

Terms of References	
Position	Consultant
Contract type	Service contract
Duration	20 days
Last day for application	13 January 2020
Number of positions	1

Background

USAID's Up to Youth is a five-year positive youth development project working in Kosovo with youth 15 – 24 years of age. The project goal is to empower youth to make a positive impact on their communities and build youth resiliency to risky behaviors. The activity has three primary objectives:

- Objective 1: Mobilize Youth to be forces for positive change
- Objective 2: Develop and demonstrate life/soft skills among youth
- Objective 3: Develop, build and support resilience partners in fostering an environment for youth to engage in a positive and meaningful way.

The consultancy falls under Objective 2, which seeks to equip youth with the necessary skills to engage in meaningful ways and play active roles in their municipal and/or national economy. Skills building in relevant life/soft skills and economic development will prepare youth to participate in municipal and/or national decision-making and the municipal and/or national economy. This requires interventions – such as an internship component – that develop necessary resources, skills and competencies in both life/soft skills and economic empowerment.

The activity is focused on 9 municipalities in Kosovo, which the Up to Youth project has divided into 3 operating clusters:

- Cluster 1: Hani I Elezit / Elez Han, Kaçanik / Kačanik, Viti/Vitina
- Cluster 2: Mitrovicë South / Mitrovica South, Vushtrri / Vuçitern, Skenderaj / Srbica; and
- Cluster 3: Istog / Istok, Klinë / Klina, Gjakovë / Djakovica).

As member of the Up to Youth consortium, Lens is seeking for a consultant with knowledge and experience in active labor measures, to develop and propose an innovative model with concrete action plan, for the implementation of an internship program in the selected municipalities, and Prishtinë / Priština, which directly affects the economic opportunities of youth in these clusters. The consultancy will result in an appropriate action plan with an innovative model for the implementation of internship program in the above-mentioned municipalities, which will benefit both youth and local businesses.

Consultancy Approach

Based on Lens' pre-planning, it is foreseen that the consultancy will consist of the following components:

- **Desk Research:** Consultant will research the previous national reports related to the needs of the businesses in terms of growth and human resources. The consultant will begin with the analysis of Up to Youth program reporting, including its Rapid Market Assessment (RMA) report, before analyzing the active labor market measures offered by state institutions, international organizations, and local organizations.
- **Action Plan:** After the desk research has been completed the consultant will then propose a model with a detailed action plan which foresees collaboration with 3-6 businesses per municipality (depending on the individual municipalities' capacities) suitable with the Up to Youth project. The proposed action plan shall be based on the lessons learned from the institutional active labor market measures and based on the experiences of preliminary research of Up to Youth in relation to the needs of businesses in the nine partner municipalities.
- **Identification of Local Businesses:** Consultant will analyze the business sector and the databases from Up to Youth's previous research, and working with Lens staff, will identify and make contact with at least one to two businesses per municipality for the implementation of the internship program.
- **Development of the model and action plan:** The consultant will collaborate with the Lens team to develop and adapt an implementable and sustainable internship plan including training for businesses and clear approach for the candidates.

The preliminary plan together with the timeline will be described in the table below:

Month	January				February				March				April			
Activity \ Weeks	w 1	w 2	w 3	w 4	w 1	w 2	w 3	w 4	w 1	w 2	w 3	w 4	w 1	w 2	w 3	w 4
Conduct desk research																
Identification of businesses																
Development of the action plan																
Finalizing the action plan after Up to Youth comments																

Key Responsibilities

Under the overall guidance of Lens and in close collaboration with the Up to Youth Objective 2 Team Lead, the consultant will provide the following services:

1. Familiarize themselves with key program components and stakeholders of USAID/Kosovo's Up to Youth activity through a review of key project documents.
2. Conduct desk research on the previous Up to Youth programmatic reports and RMA, national reports related to needs of the businesses in terms of growth and human resources with specific focus on active labor measures.
3. Analyze the business sector in the above-mentioned municipalities and on the basis of this analysis, propose a specific action plan for a sustainable internship program that is suitable with Up to Youth activity.
4. Review and submit a draft report for Lens and Up to Youth staff feedback and Lens approval.

Deliverables

- a. An innovative model for the implementation of the internship program with a clear action plan for the implementation of the internship program in the respective municipalities. This model needs to be presented as a 10-page report, to be accompanied by any needed annexes, as agreed upon with Lens staff;

- b. Identification and initial outreach to at least one business per municipality for the implementation of the internship program;
- c. Development of the mechanism for measuring the success of the program based on the action plan

Required Skills and Experience

- Master’s degree in development studies, economics, sociology or other related field. A first level university degree in combination with relevant experience may be accepted in line of the advanced university degree;
- A minimum of four years of progressive experience in active labor measures and specifically internship activities;
- Proven experience collaboration with USAID, the UN, or other international agencies is desirable;
- Knowledge of technical cooperation and development issues is an advantage; and,
- Fluency in written and spoken English and Albanian is required. Knowledge of Serbian desirable.

Professional Competencies

- Has ability to conduct data analysis using various methods. Ability to plan own work and manage conflicting priorities;
- Has previous experience in developing similar activities;
- Speaks and writes clearly and effectively;
- Shares information and keeps project team informed;
- Works collaboratively with colleagues and partners to achieve deliverables for assessment;
- Develops clear goals that are consistent with agreed work deliverables for the assignment; identifies priority activities and allocates appropriate amount of time and resources for completing work; uses time efficiently;
- Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost, and quality standards; operates in compliance with organizational regulations and rules; and,
- Has ability to establish effective working relations in a multicultural team environment and to cultivate productive relationships with Government partners and other donors.

Evaluation grid

The Contracting authority selects the offer with the best value for money using an 80/20 weighing between technical quality and price. Evaluation will be based on the following grid:

Evaluation process	Points
General professional experience and preparation	40%
Specific professional experience	40%

Best value for the fee	20%
Overall total score	100%

How to apply

Interested applicants who meet the criteria for the consultant position, have to send an email to **info@ngolens.org** with the subject “Up to Youth Consultant– Your name”, and include in the email the following documents:

- CV; and
- Proposed financial fee.