



## TERMS OF REFERENCE (ToR)

Title: Capacitation and Mentoring Data management expert, trainer, supervisor

Project: Building bridges - A multi-stakeholder approach to inclusive employment

Date: 10.08.2026

### 1. Information about the Project

The regional project “Advancing Socioeconomic Participation in Municipalities in the Western Balkans” (SPARK), implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ), supports municipalities, relevant private sector actors, and civil society organisations across Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia and Serbia in improving the social and economic participation of women and other vulnerable groups on local level. In this regard, the project cooperates closely with the political partner, the Network of Associations of Local Authorities in South-East Europe (NALAS) and its members, the Local Government Associations (LGAs). Based on the principle of “Leave No One Behind” (LNOB) and gender equality, it ensures rights and access to services for the most vulnerable groups – with a focus on women. The SPARK project builds on the approaches developed and disseminated in the predecessor project (SoRi). These include innovative social approaches for municipalities, such as awareness raising, daycare centres, inclusive disaster risk management, mobile outreach teams, and social dialogue forums, as well as an LNOB-sensitive social mapping methodology for evidence-based decision-making and service design, and social mentoring as an inclusive employment measure. In general, the project targets all types of vulnerable groups, paying attention to intersecting forms of discrimination, with a focus on women and girls.

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Building upon the promising results and positive practice of implementing Social Mentoring (work integration mentoring) as a work integration approach for disadvantaged groups, PUBLIC - Association for research, communications and development from Skopje, in partnership with The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) is implementing the project “Building bridges - A multistakeholder approach to inclusive employment” from June 2026 until April 2028. It is aimed at strengthening mechanisms that support the development of employability skills, especially among women and girls from vulnerable groups, and improving retention in inclusive, equitable, and supportive workplaces.

The project is implemented in North Macedonia, Montenegro, and Albania and builds upon the successful implementation of the social mentoring methodology between 2020 and 2025.

The project focuses on four key areas: 1.Strengthening employment pathways through social mentoring; 2.Institutional recognition of social mentoring within municipal sectoral policy documents; 3.Supporting private sector stakeholders in adopting inclusive employment policies and procedures; 4.Strengthening capacities of professional mentors and employers to promote inclusive and gender-equitable employment practices.

Within North Macedonia, the project will support 30 mentees from vulnerable groups and facilitate cooperation with four municipalities to integrate social mentoring into local policies and practices.

## **2. Purpose and Task Description**

Public is seeking a qualified and experienced Capacitation and Mentoring Data management expert, trainer, supervisor that will work as an educator in the educational programme for social mentors and a supervisor to the work of the social mentors via individual and/or group sessions in regards to their assessment activities. The contracted expert will be engaged in updating the programme design for the new educational cycles of social mentoring and supervision and closely cooperation with the group of social mentors.

The Capacitation and Mentoring Data management expert, trainer, supervisor will be responsible to oversight proper use of the online learning platform Moodle, and will also participate as educator to the process of training professional mentors.

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The full data knowledge management processes as part of this project will be responsibility of this contracted person. The contracted expert will work in close coordination with PUBLIC's team, the social mentors, the partner organizations and all other experts, in fulfilling the assignment.

The contracted persons will have the following duties:

- Provide lectures as part of the education programme for social mentors and for professional mentors;
- Provide supervision support to the groups of social mentors in relation to their assessment practices for all mentored persons in the project;
- Provide suggestion for appropriate psycho-social or other related support for achieving the goals of the mentoring, if necessary;
- Lead the process of data management for the social and professional mentoring within the project;
- Report on the progress of the social and professional mentors towards achieving the goals of the mentoring;
- Cooperate with the project team and other experts on all tasks as part of the project.

### **3. Profile of the Potential Capacitation and Mentoring Data management expert, trainer, supervisor**

The expert should have a strong professional background in social mentoring, as well as in social services, capacity building, data management, monitoring and evaluation, and support to vulnerable groups. The expert should demonstrate substantial experience in designing and implementing mentoring programmes, developing methodologies, and providing training and supervision support to practitioners working with vulnerable communities.

