

Terms of Reference for Coaching in Business intervention

Coaching for Employment and Reintegration Project, C4ER

Employment start: June 2021

Contract duration: 28 days in the period June - October 2021

Place of work: Albania

Type of contract: Consultancy contract

Background

Swisscontact is a Swiss foundation specialized in the sectors of vocational education, labor market integration and private sector cooperation. Since 1994 it is present in Albania with a series of projects. Swisscontact is characterized by innovative approaches, collaboration with private companies, a focus on practical learning, world of work, decentralization with the involvement of local partners, and a contribution to systemic reforms.

"Coaching for Employment and Reintegration" is one of the active projects of Swisscontact Albania which is based on innovative approaches and concepts for inclusion in the labor market of returned migrants and marginalized categories. Coaching for Employment (C4E) approach, which started in 2010 and continues, aims to include cooperation with state, civil society, and private sector partners in the field of labor market (re)integration a more systematic way.

The project responds to the National Employment and Skills Strategy and the associated action plan as well as other strategies such as the forthcoming Youth Strategy. It is in line with donors and other projects, offering opportunities for synergies.

Rationale

The C4ER project is a project based on Coaching for Employment philosophy and school to work transition, an approach funded by SDC and Medicor Foundation and implemented by Swisscontact since 2010 in Albania and Kosovo. The strategy for this project is composed of several interventions that explain how results and change will be produced for returned migrant and other marginalized groups looking for employment opportunities in urban and rural areas. The proposed activities are fully aligned with the priorities and strategies of the Government of Albania and other relevant stakeholders in the area of social inclusion and employment.

C4ER project phase aims at skills development and labour market facilitation of returned migrants and young unemployed job seekers in Albania. The project supports local reintegration and

employability chances through involvement of the private sector in personal and professional innovative capacity building methodologies and actions. Available data indicate that the population groups facing higher risk of poverty are the unemployed, the less educated, returned migrants, people living in rural areas, those engaged in own account farming and, finally, people from specific ethnic groups. Gender is a priority factor for the project interventions.

To contribute to the development of the target groups, the project will work to solve important constraints such as lack of life and professional skills, lack of knowledge and orientation about labour market opportunities, lack of information on regular migration, lack of access and proper services for these categories at various levels, and weak cooperation among state and private sector stakeholders in the area of employment.

At the level of interventions, the project will offer well designed services and methods to increase the capacities and access for labour market insertion and reintegration:

- Provision of coaching for employment processes through capacity building activities and implementation of coaching in business with private stakeholders and other entities in Albania.
- Private sector cooperation and partner development activities in Albania as a contribution to employment and economic sustainability of the participants in the project.
- Recognition of prior learning of professional experiences for returned migrants.

In order to fill the demands of the private companies for skilled and qualified workers, the project has developed a 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. In the period of January 2021 – September 2021, the project has assisted and supported 14 partner companies to implement coaching in business approach in recruitment, training and mentoring of the new staff. 20 mentors from the above companies have been intensively trained by the project and has successfully completed 3 Blocks of Training of the Business Mentors. A first manual has been developed in previous project phases. Due to the continuous development and learning processes with the partners the methodology requires frequent adaptations that derive from the implementation in practice. To support the coaching and employment processes with recruitment and assessment instruments a consultant will be hired to support the project in the following objectives:

Objectives:

The objectives of this consultancy are:

- Works in team with other project staff and contributes actively in the update of the existing Coaching in Business Training Manual for Business Mentors;
- Finalises the previously developed tools based on the practical experience and feedback from the mentors and completes the package in a final version of the manual;

Qualification requirements for applicants:

- Proven experience in working with employment and mentoring processes in the private sector and nongovernmental environment.
- Proven experience in design and development of manuals and training processes
- Analytical skills required
- Knowledge of the target group (returned migrants) is preferred
- Good with respecting deadlines

Activities and timeframe:

Nr.	Activity	Deliverables	Timeframe	Days
1.	Meeting with C4EE team to familiarize and review project activities of the implementation of the coaching in business by partner companies' mentors and training developments.	Training agenda	June 21	3
2	Contributes actively in the update of the final Coaching in Business Training Manual for Business Mentors	Inputs and feedback in the CiB Manual	Jun 21- Aug 21	15
3	Finalizes the tools developed during the training of mentors	Finalized tools developed during the training of mentors as part of the manual.	Sept 21	10
	Total days			28

Deliverables

- Upgraded Coaching in Business Manual.
- Experts final report.

Swisscontact offers attractive working conditions in an international and multicultural context. We see our work as a joint effort in an agile organizational culture: mutual respect, trust and teamwork.

We look forward to receiving your online application with the following documents:

- Motivation letter (max 1 page);
- Curriculum Vitae

Deadline for Application: **June 20, 2021**

Application to be sent to kleidor.rustemi@swisscontact.org

For further information please visit www.swisscontact.org

May 2021

C4ER Project
Kleidor Rustemi