

## TERMS OF REFERENCE (ToR)

### External support for mentorship, employment, employability, and social inclusion

#### 1. REFERENCE

TD1-01; SODI-PN: 2007RS110

#### 2. PROCEDURE

Tender procedure

#### 3. PROGRAMME AND PROJECT TITLE

Business incubator Požarevac (BIP)

#### 4. CONTRACTING AUTHORITY

Association of Roma Branicevo District (ARBD)

#### 5. BACKGROUND

Solidaritätsdienst International e.V., hereinafter referred to as **SODI** in cooperation with Association of Roma Branicevo District, hereinafter referred to as **URBO** implementing the project “**Business incubator Požarevac: Promotion of employment and employability of Roma, returnees and internally displaced persons in the Branicevo region.**” (SODI project number: 2007RS110), period starting on 15th September 2021 and ending on 31<sup>st</sup> December 2024.

The unemployment rate in Serbia is higher than the European average. However, more and more employers and investors are looking for young people for employment, but they are critical to many people without adequate knowledge, skills and first working experience. **The problem** this project wants to address is the low rate of economic activity and employment of Roma, returnees, and other marginalized groups, they have the status of unskilled or semi-skilled workers. **The consequence of the problem** are an increasing number of them do not actively seek employment, which may leave them without structural support in terms of getting back into the labour market. Research shows that youth unemployment can result in permanent scars, such as an increased risk of future unemployment, reduced levels of future earnings, loss of human capital, intergenerational transmission of poverty or less motivation to found a family, contributing to negative demographic trends. **The roots of the problem** and the implications of widespread work in the informal sector are multiple. This work leads to a waste of human and financial resources, lower productivity, and development. Roma, returnees, and other marginalized workers in the informal economy in Serbia have a low income, lack of social protection. Initiation of working life in the informal economy may negatively affect future outcomes in the labour market, increasing the risk of future unemployment, inactivity, and poverty. Very unfavorable situation of marginalized people on the labour market in Serbia was additionally exacerbated by the economic crisis and COVID 19 pandemic

**Overall objective of the Project** is to improve the position of Roma, returnees and other marginalized groups and their social inclusion and integration into society.

**Specific objective of the Project** is to increase the employment and employability of Roma, returnees, and other marginalized groups through employability measures.

### **The purpose of this contract are as follows:**

The Project, Business Incubator Požarevac shall employ external mentor who offer advice and mentoring on business start-ups and employment promotion. The range of consulting services includes services for job seekers as well as for start-ups. The consulting services include, for example, support for registering with the National Employment Agency, writing application documents, preparing business plans, and funding applications, and searching for professional qualification opportunities. A special focus is also on providing advice on how entrepreneurs can cope with the COVID-19 pandemic and its economic consequences.

A total of 50 people will be selected to take advantage of the mentoring program. The scope of the consultations depends largely on the individual needs of the beneficiaries. The consultations can take place individually or in small groups on specific topics.

The aim of the mentoring program is to improve the qualifications and skills of the beneficiaries on the basis of the needs and expectations they have expressed and to facilitate access to the formal labor market or the establishment of a business.

External support for mentorship, employment, employability and social inclusion is foreseen to support Project team to reach the following indicators:

<b>Indicator 1</b>	10 new tenants – included in the BIP - will have, after receiving professional support with guidance/ mentoring as well as equipment, started business operations
Target value	10 new tenants will be included in the BIP, at least 2 will be returnees
<b>Indicator 2</b>	Employability capacities of Roma, returnees and other marginalized groups raised
Target value	50 young Roma, returnees and other marginalized groups received support and certification through vocational trainings.  Minimum 50 beneficiaries support through mentoring do at least two of the following: open personal email address, apply for opened positions online or at the National employment service, write a project proposal, write a business plan and/or apply for funding.
<b>Indicator 3</b>	Information sharing improved among Roma, returnees and other marginalized groups.
Target value	At least 300 local Roma gained insight about entrepreneurship philosophy and postulates, information about the project activities and goals, connections and information about key stakeholders doing under the Roma Career Days.

## **6. METHODS FOR IMPLEMENTATION OF THE ACTION.**

The key methodological approach of the project is *bottom-up approach*, building the activities and interventions based on the real needs within the Roma, returnees and other marginalized groups.

This way the strategic guidance foreseen under the Project as experts support for employment, employability and social inclusion issues is crucial to create a synergy and support to the Project beneficiaries. The approach allows communication of needs to the upper level and adoption of

action plans in accordance with the real needs. The project therefore goes well beyond usual principal and policy support approaches and it delivers direct and concrete support.

The foreseen expert and Project staff will be directly involved and constantly present in the community, which will allow them to analyze closely the concrete needs but also the potentials. At the same time, they will keep close contact with relevant institutions (LSG units, National Employment Service, international and local organizations).

Thus, external support for mentorship, employment, employability, and social inclusion foreseen under the Project budget will support programmatic activities and will provide experts support during the implementation period.

## **7. GEOGRAPHICAL AREA TO BE COVERED**

Branicevo district, City of Pozarevac

## **8. TARGET GROUPS**

Legal entities – private, public and non-governmental sector, Roma community

## **9. LOCATION**

City of Pozarevac

## **10. START DATE & PERIOD OF IMPLEMENTATION**

The intended start date is **01. January 2024.**

## **11. GENERAL PROVISIONS**

The Contractor shall execute the contract with due care, efficiency and diligence in accordance with the best professional practice. The Contractor shall at all-time act impartially and as a faithful adviser in accordance with the code of conduct of its profession as well as with appropriate discretion.

## **12. DELIVERIES AND PAYMENTS**

The Contracting Authority will pay to the Contractor the services on monthly bases

<b>No.</b>	<b>Deliverables</b>	<b>Deadline</b>
1.	Monthly report	<i>(exact dates will be confirmed by Contracting Authority).</i>

### 13. DURATION OF THE CONTRACT

The duration of the contract is **from 01.01.2024. until 31.12.2024.** **Please be informed that duration of the Contract could be revised based on the Project contract with donor.**

### 14. DEADLINE FOR RECEIPT OF TENDERS

The deadline for submission of tenders is **23.12.2023, at 12:00 hours.** Any tender received after this deadline will be automatically rejected.

The tenderers will submit their tenders using the:

- **Annex A, Template for submission an offer**
- **Annex B, Financial offer**  
and
- **CV of entity and/or proposed expert**

### 15. Profile and Competencies

- Education: A relevant university degree in economics, public administration, management, social sciences, economics, law or other areas, preferable master study.
- Experience: Minimum of 5 years of professional experience in Roma inclusion, employment, employability, and programme and project implementation related to social inclusion and employment issues.
- Excellent coordination, communication, presentation, and reporting skills.
- Ability to work in an environment requiring collaboration with local government representatives, civil society institutions, marginalized groups, Roma community and other stakeholders.
- Excellent oral and written abilities to use Serbian and English languages, preferable good abilities to use Roma language.

**Note:** The tenders will be submitted via mail: [urbo.sodifinansije@gmail.com](mailto:urbo.sodifinansije@gmail.com) or submit it in person, by post or courier service to the following address: Lole Ribara 84, Association of Roma Branicevo District (ARBD), 12000 Požarevac, containing the following information: *Reference number: SODI-PN: 2007RS110*