for the implementation of new/modified ALMPs including YG 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 1.1 -** Analytical framework for improving the design and implementation of new/modified ALMPs enhanced

**PO 1.1.4** - E-manual for NES employment counsellors for the implementation of new/modified ALMPs prepared

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 1.1.4 Preparing an E-manual for NES employment counsellors for the implementation of new/modified ALMPs**

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 1.1.4**

* Analysing the existing national legal framework and strategic documents relevant to ALMPs and Youth Guarantee implementation.
* Identifying frequent operational and procedural issues faced by NES employment counsellors in the implementation of ALMPs and Youth Guarantee.
* Proposing and preparing a structure for the Q&A section in line with the E-manual’s overall framework.
* Drafting clear, accessible, and user-oriented answers to common and complex questions related to ALMPs and Youth Guarantee.
* Liaising with the National Employment Service and the TA team to ensure relevance and accuracy of the content.
* Incorporating feedback from the NES and project team into the final version of the Q&A section.
* Contributing to the preparation of the final version of the Q&A section for integration into the E-manual.

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 1.1.4**

* E-manual in form of Q&A for NES employment counsellors for the implementation of new/modified ALMPs prepared

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 | May 2025 – August 2025 | Up to 30 working days | 1.1.4 | 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*

* At least 3 years of postgraduate professional in the field of ALMPs and YG
* Experience in preparing user-focused knowledge products (guidelines, manuals, or Q&A documents) for public institutions is considered an asset.
* 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 preparing an E-manual, in form of Q&A, for NES employment counsellors for the implementation of new/modified ALMPs including YG”.**

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)