

Assignment reference:**A. Trainers**

Contract REF: 087/SiV/2024

Name/ duration: WBK-R3-02 “Cohesive futures - Building Resilient Communities through Social Cohesion and Inter-ethnic/Inter-religious Exchange”

A. Activity OTPB 3.024 & OTPB 3.025

The project is funded by the Global Community Engagement and Resilience Fund (GCERF). It is implemented by Edutask Institute in partnership with SiV (Syri i Vizionit) and NGO Aktiv.

Publication date: 18/03/2024

Deadline for applications: 31/03/2024

CALL FOR OFFERS

Edutask Institute is pleased to announce upcoming training sessions tailored for women and young individuals in the forthcoming months. The training sessions will be conducted in person (South Mitrovica and Vitia) and will encompass the following areas:

- Navigating your future: Career orientation and exploration
- Building Entrepreneurship Skills: Empowerment through training
- Digitalization
- Media Literacy and Critical Thinking
- Intercultural dialogue and PVE

Edutask Institute is actively seeking highly qualified trainers to join our esteemed team for the 'Cohesive Future' project. Trainers have the option to apply for one or more of the programs listed above.

The responsibilities include:

- Conducting the designated training sessions as per the schedule and objectives.
- Compiling and submitting brief narrative reports on the training sessions conducted

This call is issued within the framework of “Building Resilient Communities through Social Cohesion and Inter-ethnic/Inter-religious Exchange” – The project is funded by Global Community Engagement and Resilience Fund (GCERF). It is implemented by Edutask Institute in partnership with Syri i Vizionit (SiV) and NGO Aktiv.



Interested candidates shall follow on the instruction of tenderers provided and accordingly apply before the deadline on 31 March 2024 at 16:00 through e-mail address: institute@edu-task.com with the subject: “Trainer – Please specify the program you wish to access”



ANNEX I: TERMS OF REFERENCE

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1. BACKGROUND INFORMATION

The project is funded by the Global Community Engagement and Resilience Fund (GCERF). It is implemented by Edutask Institute in partnership with Syri i Vizionit (SiV) and NGO Aktiv.

The project aims to promote and foster social cohesion, inter-ethnic and inter-religious co-existence, and opportunities for mutual exchange, by increasing awareness within local communities on PVE, enhancing educational, cultural and employment opportunities and increasing inter-religious and interethnic exchange. Furthermore, it will establish nine community centres with the purpose of offering a diverse range of services, particularly focusing on enhancing the capacities and skills of youth and women for employment opportunities.

The Edutask Institute is inviting applications from trainers to conduct training sessions aimed at empowering women and youth within a specified field. Interested trainers are given the flexibility to apply for leading specific training sessions, with the option ranging from a single session to multiple selections. This initiative is part of the project Activity no. OTPB-2.021, and here's a structured approach to fulfill the project's requirements:

2. OBJECTIVE

The main objectives the trainings are to:

- Equip youth and women with the most current, market-relevant skills sought after by employers, with an emphasis on both technical and soft skills.
- Foster socio-economic empowerment for youth and women by supplying them with essential tools and knowledge to either join the workforce or embark on their own entrepreneurial ventures.

3. METHODOLOGY

The training sessions will be held in two municipalities, South Mitrovica and Viti, and are scheduled to occur on either weekdays or weekends, based on coordination with the field officer. The training program/curriculum has been determined by the project team as follows:

- Navigating your future: Career orientation and exploration
- Building Entrepreneurship Skills
- Digitalization
- Media Literacy and Critical Thinking
- Intercultural dialogue and PVE (Preventing Violent Extremism)

Trainers will receive a curriculum/instructional handbook, which they are expected to follow closely during the training sessions. Furthermore, a preparatory training session will be organized for all selected trainers. This is to ensure that they are thoroughly prepared and equipped to conduct the training sessions effectively.

4. SCOPE OF WORK

Within the framework of these Terms of Reference, the contractor selected for this engagement is required to deliver services in accordance with the highest standards of professional and ethical competence and integrity. It is strongly recommended that the contractor focuses on creating interactive and practical outputs to enhance the effectiveness and applicability of the service provided.

The contractor is required to perform the following functions:

1. Coordinate with the project coordinator to conduct training sessions as scheduled.
2. Participate in training sessions designed for trainers.
3. Prepare and deliver presentations for the sessions.
4. Working closely with project staff to:
 - Conduct the training sessions in alignment with the established agenda.
 - Submit reports in accordance with the predetermined schedule.

- Create and finalize the training agendas.
- Formulate strategies and methodologies for effective training session execution.
- Prepare and provide the necessary materials for the sessions, as needed.

5. DELIVERABLES

- Trainings
- Brief narrative reports on training

All deliverables will need to be approved before final submission by the project staff.

5. TIMELINE

The engagement is planned for the period 04 March – 31 March 2024. During this period all contractual provisions shall be met.

No	Activity	Timeline	
1	Training- Navigating your future: Career orientation and exploration	6 days	According to the deal
2	Training- Building Entrepreneurship Skills	20 days	According to the deal
3	Training- Digitalization	20 days	According to the deal
4	Training- Media Literacy and Critical Thinking	6 days	According to the deal
5	Training- Intercultural dialogue and PVE (Preventing Violent Extremism)	8 days	According to the deal
	Total	60 days	March 2024-April 2026

6. KEY QUALIFICATIONS

The trainers, are expected to have the following skills and key qualifications:

- Bachelor's/Master's in education or a related field.
- Demonstrates previous mentoring experience
- High facilitation and presentation skills
- Skilled in facilitation techniques and collaborative teamwork.
- Strong attention to detail with superb communication and interpersonal abilities.
- Commitment to timely, high-quality deliverables.

7. PROPOSAL SUBMISSION PROCESS

Interested candidates shall follow on the instruction of tenderers provided and accordingly apply before the deadline on 31 March 2024 at 16:00 at the e-mail address: institute@edu-task.com with the subject: “Trainer – Please specify the program you wish to access”.

APPLICANTS MUST SUBMIT:

- CV
- Cover letter