



## CALL FOR EXPRESSION OF INTEREST FOR INCLUSION IN THE POOL OF NON-KEY EXPERTS FOR MENTORING

### TERMS OF REFERENCE

for

### Experts for mentoring support

**PROJECT:** On-the-job training and mentoring for women and youth, with focus on the North-East region

The project “On-the-job training and mentoring for women and youth, with focus on the North-East region” invites relevant candidates to express their interest, based on the provided terms of reference, in participating in a pool of expert. Interested experts are invited to submit their Curriculum Vitae and Motivational letter in Montenegrin or English. The Call is exclusively addressed to natural persons (individual experts).

Applications in response to this Call for Expressions of Interest may be submitted until the 3<sup>rd</sup> July 2017 exclusively via e-mail to: [berane.help@gmail.com](mailto:berane.help@gmail.com) The subject of the e-mail must indicate the position for which the candidate applies.

### BACKGROUND:

The project included a set of actions that will help decrease unemployment in the country, identifying as the main target group unemployed women and youth. The actions additionally took into consideration special needs of less-developed municipalities on the North-East of the country and the advantage is given to beneficiaries from the municipalities Berane, Petnjica, Andrijevica and Plav as their planned participation is at 60% compared to 40% from the other regions (including other municipalities from the North). By supporting both opening of businesses as well as opening of new job positions and gaining of professional skills of women and youth (as more vulnerable at the labour market), the action will have impact on socio-economic development of the country.

The targeted groups were provided with training for the increase of professional capacities. Besides that, the unemployed women and youth who are interested in self-employment are supposed to gain practical and demand-driven business-related skills – based on the expressed interest, 40 selected candidates are supposed to be mentored by 10 experts in various fields for 100 expert days being available for on-demand mentoring, with at least 10 who will receive assistance. Finally, based on the received support and advice on available state subsidies and loans, however, having in mind the limited timeframe, it is expected that at least 2 will be able to initiate their businesses till the end of the action, while additional 3 are expected to register businesses in the following year.



This project is funded by the European Union.

These results improve the position of unemployed women and men, as the main target group, in various ways: giving them additional qualifications through practical work and improving their skills necessary for better competitiveness at the labour market; providing direct link with employers and possibility to get well acquainted with their needs and requirements for employment; finally, allowing some of them to earn their living through ensured employment or assisted self-employment. The beneficiaries, who complete the training on starting up businesses, will improve their capacities for managing their future businesses.

## **PROJECT OBJECTIVES:**

### ***Overall objective(s):***

Unemployment in Montenegro decreased through promotion of access to the labor market, with focus on micro-market Berane-Petnjica-Andrijevica-Plav.

### ***Specific objective(s):***

Employers mobilized to take part in active labor measures. Unemployed women and youth became more competitive at labor market.

## **OUTPUT:**

Unemployed women and youth interested in self-employment gained business-related skills.

## **JOB DESCRIPTION/PURPOSE:**

The main task of the selected experts will be to provide hands-on assistance; in one of the relevant expertise filed to 10 the most interested persons in starting business. The job implies on-demand mentoring for starting and managing business. There are maximum 10 expert days dedicated to one person, so maximum 100 experts' days in total.

The expert will be engaged, depending on the field of expertise, to provide know-how as:

- Adviser to start-up business beneficiary in development of business plan for Investment and Development Fund;
- Advisers to start-up business beneficiaries in the field of marketing and design (marketing plan, marketing search, conceptual solutions and graphic design for product packing, selection of design, brand development, web site solutions, etc.);
- Adviser for cheese technology/cheese production;
- Adviser for raspberry cultivation (product development);
- Adviser for general registry of company (cheese production business);
- Adviser for support in getting necessary certificates and licenses for opening of "private kindergarten";
- Adviser for bookkeeping, precisely beneficiary needs to get practical bookkeeping knowledge in order to register its own bookkeeping bureau.

## **POSITIONS:**

### **I. Expert in the field of business plan development**

#### **General skills and requirements of experts:**

- University degree (where a degree has been awarded on completion of four years study in a University or equivalent institution) in social sciences (economy and similar) or 8 years of general related experience.
- At least 7 years of experience in the required area of expertise;



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- Extensive experience in delivering expertise in relevant field,
- Excellent interpersonal skills,
- Proactivity, responsibility,
- Readiness to meet regularly with beneficiaries of mentoring support and travel to its place

**Specific professional experience:**

- Proven experience in involving in business plan development as an expert providing support in at least 1 project;

**Tasks/activities:**

- Adviser to start-up business beneficiary in development of business plan for Investment and Development Fund;
- Conduct 10 mentoring days to the selected person;
- Provide material and programme for mentoring;
- Reporting Project manager;
- Other tasks as defined by Project manager.

<b>Position 1:</b>	<b>Expert in the field of business plan development</b>
<b>Specific requirements:</b>	<b>Adviser to start-up business beneficiary in development and preparation of business plan for Investment and Development Fund.</b>
<b>Duty station:</b>	<b>Berane</b>
<b>Number of expert days:</b>	<b>10</b>
<b>Period of engagement:</b>	<b>July –August 2017</b>

## **II. Marketing and design experts**

**General skills and requirements of experts:**

- University degree (where a degree has been awarded on completion of four years study in a University or equivalent institution) in social sciences (economy and similar) or 8 years of general related experience.
- At least 7 years of experience in the required area of expertise;
- Extensive experience in delivering expertise in relevant field,
- Excellent interpersonal skills,
- Proactivity, responsibility,
- Readiness to meet regularly with beneficiaries of mentoring support and travel to their places

**Specific professional experience:**

- Proven experience in involving in marketing and design as an expert providing support in at least 1 project;

**Tasks/activities:**

- Advisers to start-up business beneficiaries in the field of marketing and design;



- Provide expertise through mentoring regarding marketing plan, marketing search, conceptual solutions and graphic design for product packing, selection of design, brand development, web site solutions;
- Conduct 55 mentoring days to the selected persons;
- Provide material and programme for mentoring;
- Reporting Project manager;
- Other tasks as defined by Project manager.

