**Project name: Entrepreneurship Promotion**

**Project No.: 2020.2183.0**

**Contract no.: 81278232**

**TERMS OF REFERENCE (TOR)**

**Short-Term expert in providing training in soft skills and entrepreneurship skills for returnees and women in the seven regions of Kosovo**

**General information**

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| Module title | **Provide training in soft skills and entrepreneurship skills for returnees and women in the seven regions of Kosovo** |
| Module objective | Promotion of employment and self-employment of women in Kosovo |
| Target groups | Women in Kosovo |
| Duration | From April-August 2022 (in total 27.5 Expert Days) |

Despite market reforms and an improvement in the economic stability, Kosovo is faced with an unemployment rate of around 30%. The proportion of long-term unemployed (12 months or more out of work) to the registered unemployment is almost 70%. With approximately 56%, youth unemployment (15-25 years) has reached high proportions. Women are particularly disadvantaged in the labour market. In particular, rural and remote areas are affected by poverty, unemployment and precarious work in the informal sector. Therefore, the core problem is that young people in rural areas, especially young women, are largely excluded from the regular labour market.

It provides viable, forward-looking solutions for political, economic, ecological, and social development in a globalized world. Its corporate objective is to improve people’s living conditions on a sustainable basis.

The **focus** of our work is the **promotion of the private sector**. We offer competence and experience in our business areas of chamber and association promotion, vocational training and trade promotion. Our activities include programme administration as well as project management and advisory services.

The contractor shall provide the following services:

* **Provide training in soft skills and entrepreneurship skills for returnees and women in the seven regions of Kosovo.**

**Objective**

The objective of this assignment is to engage a contractor, which will offer a training package consisting of modules on (1) soft skills and (2) entrepreneurship skills.

The soft skills training module should focus on leadership, communication, teamwork, problem-solving skills, work ethic, flexibility and adaptability and interpersonal skills; whilst the training module on entrepreneurship skills should include consumer behaviors understanding and analysis, vision and strategy definition, value proposition, capital resources and organizational development, and basic concepts in finances.

The target group for which the training modules should be tailored, includewomen, and returnees living in all seven regions in Kosovo.

From the overall number of participants at least 40% must be returnees, and out of total, at least 40% women. The target group should consist of different age groups, job seekers and under skilled private sector employees.

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| Contract duration | April 10, 2022 – August 31, 2022 |
| Beneficiaries | Up to 240 beneficiaries from 7 regions of Kosovo |
| Expert days for Training and Mentoring | 27.5 days |

* **Tasks & responsibilities of the short-term expert**

The training package aims to contribute to filling the skills gap and increase employment and self-employment opportunities of returnees and women.

The training content will be tailored based on the participant’s needs. Via an open call for application, potential participants can apply for either or both training modules. Participants, who are seeking to find a job, can take part in the first 2 days of the training, which are focused on soft skills.Potential participants, who also want to start their business initiatives, can continue with additional 3 other days of entrepreneurship training. Participants (employees from the private sector) who consider themselves under skilled can also take part in the training, this specific target group can be identified in cooperation with Business Membership Organizations.

After completion of the trainings, mentoring and coaching sessions will be offered to participants who continue with the development of their business ideas.

sequa expects from the contracted entity to complete the following tasks, as explained in the following phases:

**Phase 1: Development of appropriate and coherent training modules**

The contracted expert shall propose training modules, which are suitable for the returnees and women and who have less access to services and training provided by various institutions and the labor market. Phase 1 includes the following tasks:

* Ddevelopment of a combined training methodology, which includes lecturing, experiential learning, e.g., by practicing steps of the job application processes, or steps of developing a business idea and mentoring.
* Development of - training material (training guide and handouts) to promote skills, which improve the possibility of access to the labor market as job seekers or self-employed entrepreneur. The training package shall last 5 days in total, 2 days focusing on soft skills training and 3 days focusing on entrepreneurship skills.

**Phase 3: Reporting**

The engaged short-term experts and mentors, under the supervision of project coordinator shall develop the training modules together with training materials and will be responsible for the final report.

At the beginning of the contract the contractor will develop a timetable with expected deliverable activities and dates.

At the end of the service, the short-term expert is required to deliver the timesheets of each working day.

**Application requirements**

**Qualifications of the expert**

The applicantis required to provide their CVs, professional experience and the range of tasks involved, and the required qualifications. The below-specified qualifications represent the requirements to reach the maximum number of points.

Education: University bachelor's qualification in business, economics, or similar area. Master’s degree is an advantage.  
Professional experience: 10 years experience working in the private sector or education with demonstrated specific experiences in:

* Developing of training contents
* Provision of training and practical teaching methods
* Provision of training on soft skills
* Provision of training on entrepreneurship
* Private sector development
* Mentoring or coaching entrepreneurs
* Producing reports and briefs in English that can feed into different types of reporting requirements
* Inter-personal communication skills including experience of the facilitation of training/workshops
* Provision of training with practical teaching methods
* Facilitation on specific topics such as soft skills and entrepreneurship
* Business development methodologies and tools and
* Organizational capacity-building training

The application should contain the following documents:

* CV of the short-term expert
* Quotation for the expert Working/Day (please use the attached template for quotation)

The application should be submitted no later then 31/03/2022, 16:00h to the following address: office of KHC Mother Tereza, str. AgimRamadanipn. Prishtine, Republic of Kosovo.

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**Quotation for the expert Working/Day**

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| Name of Expert |  |
| Quotation per Working/ Day  *Note: the offer for W/D should be in Euro and in gross including all taxes applied in Kosovo* |  |

Pristina date 24.03.2022

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_