



Tirana 28.07.2026

TERMS OF REFERENCE

External expert to support YouthCan project team in developing of the mentor orientation guide and deliver a one-day training focused on “Mentoring young persons for stable employment”.

SOS Children’s Village Albania is a private nongovernmental and non-profit organization, which makes every attempt to offer a permanent home to the children who have lost their parents or for several reasons have no possibility to live with them. The SOS Children’s Village also strongly supports the children at risk of losing their families, and the families in need through implementation of different projects aiming at the further development of their capacities.

The SOS Children’s Village has started a new project titled “Youth Can for Wellbeing and Employment”

The project aims to support self-reliance of young people from diverse vulnerable group by addressing the key challenges related primary to mental health services as support and preparation of young people with skills, information and opportunities to access jobs. The project targets vulnerable youth aged 15 to 29 from care services, family empowerment programs, and marginalized communities. The project will address these issues by focusing on: **Empowering youth** with the skills, knowledge, and support they need to manage their mental health and successfully navigate the labour market, having their emotional needs addressed. **Building local capacity** through training professionals, corporates and community leaders to provide mental health care and employability support. **Creating a supportive environment** that reduce stigma, increase awareness, and foster social inclusion. **Improving youth employability and employment** by providing training, mentoring, job shadowing and job placement opportunities in both the public and especially private sector (corporate sector).

Duration of the Project: December 1, 2025 - November 30, 2029

In the framework of implementing “Youth Can for Wellbeing and Employment” Project, SOS Children’s Villages Albania is looking for an **external expert to support the project team in developing of the mentor orientation guide and deliver a one-day training focused on “Mentoring young persons for stable employment”.**

Mentor orientation guide will be a vivid document providing young individuals and SOS Children’s Villages team with practical knowledge, tools, and methodologies to support young people in achieving sustainable employment outcomes. Particular emphasis should be placed on strengthening job retention, workplace adaptation, motivation, and professional development, while addressing common factors that contribute to frequent job changes and early employment drop-out. The guide should provide approaches to help young people develop realistic workplace expectations, resilience, problem-solving skills, and long-term career perspectives, ultimately contributing to increased employment stability and successful integration into the labour market.

The External Expert will be responsible for designing of one 10-pages document “Mentor orientation guide”. This mentoring guide will aim at supporting project employed youth to ensure job retention and empower young persons in their newly job.

He/she will be responsible for designing of **the mentor orientation guide and deliver one day training for at least a group of 60-80 participants.** The project targets vulnerable youth aged 15 to 29 from care services, family empowerment programs, and marginalized communities. Priority groups include those without parental care, with unstable income, disabilities, mental health challenges, school dropouts, NEET youth, and young parents. These categories of young individuals represent participants of the intervention.

Requirements for the position:

- University degree in Social sciences, Education, Psychology, Human resources, Youth development or a similar area;
- Minimum 5 years of proven professional experience in mentoring, coaching, youth employment, workforce development, or related areas.



- Demonstrated experience in developing training curricula, guidance materials, manuals, or mentoring tools.
- Proven experience in designing and delivering interactive training sessions for professionals, mentors, educators, or youth workers.
- Strong understanding of the challenges and opportunities related to youth employability, career guidance, and labor market integration.
- Experience working with vulnerable or disadvantaged young people is considered an asset.
- Excellent facilitation, communication, and presentation skills.
- Strong analytical and report-writing skills.
- Fluency in both Albanian and English is required, with excellent written and spoken proficiency in English being mandatory
- Independent and reliable person.

Main responsibilities:

- Review relevant project documentation and consult with the project team during all timeframe of the implementation of the consultancy.
- Apply participatory and interactive methodologies, ensuring that the guide and training are practical, context-specific, and tailored to the needs of vulnerable young people.
- Develop a practical and youth-friendly mentor orientation guide tailored to the project and youth context.
- Design orientation guide, training content, material and tools related to effective mentoring practices.
- Deliver a one-day interactive training focused on mentoring of the young person's towards stable employment.
- Provide recommendations for strengthening mentoring approached within the project.
- Prepare timely and high-quality final reports in line with SOS Children's Villages Albania standards and requirements.
- The consultant will work under the supervision of the Project Manager and in close coordination with the project team throughout the assignment.

Duration of the service contract:

- The duration of this service contract is for 8 working days to be performed until October 2026.

In the framework of Safeguarding

- *Has the responsibility to protect children from all forms of abuse, abandonment, manipulation, violence and discrimination.*
- *Has the responsibility to report any suspicions, concerns, allegations or incidents regarding the safety of children immediately without delay.*
- *Ensures confidentiality and sharing of information as needed.*
- *He / she is expected to promote and support a culture of respect, dignity, trust and accountability that deters violations in line with PSHEA document.*
- *Ensures responsible use and protection of organizational assets in line with the Anti-Fraud and Anti-Corruption Guidelines and the Financial Regulations of SOS Children's Villages.*

If you are interested in the above-described service consultancy, send until **16.08.2026** to e-mail address info@soskd.org.al the:

- CV.
- Application letter.
- Similar proven working experience.
- Financial offer.
- Frame or proposal of the mentor orientation guide.

Candidates will be evaluated based on background, proven experience, financial offer and proposal for developing of the orientation guide.