

Terms of Reference

for Start-up External expert

Project Title: “YourJob 2” – Youth Overcoming Unemployment Regionally through Job Opportunities on the Balkans (youth entrepreneurship component)

Contractor: Caritas Kosova (the “Client”)

Contract type: Start-up External expert

1. Project Background

The YOURJOB 2 project will be implemented against the background of a high rate of unemployment of young vulnerable women/men in the targeted regions in Albania, Bosnia and Herzegovina, Kosovo and Serbia, whereas - at the same time - companies are in need for qualified workers. In schools, no system of vocational orientation is being offered; pupils leave schools with significant practical skills gap. Young people do not have opportunities to collect short-term working experience as there is no internship system and they are missing contacts and networks to find a job or to create their own start-up. The project's target regions/locations are: Albania (Kamza, Lezha, Shkodra), Bosnia-Herzegovina (Banja Luka, Čapljina, Mostar), Kosovo (Gjakovë, Mitrovica, Prizren, Ferizaj), Serbia (Niš, Irig, Šid, Zrenjanin). The whole project will be implemented during the period of 01/11/2022 – 31/10/2025. The project is financed by Austrian development Agency and Caritas Austria and is being implemented by Caritas Austria, Caritas Albania, Caritas BiH, Caritas Korovo and Caritas Serbia.

The project will contribute to youth employability and the creation of concrete job opportunities for youth (SDG 1, 4, 5 and 8) in South-East Europe. It is expected to produce the following outcomes: ***“(OC1) Increased efficiency of professional skills development, labor market integration, and business creation for youth, women and people living in vulnerable situations, such as people with disabilities”***; and ***“(OC2) Increased cooperation between labor market stakeholders, better awareness and sustainable dialogue for better job integration of youth, women and people living in vulnerable situations, such as people with disabilities”***. While the project is mainly focused on increasing youth employability, it includes also a small component youth entrepreneurship component (briefly presented below).

2. Scope of Project’s Entrepreneurship Component

Entrepreneurship has a potential to drive employment and economic development in the Western Balkan countries. However, despite the rapid developments in the recent years, the ecosystem of startups/businesses in project countries is still in lagging behind and lacks role models and supportive environment that could promote and drive entrepreneurship. This is particularly true especially among youth and disadvantaged groups and especially in geographical regions outside of the capital cities (i.e. rural areas), where young people seeking to realize their entrepreneurial ideas, lack access to support, funds, knowledge and networks on how to identify market opportunities, design feasible business models and set up and grow their businesses; hampering youth entrepreneurial initiatives.

The overall development goal of this component is ***to strengthen youth entrepreneurship competences and foster development of entrepreneurship initiatives that have a potential to positively impact youth***

self-employment and generation of lasting and positive social, economic and/or environmental impact in a financially sustainable way in the Balkan region. The main expected result of the component is: **OP 1.4. Young vulnerable people were engaged in business counselling / incubation process and have started their own business.**

More specifically, at completion the project it expected to reach the following outputs:

1.4.1. Number of business start-ups created by youth / grants distributed

Target value(s) until: 80 new business start-ups supported (at least 50% by women, 10% emphasis on green component, 5% social enterprises), out of which at least 34 receive a grant

1.4.2. Number of people employed by the self-employment initiatives

Target value(s) until: 200 people employed by the self-employment initiatives

1.4.3. Percentage of young women getting access to entrepreneurship

Target value(s) until: 50% (8% minorities; 5% youth with disabilities)

1.4.4. Percentage of newly established social economy initiatives

Target value(s) until: 5% of newly established social economy initiatives

1.4.5. Percentage of green Startup initiatives

Target value(s) until: 10% green Start-up initiatives

The whole incubation program is structured into five main phases as follows:

- i. **talent scouting** (information, awareness raising and inspiration campaigns);
- ii. **business design bootcamp** (including intensive training and mentoring on key business design/modelling elements);
- iii. **exploration and business planning** (including market/customer discovery, refining of business model and finalization of the business planning details);
- iv. **access to startup financing and business registration/establishment;** and
- v. **post-financing support to help build and grow the business.**

Project plans for two rounds of incubation programs; (i) one during 3 October-15 November 2023 and; (ii) one expected to be implemented during April 2024 to August 2024.

3. Role and activities of the External expert

- External expert is working in close cooperation with the Caritas Kosova team leader, local Caritas' project team, and will be responsible mainly for start-up entrepreneur's support during the implementation process. The following presents more in detail the project approach and the role/activities of the External expert:
- To attend (without active participation) Boot Camps in order to become familiar with the training plan and program and at the same time to meet potential young entrepreneurs.
- To provide mentoring (combined in person and online) to the young entrepreneurs (according to the adopted plan for the support by Caritas) on their request according to the allocated working hours/candidate during business implementation. During the business implementation phase, Caritas'

external expert will arrange monitoring of the implementation of the startups' action/operational plans and the use of financing resources as well provide follow-up and broad counselling/coaching support on business implementation as well as support to entrepreneurs in preparation of narrative and financial report. In cases when young entrepreneurs would need more detailed technical (subject-matter) expertise, the Caritas teams may refer them to external experts/professional networks and/or support them (whenever possible) with the facilitation of access to such networks and/or 3rd party services.

- External expert will take care of the reporting time line:
 - 1st report will be prepared after 3 months,
 - 2nd report after 6 months,
 - Final report after 12 months from the beginning of the implementation
- External expert will be responsible for monitoring and controlling the proper implementation of the enterprises.
- ***Main tasks that the External expert will carry out during post-financing support are to help young entrepreneurs to build and grow their businesses.***
 - To provide support in the first days of startup (registration, opening bank account...)
 - Support in report preparation (financial and narrative)
 - Informing Your Job office regarding the progress of every entrepreneur
 - React on time if some irregularity occurs
 - Ad hoc online or in-person support
 - Support to entrepreneurs during the contract period according to defined hours/entrepreneur

4. Summary of External expert inputs required

The above activities are expected to require a total of **18 working days** for the two incubation rounds. The table below presents the indicative volume/type of inputs required by the local trainer/coach at different project stages.

Project stages	Type of trainer/coach's inputs	Trainer/coach's expected input volumes
Participation during Boot Camps	<u>External expert will attend Boot Camps as observer without active participation</u>	6 working days during the whole project (averaging 3 days per Boot Camp)
Business registration and post-financing support to help build and grow the business	Provide mentoring whenever possible to young entrepreneurs (according to the plan and on their request according to the allocated working hours/candidate) during business implementation and support in narrative and financial report preparation.	12 working days during the whole project (averaging 6 days per incubation round)

5. Applications:

To apply, please send your complete electronic application (letter of motivation, CV, 1 reference and financial offer) to: info@caritaskosova.org

Deadline for applications shall be **29 of September 2023**. Job starts 1st of October 2023.