<b>Position 2:</b>	<b>Marketing and design experts</b>
<b>Specific requirements:</b>	<b>Advisers to start-up business beneficiaries in the field of marketing (marketing plan, marketing search, conceptual solutions and graphic design for product packing, selection of design, brand development, web site solutions, etc.)</b>
<b>Duty station:</b>	<b>Berane, Plav, Bijelo Polje, Podgorica, Danilovgrad</b>
<b>Number of expert days:</b>	<b>55</b>
<b>Period of engagement:</b>	<b>July –August 2017</b>

### **III. Product development experts/advisers for food production process**

#### **General skills and requirements of experts:**

- University degree (where a degree has been awarded on completion of four years study in a University or equivalent institution) in social sciences (economy, agricultural development and similar) or 8 years of general related experience.
- At least 7 years of experience in the required area of expertise;
- Extensive experience in delivering expertise in relevant field,
- Excellent interpersonal skills,
- Proactivity, responsibility,
- Readiness to meet regularly with beneficiaries of mentoring support and travel to their places

#### **Specific professional experience:**

- Proven experience in involving in product development and food production process as an expert providing support in at least 1 project;

#### **Tasks/activities:**

- Adviser for cheese technology/cheese production;
- Adviser for raspberry cultivation (product development);
- Conduct 10 mentoring days to the selected persons;
- Provide material and programme for mentoring;
- Reporting Project manager;
- Other tasks as defined by Project manager.

<b>Position 3:</b>	<b>Product development experts/advisers for food production process</b>
<b>Specific requirements:</b>	<b>Adviser for cheese technology/cheese production - Berane Adviser for raspberry cultivation (product development)-Plav</b>
<b>Duty station:</b>	<b>Berane, Plav</b>
<b>Number of expert days:</b>	<b>5+ 5</b>



<b>Period of engagement:</b>	<b>July –August 2017</b>
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#### **IV. Registration of company experts**

##### **General skills and requirements of experts:**

- University degree (where a degree has been awarded on completion of four years study in a University or equivalent institution) in social sciences (economy and similar) or 8 years of general related experience.
- At least 7 years of experience in the required area of expertise;
- Extensive experience in delivering expertise in relevant field,
- Excellent interpersonal skills,
- Proactivity, responsibility,
- Readiness to meet regularly with beneficiaries of mentoring support and travel to their places

##### **Specific professional experience:**

- Proven experience in involving in business as an expert providing support in at least 1 project;

##### **Tasks/activities:**

- Adviser for general registry of company (cheese production business);
- Adviser for support in getting necessary certificates and licences for opening of “private kindergarten”;
- Conduct 15 mentoring days to the selected persons;
- Provide material and programme for mentoring;
- Reporting Project manager;
- Other tasks as defined by Project manager.

<b>Position 4:</b>	<b>Registration of company experts</b>
<b>Specific requirements:</b>	<b>Adviser for general registry of company (cheese production business) (Bijelo Polje) Adviser for support in getting necessary certificates and licences for opening of “private kindergarten” (Berane)</b>
<b>Duty station:</b>	<b>Bijelo Polje, Berane</b>
<b>Number of expert days:</b>	<b>5 + 10</b>
<b>Period of engagement:</b>	<b>July –August 2017</b>

#### **V. Expert for Bookkeeping**

##### **General skills and requirements of experts:**

- University degree (where a degree has been awarded on completion of four years study in a University or equivalent institution) in social sciences (economy and similar) or 8 years of general related experience.
- At least 7 years of experience in the required area of expertise;



- Extensive experience in delivering expertise in relevant field,
- Excellent interpersonal skills,
- Proactivity, responsibility,
- Readiness to meet regularly with beneficiaries of mentoring support and travel to their places

**Specific professional experience:**

- Proven experience in involving in bookkeeping business as an expert providing support in at least 1 project;

**Tasks/activities:**

- Adviser for bookkeeping, precisely beneficiary needs to attend practical bookkeeping course in order to register its own bookkeeping bureau
- Conduct 15 mentoring days to the selected persons;
- Provide material and programme for mentoring;
- Reporting Project manager;
- Other tasks as defined by Project manager.

<b>Position 5:</b>	<b>Expert for Bookkeeping</b>
<b>Specific requirements:</b>	<b>Adviser for bookkeeping, precisely beneficiary needs to get practical bookkeeping knowledge in order to register its own bookkeeping bureau</b>
<b>Duty station:</b>	<b>Plav</b>
<b>Number of expert days:</b>	<b>10</b>
<b>Period of engagement:</b>	<b>July –August 2017</b>

**LOCATION:**

The time input of the non-key experts is 100% in Montenegro, in municipalities of Plav, Berane, Bijelo Polje, Danilovgrad and Podgorica.

**LOGISTICS:**

Selected non-key experts will have possibility to use project office of HELP. Travel and eventual accommodation costs are included in expert's days' fees. The experts are expected to arrange for their own laptop computer. The experts report to Project manager after the completion of their tasks.

**SPECIAL CONDITIONS:**

Selected non-key experts will be fully responsible for the quality of their work. The experts must be independent and free from conflicts of interest in the responsibilities they take on. Payments for work done and costs incurred will take place on the basis of provided mentoring courses based on reports provided and, if required, according to other benchmarks set by Project manager.



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