



Call for Trainers

Terms of References

Project Name:	Support to previous returnee start-up beneficiaries through additional equipment as a response to the Covid-19 situation, and other returnees and people at risk of irregular migration through career capacity building measures
Project Number:	81262908
Service Provision for:	Provision of Soft Skills Training Courses
Length of Contract:	4 months February 2022 – May 2022
Location / Place of Performance:	Kosovo - throughout the seven (7) regions

Background Information on “BSCK”

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.

Funded by GIZ, BSCK is implementing the Project: **Support to previous returnee start-up beneficiaries through additional equipment as a response to the Covid-19 situation, and other returnees and people at risk of irregular migration through career capacity building measures**



The overall objective of the project is to contribute to the sustainable start-up development and job creation through further support with adequate tools and equipment needed for previous returnee beneficiaries' start-ups and through educational and career orientation measures for returnees and vulnerable groups at risk of irregular migration, which would lead to improved products/service offerings and job creation.

Purpose of the contract

Career Capacity Building support measure includes through the delivery of one-day info sessions of the targeted beneficiaries (500); ten-days soft skills training (280 beneficiaries); followed by the provision of two-days mentoring sessions to support preparation and promotion of the employment profile, CV-s, motivation letters, and matchmaking/mediating for their labour market entry, to each of the successfully certified beneficiaries from training course.

Specifically, the purpose of this contract for the selected consultants – Trainers will be involved in the provision of:

- **Soft Skills Training Courses: to 14 groups in total (two groups for each of the 7 regions of Kosovo), with the group consisting of around 20 beneficiaries, and the training lasting 10 days each.**



Scope of work

BSCCK intends to contract up to seven (7) Consultants – Trainers to provide a Career Capacity Building support measure for returnees and people at risk of irregular migration, who are willing to enter the labour market.

The Career Capacity Building support measure is comprised of:

1. **Provision of a tailored Soft Skills Training Course:** Training course will last 10 training days with the aim to enhance employability opportunities by practically introducing best ways for a successful employment, individuals' interactions, job performance and career prospects, and tips how to retain an employment. A total of 14 Soft Skills training courses will be organized in 7 regions (a maximum of 20 attendees per training course; around 2 training courses per each region). For the purpose of time efficiency, multiple training courses will be provided in parallel.

Prior to the above listed parts; the selected consultants with BSCCK Project Team will finalize tailored methodologies Training Courses, based on the previously conducted Market Needs and Opportunities Analysis (sub-activity 2.3.1) and Training Needs Assessment (sub-activity 2.3.2) conducted.



Required Experience, Skills and Abilities

The **Consultants** engaged to undertake the assignment must fulfil the following minimum requirements:

- At least University Degree in economics, business and administration, law, human resources, career guidance or other relevant sciences; MA in the same area will be considered as an asset;
- At least 3 years of experience in delivering training, mentoring and coaching services, training needs assessment for similar activities in the areas of: soft skills, entrepreneurship and business skills development;
- Demonstrated experience in similar activities past two years in the field of mentoring and coaching, entrepreneurship, business skills development, career guidance, development of business idea/plan (**references shall be provided in the CV**);
- Fluency in Albanian. Knowledge of English and Serbian will be considered as an asset.

Additional qualifications considered as assets:

- Practical career guidance in Kosovo market;
- Knowledge and understanding of the Kosovo labour market environment, micro-economy, business, and entrepreneurship.

Indicative assignment dates: February 2022 to May 2022



Submission of application

Interested candidates should submit:

- A professional CV in English; and
- Financial offer for a Training daily fee. Daily fee shall include travel costs and other applicable taxes, except VAT, since BSCK is exempt from VAT as well as the project donor – GIZ.

Submission of applications should be done via email to info@bsckosovo.org – with the subject:
Name and Surname – Application for Trainer.

Selection of the individual will be based on: experience (70%) and financial offer (30%)

Application deadline: 3 February 2022 at 16:00