

SC-PR-37 Terms of Reference (ToR) -ALB 2025 0099
Mentoring Support for Inclusive Skills Development
03-06-2025

Terms of Reference (ToR)

Background on Save the Children

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

Our vision: A world in which every child attains the right to survival, protection, development and participation.

Our mission: To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Our values: Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

Background information/context

The 'Skill Up – Pathways to Success' project, implemented under the EU for Labour Market Inclusion (EU4LMI) initiative funded by the European Union, aims to enhance the employability of vulnerable and low-skilled unemployed individuals. The project focuses on developing foundational literacy, numeracy, and digital skills among NEET youth, young mothers, social assistance beneficiaries, and persons with disabilities in the municipalities of Elbasan, Librazhd/Prrenjas, and Cerrik.

Objective

Save the Children is looking for three technical experts. The purpose of this assignment is to provide individualized development and empowerment support to project participants. Mentors will guide the creation and implementation of Individual Development Plans (IDPs), deliver motivational and psychosocial support, and facilitate job readiness and transition to



employment. By providing targeted support, these services foster the activation, engagement, and empowerment of vulnerable communities.

Location and official travel involved

Elbasan, Librazhd /Prrenjas, Cerrik

Services the Supplier will provide

Mentors will provide personalized support to project participants throughout their engagement in the program. This includes guiding the development and implementation of Individual Development Plans (IDPs), offering motivational and practical support, assisting with job search and placement, and referring participants to relevant services as needed. The aim is to ensure that each beneficiary receives consistent, tailored guidance to enhance their participation, skills, and employment opportunities.

Experience and skill set required

- University degree in social sciences, psychology, education, or related fields
- Minimum of 3 years' relevant experience in mentoring, youth work, social support or counselling
- Demonstrated experience working with vulnerable groups, including NEETs and individuals with complex needs
- Excellent communication, motivational and organisational skills
- Good understanding of the local labour market and service referral mechanisms
- Ability to document work clearly and submit timely reports

Expected Deliverables

SCI expects the following deliverables to be provided:

Deliverable Number	Deliverable Title	Description	Format and Style
1	Individual Development Plans	Initial and updated IDPs for each assigned participant, based on individual needs and goals	Word
2	Monthly Mentoring Reports	Summary of mentoring sessions, participant progress, challenges, and referrals	Word format, narrative with annexed attendance sheet
3	Attendance and Contact Records	Tracking sheet of sessions held and participants engaged	Attendance list



4	Summary Report per Cohort	Final overview of mentoring process and results for each cohort	Word format, analytical and structured
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Timeline

Estimated Commencement Date:10-06-2025

Estimated End Date:20-03-2026

Deliverable Number	Deliverable Title	Submit To	Delivery Date
1	Individual Development Plans	Project Staff	
2	Monthly Mentoring Reports	Project Staff	
3	Attendance and Contact Records	Project Staff	
4	Summary Report per Cohort	Project Staff	

Out of Scope

It may be useful to define what work is out of scope to better ring fence the required services. Delete this section if not appropriate.

Acceptance

The project coordinator will accept within 10 working days based on full submission and quality of each deliverable. Time sheet for each mentor.

Payment information

The Fees are inclusive of all costs, overheads and expenses, including travel, subsistence and accommodation.

How to apply for the services

The service provider is expected to submit a proposal, including:

The service provider is expected to submit a CV and letter of interest for the field he/she need to be engaged. Three reference contact name and address.

The deadline for responses is: 10-06-2025

The application should be submitted within 03-06-2025 by e-mail at

info.albania@savethechildren.org with the subject: **Application for Mentoring Support for Inclusive Skills Development**

The award criteria consist of the following:

Candidates will be selected based on their compliance with the criteria set forth in the ToRs.