

Terms of References	
Position	Mentor
Contract type	Service contract
Duration	6 months, starting in mid April 2021
Last day for application	29 March 2021
Number of positions	3

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 mentorship 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 mentorship scheme that develop necessary skills and competencies of youth to take concrete steps towards developing their business ideas.

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 / Vuçitër, Skenderaj / Srbica; and - Cluster 3: Istog / Istok, Klinë / Klina, Gjakovë / Djakovica).

As member of the Up to Youth consortium, Lens is seeking for a professional with knowledge and experience in business development, startup and entrepreneurship, to mentor the youth teams throughout their first steps of establishing new businesses.

The mentorship program will result with a six month mentorship detailed plan, which will be done with a set of milestones that will be set together with youth or youth teams, and the mentor will report after the milestones are achieved, and will provide a full report by the end of the mentorship program.

Mentorship Approach

LENS identified mentors will support youth by: a) acting as guide to local ecosystem, b) informing them of relevant opportunities, c) helping them grow, d) motivating and offering critical support through the challenges. One mentor will work with up to 3 (three) business individuals/teams, while it is expected that the mentor will conduct at least 8 sessions per months.

While the tentative work plan approach will be as follows:

1. The mentor analyzes the business plan and the self-assessment document developed by the young people to create an insight for each mentee prior to the initial meeting
2. Initial meeting with selected mentees to establish 4-5 milestones for each individual/team
3. After the first meeting the mentor develops a “work in progress” action plan, which will be reviewed by the Up to Youth team to ensure the plan is having desired outcome for mentees.
4. After the review of the plan the mentor will hold regular periodic meetings with mentees/youth until the end of the mentorship program, online or in-person.
5. On the last meeting the mentor will review the milestones together with each team he has mentored and will provide teams with recommendations, and a suggested action plan for the future development.
6. The mentor will provide a final report at the conclusion of the mentoring period to Up to Youth team focusing on:
 - a. Review of each milestone indicating the progress
 - b. Barriers to achieving milestone, if any
 - c. Recommendation and action plan for the future

Key Responsibilities

Under the overall guidance of Lens and in close collaboration with the Up to Youth Objective 2 Team Lead, the provide 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. Establish a channel of communication with youth and youth teams, and respond to requests of the mentees on timely fashion
3. Analyze the business sector and propose specific strategies for youth teams in regard to their business growth
4. Guide and support individuals/teams in preparing the necessary documentation that would give them easier access to finances, whether from international organizations, institutions or banks. Support mentees to connect and network with the business actors in their specific business sector.
5. Transfer their knowledge and experience to mentees in order to help them develop their skills and strategies for action
6. Report on regular basis in regard to milestone achievements or recommendations for further improvements

Deliverables

- a. A detailed action plan based on the milestones for each mentee covering a six months period
- b. Evidence of the meetings with mentees

- c. Mid-term reports for each mentee for the completion of milestones, and final report after mentorship program.
- d. Final action plan delivered to each mentee, with direct recommendations for their future development.

Required Skills and Experience

- Adequate education and experience in entrepreneurship or in the private sector, experience working with youth preferred.
- Minimum 5 years of managerial work experience in the private sector or in NGOs dealing with business development.
- 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 **valmir.xhemajli@ngolens.org** with the subject “Up to Youth Mentorship– Your name”, and include in the email the following documents:

- CV; and
- Proposed financial fee.