

Terms of Reference

for

Consultancy for Trainer in Human Resources and Private sector Coaching for Employment and Reintegration Project, C4ER

Background

Coaching for Employment and Reintegration is a project mandated by GIZ and implemented by Swisscontact, which accompanies returned migrants and youth from vulnerable groups in Albania, on their path into employment. Coaching in business cycles with returned migrants and young unemployed participants are planned to be implemented in partnership with SMEs, comprising various development stages like group building, exploration of the world of work, short internships, vocational courses, or on-the-job learning.

Labour market insertion and inclusion of returned migrants and vulnerable groups is not just a result of isolated activities in group work, professional orientation, career guidance, training, or professional practice. C4E models are an integrated and personalized process based on the individual training plan for each participant as the main instrument. Cooperation with the private sector is the core aim of the C4ER initiative. Bringing business needs and participant skills together is a key objective of the project.

The intervention strategy in Albania is based on three key pillars:

- Private sector and Vocational Training Centres capacitated in labour market integration approaches.
- Implementation of coaching processes with state and private VTCs: VTC partners offer recognition of prior learning, coaching and employment facilitation processes for returnees and other youth groups.
- Implementation of coaching processes with private sector companies: Private sector partners offer coaching in business and employment for returnees and other youth groups.

Rationale

C4ER project is a continuation of Coaching for Employment project with returned migrants and marginalised categories. In Albania, the project is working with private sector companies, supporting financially the implementation of the Coaching in Business (CiB) processes. The implementation of the CiB from the project partners has started in 2021 and will continue to the end of this project. The project supports the implementation with improved elements of the approach through coaching sessions in groups (peer exchange) or individually.

The main pillar of the project is the cooperation with the private sector. Matching the business needs and requirements on the skills their potential employees should have with the real skills that unemployed youngsters have, especially when coming from migrant or marginalised groups, is becoming more difficult. Thus, having the private sector as a close collaborator would give to these youngsters more hope and concrete opportunities for employment. To fill the demands of the private companies for skilled and qualified workers, the project has developed the coaching in business process supporting the capacity building of company personnel (mainly human resources persons) as mentors to work with the new employees and to capacitate them according to their interests and abilities and in line with company criteria and vacations. The project will assist and support 15 partner companies to implement coaching in business approach in recruitment, training and mentoring of the new staff. 15 mentors from the above companies will be intensively trained by the project and complete 5 Blocks of Training of the Business Mentors.

To support the process with delivering the training, a consultant (trainer) will be hired to support the project with the following objectives:

Objective:

The objectives of this consultancy are:

- Conduct training session with the business mentors, develop training materials and provide inputs for the respective agenda during the Training of the Business Mentors blocks.
- Support with recommendations or adaptations the previously created tools based on the practical experience and feedback from the mentors and shares it with them.

Activities and timeframe:

Nr.	Activity	Deliverables	Timeframe	Days
1.	Meeting with C4ER team to familiarize and review project activities of the implementation of the coaching in business by partner companies' mentors.	Training agenda	Feb 21	5
2	Conduct training session with the business mentors and provides inputs for the respective agenda during the blocks of Training of the Business Mentors	Preparation of the training materials and delivered training session	February - September 2021	10
3	Support with recommendations or adaptations to the previously created tools. Reporting	Recommendation or adaptations to the previously created tools as part of the manual.	September 2021	5
	Total days			20

Main duties:

- Liaise with the project team to understand, determine training needs, and schedule training sessions.
- Develop the training program based on Coaching in Business Manual in close cooperation with project team and prepare training materials such as modules, videos, tools, etc.
- Conduct training session with the business mentors and provide inputs for the respective agenda during the Training Blocks.
- Report after each training and provide recommendations for improve.

Requirements:

- Master's degree in Management/Economy/Social Sciences or equivalent degree from a recognized institution.
- At least 7 years of relevant working experience in human resources management.
- Experience in conducting and understanding of effective training methodologies and tools.
- Excellent communication, presentation, and public speaking skills.
- Ability to work in group and deliver high quality work on schedule.

- Ability to communicate ideas clearly and confidently, articulate issues and recommend practical solutions.
- Good knowledge of English Language

Location: Tirana/Durres

Type of contract: Consultancy (22 days)

Starting Date: February 2021

End Date: September 2021

Application Documents: Motivation letter (max 1 page); Curriculum Vitae

Deadline for Application: **30 January 2021**

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