SC-PR-37 Terms of Reference (ToR) -ALB 2026 0327

Consultant for Life Skills Training and On-Site Project Operational Support

23-02-2026

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

The objective of this assignment is to engage a qualified consultant to deliver structured Life Skills training to project beneficiaries under the Skill Up – Pathways to Success project, while providing on-site administrative and operational support, field-level coordination and monitoring to ensure the effective implementation of daily project activities at the designated project site.

The consultant will contribute to strengthening beneficiaries' employability, personal development, and social inclusion, and support the smooth coordination, documentation, and operational functioning of project activities in line with project workplan, donor requirements, and Save the Children procedures.

Location and official travel involved

Elbasan, Librazhd, Prrenjas, Cerrik

Services the Supplier will provide

1. Delivery of Life Skills Training

- Deliver structured Life Skills training sessions to project beneficiaries in accordance with the approved curriculum, training schedule, and project methodology.
- Ensure that training delivery is aligned with the objectives of the Skill Up – Pathways to Success project and supports beneficiaries' employability, personal development, and social inclusion.
- Apply participatory and inclusive training methodologies adapted to the needs of NEET youth, young mothers, persons with disabilities, and other vulnerable groups.
- Monitor and record beneficiary attendance and participation throughout the training cycle.

2. Field Coordination, Monitoring, and On-Site Operational Support

- Work in close collaboration with SCUL program consultants/teachers to ensure alignment between Life Skills and vocational/technical training components.
- Coordinate regularly with assigned mentors to monitor attendance, identify learning gaps, and address barriers affecting beneficiary participation.
- Monitor beneficiary engagement and proactively identify risks of dropout or irregular participation.
- Participate in coordination meetings and provide field-level updates as required.
- Support daily operational implementation of project activities at the designated site.
- Maintain accurate and complete documentation (attendance sheets, activity records, supporting evidence) in compliance with project and UNDP/EU4LMI requirements.
- Support logistical arrangements for training delivery, including preparation of materials and classroom organization.

- Facilitate effective communication between beneficiaries, trainers, mentors, and project staff.

- Contribute to data verification processes for monitoring, reporting, and audit purposes.

3. Reporting and Documentation

- Provide periodic updates to the Project Coordinator/Project Officer on training progress, participation levels, and operational matters.

- Contribute to data collection and verification processes required for monitoring, reporting, and audit purposes.

- Ensure that all documentation is accurate, timely, and compliant with UNDP/EU4LMI and Save the Children procedures.

Experience and skill set required

- Education:
  University degree in Social Sciences, Psychology, Education, Social Work, or other relevant field. Advanced training in youth development, counselling, or life skills facilitation will be considered an asset.

- Professional Experience:
  Minimum of three (3) years of progressively responsible professional experience in mentoring, youth work, social support services, life skills training, or counselling.

- Experience with Vulnerable Groups:
  Demonstrated experience working with vulnerable and socially excluded groups, including NEET youth, young mothers, persons with disabilities, and individuals facing socio-economic barriers or complex needs.

- Training and Facilitation Skills:
  Proven ability to deliver participatory, learner-centered training sessions and to apply inclusive approaches adapted to diverse beneficiary profiles.

- Knowledge of Local Context:
  Good understanding of the local labour market, vocational training pathways, employment promotion measures, and referral mechanisms to public institutions and social services.

- Communication and Interpersonal Skills:
  Excellent communication, motivational, and organizational skills, with the ability to build trust and maintain effective working relationships with beneficiaries, SCUL program consultants/teachers, mentors, and project staff.

- Documentation and Reporting Capacity:
  Ability to maintain accurate documentation, manage attendance and activity records, and submit clear, structured, and timely reports in compliance with project and donor requirements.

- Professional Standards:
  Demonstrated integrity, reliability, and commitment to safeguarding principles and ethical conduct.

Expected Deliverables

SCI expects the following deliverables to be provided:

Deliverable Number	Deliverable Title	Description	Format and Style
1	Inception and Work Planning	Submission of a brief workplan within five (5) working days of contract signature, outlining the proposed schedule of Life Skills sessions and on-site support activities, in coordination with the Project Team and SCUL consultants/teachers and mentors.	Word Document
2	Delivery of Life Skills Training	• Delivery of Life Skills training sessions in accordance with the approved curriculum and agreed schedule. • Ensuring that all planned training hours are completed and documented. • Application of inclusive and participatory methodologies adapted to beneficiary needs.	
3	Beneficiary Attendance and Documentation	• Accurate and complete attendance sheets for each training session, duly signed and verified. • Maintenance of training records and activity documentation in line with project and donor requirements. • Timely submission of supporting documentation required for monitoring, verification, and audit purposes.	
4	Coordination and Operational Support	• Regular coordination with SCUL program consultants/teachers and mentors to ensure alignment between Life Skills and vocational components. • Participation in coordination meetings as requested by the Project Team. • Provision of on-site administrative and operational support to ensure smooth daily implementation of project activities.	

5	Periodic Reporting	• Submission of brief monthly progress reports summarizing: o Sessions delivered o Beneficiary participation levels o Identified challenges and mitigation actions o Coordination with mentors and teachers • Final summary report at the end of the assignment outlining achievements, lessons learned, and recommendations.	Word Document

Timeline

Estimated Commencement Date:02-03-2026
Estimated End Date:30-06-2026

Deliverable Number	Deliverable Title	Submit To	Delivery Date
1	Inception and Work Planning	Project Team	07-03-2026
2	Delivery of Life Skills Training	Project Team	
3	Beneficiary Attendance and Documentation	Project Team	
4	Coordination and Operational Support	Project Team	
5	Periodic Reporting	Project Team	

Status updates/reporting

Bi-weekly progress update

General assumptions and dependencies

Save the Children will support the consultant with coordination of events and will provide logistic support for the fulfilment of the consultancy.

Payment information

Detail the payment arrangement for the services. To better control costs the SCI preference is that payment is made on a milestone basis, on specific dates or all on satisfactory completion of the work. Sometimes the nature of the services required necessitates that Suppliers are paid on a daily/hourly rate. Timesheets are required for all service providers on a daily/hourly rate e.g. Payment will be made based on the contractually agreed daily rate and only for the contractually agreed services. Timesheets using the template provided are to be submitted on a monthly basis during the Engagement. Payment will only be made upon receipt of a valid invoice accompanied by the timesheet/s for the relevant period.

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:

1. Technical Proposal

• A brief description of the approach to delivering Life Skills training and providing field coordination and monitoring.
• A proposed workplan for the period 1 March – 30 June 2026.
• Updated CV demonstrating relevant experience.

2. Financial Proposal

• Proposed daily rate or total fee for the assignment, inclusive of all taxes and costs.

3. Supporting Documents

• Copy of relevant university degree(s).
• Copy of identification document.

The deadline for application is: 26-02-2026

Subject: Application for Consultant for Life Skills Training and On-Site Project Operational Support

Email info.albania@savethechildren.org