**Call for Trainers & Coaches**

**Terms of References**

**(ToR)**

**Background Information on ‘‘BSCK ’’**

Business Support Center Kosovo - BSCK has been operating in Kosovo since 2005, assisted by its partner SPARK, before becoming a fully independent, registered non-profit NGO in June 2009. BSCK supports existing and potential entrepreneurs between 18 and 35 years of age in establishing and strengthening micro, small and medium sized enterprises in Kosovo. The range of BSCK activities comprises training-the-trainer programs, vocational entrepreneurship and business trainings, administration of technical and management consulting and the making available financial start-up help in the form of preferential micro credits.

**Background information on the project and purpose of the service**

BSCK is one of the facilitating partners in the implementation of the Municipalities for Youth (M4Y), a project funded by Japan Social Development Fund (JSDF) at the World Bank that is focused on increasing socioeconomic opportunities for marginalized youth (15-24) in Kosovo.

The project aims to improve cooperation and trust between youth and local governments by enabling local governments to address youth socioeconomic needs through best-targeted youth initiatives and services.

**BSCK opens** the call for the application for trainers and coaches in the field of soft skills training and project preparation/management training, and invites all interested parties for application.

**Duties and Responsibilities**

The following tasks will be performed by the trainers and coaches in close cooperation with and under direct supervision of the Project Manager.

* Produce relevant supporting materials (presentations, hands-out, group experiences, exercises for individual work, reference materials, evaluation forms, reports etc.);
* Assist in preparing a work plan for the provision of trainings in accordance with the modules and respective curricula;
* Deliver the trainings as per the requested modules related to soft skills training and project preparation/management training for youth in target communities

Trainers and Coaches will be required to organize his/her own travel arrangements to training venue that will be determined by the project team.

**Required Presentation of Offer:**

The following documents must be submitted:

* **Personal CV,** indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the offeror and at least three (2) professional references;
* **Financial proposal** that indicates professional daily fee including total amount for whole duration of the assignment.

Criteria for Selection of the Best Offer

Combined Scoring method – where the qualifications and experience will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%.

**Competencies**

**Corporate Competencies**

* Demonstrates integrity by modeling the BSCK’s values and ethical standards;
* Promotes the vision, mission and strategic goals of the project;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

**Functional competencies**

* Proven skills related to designing and delivering of training/mentoring sessions;
* Ability to identify beneficiaries’ needs, and to match them with appropriate solutions;
* Ability to produce accurate and well documented records conforming to the required standards;
* Good analytical and report writing skills;
* Knowledge and skill to mainstream gender equality in trainings;
* Excellent and team-building skills
* Consistently approaches work with energy and a positive, constructive attitude;
* Demonstrates good oral and written communication skills;
* Excellent interpersonal skills and ability to communicate effectively, both orally and in writing;

**Required Skills and Experience Education**

* University degree in public policy, public administration, or a related social science field is required.
* Master’s degree and valid trainer certificate would be considered as an asset.

**Experience:**

* At least 2 years of relevant professional experience in delivering trainings is required.
* Very good understanding/knowledge in project proposal preparation, monitoring and evaluation of projects is required.
* Relevant experience in training central and local level institutions as well as NGOs is considered as an asset.

**Languages:**

* Fluency in spoken and written Albanian and English is required. Knowledge of Serbian is a strong asset.

*Women are strongly encouraged to apply!*

**Submission of application**

Submission of application should be done to [info@bsckosovo.org](mailto:info@bsckosovo.org)

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| **Application Deadline :** | [ 23.09.2021] |