

TERMS OF REFERENCE	
POSITION	Trainer for Capacity Building Trainings for youth dedicated CSO` s
CONTRACT TYPE	Service contract
DURATION OF APPOINTMENT	Up to 15 days
DEADLINE FOR APPLICATION	February 20, 2019
NO. OF POSITION(S)	1

Background

Lens is in the second year of implementing its project “Web4yes (*Western Balkan Civil Society Organizations for Youth Employment*)”, which directly responds to socio-economic needs of young citizens addressed through quality services for unemployed youth.

Web4yes is a regional project which is consisted by 7 regional Civil Society Organizations as consortium partners. Belgrade Open School (BOS) from Serbia as leading applicant and co-applicants: Association for Democratic Prosperity ZID from Montenegro, Beyond Barriers Association from Albania, National Youth Council of FYR of Macedonia, NGO LENS from Kosovo, Institute for Youth Development KULT Sarajevo from Bosnia and Herzegovina, and Olof Palme International Centre from Sweden.

This project represents a regional initiative designed to provide innovative inter-sectoral approaches and to provide the unemployed youth of the Western Balkans region with the opportunity to increase their employment skills and to be employed. The project is designed to address the existing challenges of inadequate cooperation between civil society actors and public authorities in the Western Balkans in policy processes and decision-making towards reforms related to youth unemployment.

The project aims to empower civil society actors to make a significant contribution to addressing many employment and entrepreneurship issues through their advocacy and oversight activities at national, regional and local levels, and paying more attention to the needs of citizen’s young people in decision-making policies.

During these years of implementation Web4yes project will be focused on the following actions:

- Policy dialogue
- Thematic cross border forum on youth employment policy
- Policy advocacy and monitoring for improvement of youth employment and entrepreneurship
- Capacity building
- Capacity Buildings for youth dedicated CSOs in WB
- Implementation of Grant Support to local CSOs initiatives
- Development of e-services for unemployment youth in Western Balkans

For more about the project, refer to this address: <http://web4yes.eu/>

Objectives

Related to the Capacity Building for youth dedicated CSO`s, Lens is looking for a company or individuals to conduct 2 days training event for at least 15 participants representing at least 15 different civil society organizations.

Basic training Policy Development and Policy Advocacy in the field of Youth Employment Policy will be organized for small scale CSOs dedicated to working with youth, and particularly targeting the problem of youth unemployment.

Each Training will consist of two major parts:

- a) *Strategic planning of the youth employment and entrepreneurship policies at the national and local level in line with the EU standards;* After the brief overview of the national policies regarding the employment and entrepreneurship among youth, the training will focus on the participatory approaches and programming of priorities and goals which are in the line with strategic documents of the respective local municipalities and their problems.
- b) *Developing Effective Strategies and Communication Tools for Policy Advocacy;* the second training component will include advancing the skills of participants in specific area of evidence based advocacy for more dynamic and flexible decision making process on local, regional and national level in local community development. This part of the training introduces the practices of evidence based policy advocacy process in policy networks.

Expected training outcomes

Related to Strategic planning of the youth employment and entrepreneurship policies at the national and local level in line with the EU standards component participants will:

- *be familiar with Policy framework for youth employment, employability and entrepreneurship*
- *be ready and motivated to use the acquired knowledge in the further work of the organization that they represents*
- *be able to recognize the possibilities and space where civil society organizations can be involved in process of developing, implementing, monitoring and evaluating youth employment policies*
- *be familiar with the policy brief documents, recommendations at the Regional level*
- *participant is able to recognize the Recommendation that is most important for the local environment which they are from*

Related to Developing Effective Strategies and Communication Tools for Policy Advocacy component participants will:

- *be able to define policy advocacy and distinct it from other similar concepts*
- *be capable to frame advocacy process in context of policy development process*
- *be able to understand the key features of policy networks and key characteristics of the policy cycles*
- *be able to understand what are the most important segments of advocacy campaign, they are confident in applying them in practice*
- *be able to understand the correlation between the strategic focus and advocacy plan and are able to move back and forward in process of examination of both, all in order to define realistic advocacy*

objectives and conceptualize advocacy plan which is adequate to the existing resources envisaged for its implementation

Eligibility requirements

- At least 5 years of experience in jobs related to youth employment, policy interventions and advocacy;
- Proven track record in design and delivery of training programs using interactive methodology
- Excellent speaking and writing language skills of Albanian or Serbian, English is an advantage;
- High competence in using digital means of communication and content sharing;
- Comprehensive experience in providing consultancies;
- High level of organizational and time management.

Responsibilities

In relation with the specification above, the contracted trainer shall:

- Propose and adjust the general outline of the training program for capacity building of smaller scale CSO`s in accordance with the instruction from the contracting organization and the specific needs of the trainees
- Conduct two days training with the topics mentioned above (up to 8 training sessions).
- Prepare an evaluation report for this training

Contract period

The assignment is scheduled for the period from 1st to 31st of March 2019, for a total of 2 training days. Evidence of the completed work hours is presented in the form of attendance sheets and beneficiaries' feedback on the held training sessions.