TERMS OF REFERENCE (ToR)

Title:	Engagement of Social Mentor and Policy Dialogue Specialist operating within the Municipality of Kumanovo
Project:	„Building bridges - A multistakeholder approach to inclusive employment”
Date:	02.11.2026

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.

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 in total of 45 mentees from vulnerable groups and facilitate cooperation with five municipalities to integrate social mentoring into local policies and practices.

2. Purpose and Task Description

PUBLIC is seeking qualified and certified professional to serve as Social Mentors (Work integration Mentors) operating in the Municipality of Kumanovo. The selected expert will contribute to the implementation of Activitiy Package 1 and Activity Package 2 of the project. The Social Mentor and Policy Dialogue Specialists will be responsible for:

- Conducting assessments and developing Individual Employment and Development Plans.

- Providing individualized mentoring support.
- Facilitating access to training, employment opportunities, and psychosocial support services.
- Establishing cooperation with local stakeholders and employers.
- Participating in supervision and monitoring processes.
- Collecting and reporting data related to mentee progress and outcomes.
- Contributing to project monitoring and evaluation activities.
- Supporting policy dialogue and institutional engagement with municipalities.
- Facilitating consultations with municipal representatives and relevant local stakeholders.
- Supporting the integration of social mentoring into municipal strategic and policy documents.
- Assisting in the establishment of multi-stakeholder mechanisms for inclusive and gender-equitable employment.
- Preparing reports, recommendations, and documentation related to municipal engagement.
- Supporting sensitization events and policy discussions at local level.

3. Working Package

The assignment contributes to the implementation of the Activity Package 1: Strengthening Employment Pathways through Social Mentoring; and Activity Package 2: Institutional Recognition of Social Mentoring Across Local Sectoral Policy Documents; The selected expert will be responsible for implementing social mentoring activities with vulnerable individuals, particularly women and girls, while simultaneously supporting cooperation and policy dialogue processes with municipalities to strengthen the institutional recognition and sustainability of social mentoring at the local level. The assignment includes the following responsibilities:

- Identification, assessment, and engagement of mentees from vulnerable groups.
- Development and implementation of Individual Employment and Development Plans for mentees.

- Provision of regular mentoring sessions and individualized support throughout the mentoring cycle.
- Facilitation of access to employment opportunities, training programmes, social services, and other relevant support mechanisms.
- Communication and coordination with employers, service providers, civil society organizations, and other relevant stakeholders.
- Support for employment activation, labour market inclusion, and retention of mentees.
- Participation in supervision, monitoring, reporting, and evaluation processes related to social mentoring.
- Establishment and maintenance of cooperation with municipalities participating in the project.
- Facilitation of dialogue and collaboration between municipal representatives, civil society organizations, private sector stakeholders, and other local actors.
- Contribution to the integration of social mentoring into municipal strategic and policy documents.
- Support to the development and strengthening of local multi-stakeholder mechanisms that promote inclusive and gender-equitable employment.
- Participation in meetings, consultations, workshops, and other activities related to policy dialogue and institutional engagement.
- Preparation of brief reports, recommendations, and documentation related to mentoring and municipal cooperation activities.

The selected expert is expected to work closely with the project team, mentees, municipalities, civil society organizations, employers, and other relevant stakeholders to ensure the successful implementation of project activities and achievement of project outcomes.

4. Profile of the Potential Social Mentor and Policy Dialogue Specialist

PUBLIC is seeking qualified professional with demonstrated experience in Social Mentoring (work integration mentoring), holding certificate for Work integration mentors (Social mentors), and experience in social inclusion and employment support, local governance, and policy

dialogue at local level, in the Municipality of Kumanovo. Applicants should possess a higher education degree in a relevant field, including social work, social policy, psychology, pedagogy, family or psychological counselling, career counselling, human resources, political science, public administration, law, public policy, international relations, local governance, or another social science discipline relevant to the objectives of this assignment.

The applicants must hold a valid certificate for work integration/social mentor and demonstrate active engagement and experience in the application of the social mentoring methodology. Candidates are expected to have at least two years of experience in implementing social mentoring programmes combined with relevant experience in social protection, employment support, or social services with vulnerable people. The candidates should also demonstrate professional experience in collaborations on local level stakeholders, municipalities, local councils etc.

Facilitating stakeholder dialogue, supporting policy development processes, and contributing to strategic planning initiatives will be considered a strong advantage. Preference will be given to experienced certified work integration/social mentor who is available to work directly with mentees (especially women and girls) and local stakeholders within the Municipality of Kumanovo.

All applicants are expected to demonstrate excellent communication, facilitation, coordination, , as well as the ability to engage constructively with diverse stakeholders, including municipalities, civil society organizations, employers, and representatives of vulnerable groups. Familiarity with social inclusion, employment policies, gender equality, and multi-stakeholder cooperation mechanisms will be considered an asset. Strong report-writing skills, the ability to work independently, and a commitment to achieving project results are essential for the positions.

5. Deliverables and Financial Proposal

Interested applicants are required to submit a technical and financial proposal outlining their capacity and approach for implementing the assignment. The proposal should clearly indicate that the expert is able to provide policy dialogue within the Municipality of Kumanovo, as well

as an estimated number of mentees that they can effectively support throughout the assignment period until 31.03.2028, with possibility of postponement not later than 30.09.2028.

Applicants are also expected to provide a proposed implementation timeline describing the anticipated duration of their engagement in regards to working with mentees from the Municipality of Kumanovo.

Applicants must submit a financial proposal detailing the costs associated with the implementation of the assignment specifying:
- Their proposed fee per mentored individual (mentee), including the number of mentees that they can work with;
- Their proposed fee related to engagement with individual municipality, including the number of municipalities that they can work with.

The financial proposal should include a gross amount in EUR. Applicants are encouraged to provide a realistic and transparent budget that reflects the scope of work, geographical coverage and expected workload.

6. Application Procedure

Interested candidates are invited to submit a complete application package consisting of:
- An updated Curriculum Vitae (CV) demonstrating their qualification and active engagement in the application of the social mentoring/work integration methodology;
- Work integration/Social Mentoring Certificate;
- Implementation timeline outlining key phases of the social mentoring support.
- Financial proposal, that should indicate the cost per mentored individual (per mentee), as well as the cost related to engagement with the Municipality of Kumanovo.

All applications will be assessed on the basis of the applicants' professional background, and experience, relevant qualifications and certifications as well as overall value for money of the financial proposal. Only shortlisted candidates will be contacted for interview and further consideration.

Interested individuals should send their proposals via mail to: fata@public.org.mk, not later than 20.11.2026 end of the day, with subject: Social Mentor – Municipality of Kumanovo.

Only selected applicants will be informed on the decision. PUBLIC retains the right not to disclose further details on the evaluation criteria associated with individual submissions. PUBLIC reserves the right not to award the contract to any received application.

PUBLIC - Association for research, communications and development
Orce Nikolov street 93/5 Skopje, Republic of North Macedonia

+389 (0)2 2 466 444
www.public.org.mk, info@public.org.mk