The expert is expected to have at least five years of relevant professional experience in data management, monitoring and analysis, as well as in delivering capacity-building activities related to social mentoring or similar social inclusion programmes. Experience in working within the social protection sector, supporting vulnerable groups, collaborating with civil society

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organizations, academic institutions, public institutions, and community-based organizations will be considered a strong advantage.

The expert should have proven experience in developing methodologies, tools, and approaches in the field of social services, employment support, psychosocial support, mentoring, or related areas. Demonstrated experience in designing monitoring frameworks, managing qualitative and quantitative data, and using evidence-based approaches for programme improvement is required.

The expert should hold at least a Master's degree in social work, social policy, psychology, development studies, or another relevant discipline related to social services, employment support, psychosocial and career counselling, mentoring, or related fields.

Excellent knowledge of English and Macedonian is required. Knowledge of BCMS and/or Albanian language will be considered an asset.

The expert should possess strong facilitation, communication, analytical, and organizational skills, with the ability to provide effective training, supervision, and technical guidance to social mentors and project stakeholders.

#### **4. Intellectual Property and Specific Methodological Requirement**

The assignment requires the further implementation, development, adaptation and application of the existing Social Mentoring and Professional Mentoring methodologies, including their related tools and training materials. The assignment therefore requires comprehensive knowledge of the existing methodological framework and the legal authority to further develop and adapt the respective intellectual property.

#### **5. Deliverables and Financial Proposal**

Interested applicants are required to confirm their availability and to submit an updated Curriculum Vitae (CV), together with a financial proposal indicating their proposed gross daily fee (EUR per expert day) for the provision of services during the project implementation period (September 2026 - March 2028). The expert will be engaged for up to 60 expert days over the course of the project. Remuneration will be paid on a monthly basis, based on approved

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monthly timesheets and activity reports and the actual number of expert days worked during the respective reporting period.

The engagement will be implemented on a monthly basis, in accordance with the scope of work and responsibilities defined in these Terms of Reference. The selected expert will be expected to provide continuous support, including capacity-building, mentoring, supervision, data management, monitoring, and analytical support, as applicable throughout the project implementation period.

Payment will be made on a monthly basis upon submission and approval of a timesheet and a brief monthly activity report summarizing the services provided, key activities undertaken, progress achieved, and any relevant observations or recommendations related to the assignment.

The financial proposal should clearly indicate the proposed gross daily fee (EUR per expert day) and should reflect the expected level of engagement, expertise required, and responsibilities associated with the assignment.

Monthly deliverables are expected to include, as applicable:

- Provision of technical support and guidance to the project team and social mentors.
- Preparation and delivery of capacity-building, training, and supervision activities.
- Support in the implementation and possible improvements of the social mentoring methodology and related tools.
- Monitoring of mentoring processes and provision of recommendations for quality improvement.
- Data collection, analysis, and interpretation of mentoring outcomes.
- Review and quality assurance of monitoring data and reporting inputs.
- Preparation of analytical notes, recommendations, and progress observations related to mentoring implementation.
- Participation in coordination meetings and consultations with relevant project stakeholders.
- Contribution to the preparation of project reports, evaluations, and learning documentation.

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## 6. Application Procedure

Interested candidates are invited to submit a complete application package consisting of:

- An updated Curriculum Vitae (CV) demonstrating their qualification;
- Financial proposal, that should indicate: a gross daily fee (EUR per expert day).

The applications will be assessed on the basis of the applicants' professional background, and experience and overall value for money of the financial proposal.

**The proposals should be sent via mail to: [fata@public.org.mk](mailto:fata@public.org.mk), not later than 28.08.2026 end of the day, with subject:** Capacitation and Mentoring Data management expert, trainer and supervisor.

PUBLIC reserves the right not to award the contract to any received application.

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