

# Terms of Reference

for

## Expert for Recognition of Prior Learning Concept

### Coaching for Employment and Reintegration Project, C4ER

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#### Background

Coaching for Employment and Reintegration is a project mandated by GIZ and implemented by Swisscontact, which accompanies returned migrants and youth from vulnerable groups in Albania, on their path into employment. Coaching in business cycles with returned migrants and young unemployed participants are planned to be implemented in partnership with SMEs, comprising various development stages like group building, exploration of the world of work, short internships, vocational courses, or on-the-job learning.

Labour market insertion and inclusion of returned migrants and vulnerable groups is not just a result of isolated activities in group work, professional orientation, career guidance, training, or professional practice. C4E models are an integrated and personalized process based on the individual training plan for each participant as the main instrument. Cooperation with the private sector is the core aim of the C4ER initiative. Bringing business needs and participant skills together is a key objective of the project.

The intervention strategy in Albania is based on three key pillars:

- Private sector and Vocational Training Centres capacitated in labour market integration approaches.
- Implementation of coaching processes with state and private VTCs: VTC partners offer recognition of prior learning, coaching and employment facilitation processes for returnees and other youth groups.
- Implementation of coaching processes with private sector companies: Private sector partners offer coaching in business and employment for returnees and other youth groups.

#### Rationale

C4ER project is a continuation of Coaching for Employment project with returned migrants and marginalised categories. In Albania, the project is working with private sector companies, supporting financially the implementation of the Coaching in Business (CiB) processes. The implementation of the CiB from the project partners has started in 2021 and will continue to the end of this project. The project supports the implementation with improved elements of the approach through coaching sessions in groups (peer exchange) or individually.

One of the pillars of the project is the cooperation with Vocational Training Centres to offer recognition of prior learning, coaching and employment facilitation processes for returnees and other youth groups. Matching the business needs and requirements on the skills their potential employees should have with the real skills that unemployed youngsters have, especially when coming from migrant or marginalised groups, is becoming more difficult. Thus, having the VET Centres as a close collaborator would give to these youngsters more hope and concrete opportunities to have their experience certified for their employment path. RPL is a process of certification by an authorized body that an individual has acquired learning outcomes measured against a relevant standard. To fill the demands of the private companies for skilled and qualified workers, the project will further develop the recognition of prior learning concept and will support the VTC to have the necessary assessment tools based on professional standards to validate skills of returned migrants and marginalised groups.

To support the process with delivering the training, a consultant will be hired to support the project with the following objectives:

## Objective:

The objectives of this consultancy are:

- Develop a concept for recognition of prior learning (RPL) including professional standards by exploring new or adapting existing experiences in this field.
- Develop an assessment tool for professional standards to support VTCs to assess competences of returned migrants and marginalised groups and link it to certification.
- Conduct focus groups with the VET mentors and provide inputs for adaptations of the concept.
- Develop a curriculum of training and conduct a training with VTC staff on RPL tools and coaching processes with returned migrants.

## Activities and timeframe:

Nr.	Activity	Deliverables	Timeframe	Days
1.	Develop a concept for recognition of prior learning including professional standards y exploring new orb adapting existing experiences in this field.	Concept adaptations	Feb 21	15
2	Develop an assessment tool for professional standards to support VTCs to assess competences of returned migrants and marginalised groups and link it to certification.	Assessment tools based on professions	February - September 2021	8
3	Conduct focus groups with the VET mentors and provide inputs for adaptations of the concept.	Recommendation or adaptations to the previously created tools.	February - September 2021	7
4	Develop a curriculum of training and conduct a training with VTC staff on RPL tools and coaching processes with returned migrants.  Reporting	Curriculum of training. Agenda Presence list Training materials	February - September 2021	10
	Total days			40

## Requirements:

- Master's degree in Management/Economy/Social Sciences or equivalent degree from a recognized institution.
- At least 7 years of relevant working experience in VET and labour market insertion.
- Experience in developing concepts.
- Preferably, having experience in curricula development.
- Very good knowledge of competencies for different professions.

- Ability to work in group and deliver high quality work on schedule.
- Ability to communicate ideas clearly and confidently, articulate issues and recommend practical solutions.
- Good knowledge of English Language

**Main duties:**

- Liaise with the project team to understand, determine project needs.
- Develop a concept for recognition of prior learning (RPL) including professional standards by exploring new or adapting existing experiences in this field.
- Develop an assessment tool for professional standards to support VTCs to assess competences of returned migrants and marginalised groups and link it to certification.
- Conduct focus groups with the VET mentors and provide inputs for adaptations of the concept.
- Develop a curriculum of training and conduct a training with VTC staff on RPL tools and coaching processes with returned migrants.
- Provide recommendations for improve after the implementation of focus group and training

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:** **20 February 2021**

**Application sent to:** [al.info@swisscontact.org](mailto:al.info@swisscontact.org) AND [kleidor.rustemi@swisscontact.org](mailto:kleidor.rustemi@swisscontact.org)

**For further information please visit** [www.swisscontact.org](http://www.swisscontact.org)

