

TERMS OF REFERENCE

Name of the Project	“Youth Empowerment Enabling Prospects” YEEP II
Type of service	Training Agency/Service Provider for Youth Forum activities
Location	Kosovo
Type of consultancy	Company / Agency
Duration	April 2026, 2 days of engagement
Expected start date	April 2026
Reporting to	SOS Children’s Villages Kosovo – YEEP II Project Manager

1. Introduction

The Youth Forum is a two-day residential activity implemented within the framework of the project aimed at strengthening the life skills, employability, and civic engagement of young people. The forum will bring together 35 young project beneficiaries, and professionals coming from main institutions and business sector.

The forum is designed as an interactive platform that promotes dialogue, learning, and collaboration between young people and institutional and private-sector stakeholders. To ensure the quality, relevance, and impact of the activity, two qualified facilitators/trainers will be engaged to design, facilitate, and guide the learning and exchange processes throughout the forum.

SOS Children’s Villages Kosovo

SOS Children's Villages Kosovo since 1999 has been working to help children who have lost parental care or are at risk of losing parental care. While maintaining the attitude that every child should be part of a family, growing with the sense of belonging, respect and security, the SOS Children's Villages Kosovo program focuses on helping all children, youth and their families overcome life challenges through pillars such as: Alternative Care, Family Strengthening Program, Education and Advocacy.

High unemployment rate and poverty are considered to be one of the main factors contributing to the family breakup, so youth employment for an independent life remains a dimension closely linked to the organization's mission. For years, SOS Children's Villages Kosovo has been committed to contribute to increasing the employability of young people at social risk. The project “Youth Employment Enabling Prospects” YEEP II is a continuation of this commitment, but already as part of a broader regional initiative.

1.1 Context of the programme

The project "Youth Empowerment Enabling Prospects – YEEP II" is a continuation of the organization's commitment in increasing youth employability.

The project is financed by Federal Ministry for Economic Cooperation and Development – BMZ and CVW is implemented by SOS Children Villages in Kosovo, Albania, North Macedonia, Bosnia and Hercegovina and Serbia aiming to offer improved employment prospects and active participation in the labor market of 2,770 vulnerable youth, aged 16 – 35.

1.2 Programme overview

Youth part of our program, are being supported continuously through tailor made trainings according to the methodology “Life and Employability skills: A training Program for youth” a program that enables young people to develop their talents, build their self-confidence and improve their skills needed for the successful career.

As part of this support, a two-day Youth Forum will bring together 35 beneficiaries from six cities in Kosovo and representatives from public institutions and the business sector. The forum will focus on exchange among youth from different cities of job placement experiences, employability, and advocacy through interactive workshops, panel discussions, and networking sessions, supporting youth to better navigate labor market challenges and build meaningful professional connections.

Considering all the above, SOS Children's Villages Kosovo is looking for a Service Provider/Agency to provide two facilitators/trainers.

The Service Provider be responsible for designing and delivering participatory sessions, guiding discussions, and ensuring active engagement and effective knowledge exchange among youth and stakeholders throughout the Youth Forum.

1.3 Timing of the assignment

The intended start date is in April 2026 and the employment in the frame of this project shall conclude with 2 days of engagement.

2. Objectives and Scope of the Youth Forum Facilitation

2.1. Overall objective – purpose

The overall objective of the Youth Forum is to strengthen young people’s life skills, employability, and advocacy capacities by fostering meaningful exchange, cross-municipal learning, and collaboration between youth, public institutions, and the business sector, enabling participants to better navigate labor market opportunities and contribute positively to their communities.

2.2. Desired results:

1. Youth employment and labor market integration, including pathways to employment, job placement experiences across different cities, and expectations of employers.
2. Employer-valued skills and workplace readiness, with a focus on practical skills demanded by the private sector and public institutions.
3. Engagement with institutions and the private sector, addressing available employment support mechanisms, policies, and opportunities for youth at local and national levels.
4. Networking, internships, and work-based learning opportunities, highlighting collaboration between youth, businesses, and institutions as drivers of employment.
5. Personal and professional resilience for employment, including self-confidence, time management, workplace well-being, and financial awareness supporting sustainable employment.
6. Concept and detailed plan for each session;
7. Overall report on results;

During the process of youth forum facilitator must respect the culture of the participants, social norms, values and behaviors, as well as maintain appropriate relationships with the participants in YEEP II Project. The facilitator/ trainer must respect the confidentiality of the information provided during youth forum.

The youth forum should include but not necessarily be limited to the following information listed below:

- Specific objectives for each session;
- Length of the session;
- Energizers;
- Interactive discussion;
- If considered as needed -Invite additional speakers from business sector that might contribute to the specific topic;
- Realistic work plan with time lines in accordance with this ToR;



3. Work plan and Expected Deliverables

- One Youth Forum (2 days) will be designed and facilitated for 35 participants in Kosovo;
- The Youth Forum will be implemented during the period of engagement, according to a mutually agreed schedule and agenda;
- The forum will include structured sessions (workshops, panel discussions, group work, and networking activities) delivered throughout the two days;
- Each session will be facilitated using participatory and youth-centered methodologies to ensure active engagement and meaningful exchange among participants and stakeholders.

Deliverables:

- Facilitation Plan and Agenda – A detailed plan outlining all sessions, workshops, panel discussions, group activities, and networking events for the 2-day forum, ensuring alignment with life skills, employability, and advocacy objectives.
- Interactive Session Materials – Development of participant-focused exercises, discussion guides, and tools that promote engagement, inter-city experience sharing, and skill-building.
- Facilitation of the Youth Forum – Delivering all planned sessions, guiding discussions, and ensuring active participation of youth and stakeholders throughout the forum.
- Peer Exchange and Networking Activities – Coordinating structured opportunities for youth to share job placement experiences, discuss challenges, and connect with institutional and business representatives.
- Participant Engagement Reports – Collecting feedback and documenting youth participation, learning outcomes, and key insights from discussions and workshops.

Final Narrative Report – Summarizing the forum’s activities, participant engagement, outcomes achieved against the objectives, and recommendations.

5. Required Qualifications and Experience for the company/agency

The call is open to professional Training Agencies, Consultancy Firms that meet the following criteria:

A. Capacity & Experience (Company):

- Legal Status: Must be a registered legal entity with a valid Business Registration Certificate (NUI) and capacity to issue VAT-exempt invoices.



- Proven Track Record: Experience in designing, organizing, and facilitating youth-focused trainings, forums, or large-scale educational events.
- Administrative Capacity: Demonstrated ability to manage project deliver high-quality professional reports within strict deadlines.
- Ethical Standards: Full commitment to SOS Children’s Villages Child Protection Policy and Code of Conduct. The company is responsible for ensuring all assigned staff comply with these standards.

B. Qualifications of the Assigned Experts (Facilitators): The agency must propose a team of two (2) qualified facilitators who meet the following requirements:

- Educational Background: Assigned facilitators must hold a University degree in Social Work, Psychology, Education, or a related social science field.
- Technical Expertise: Each facilitator must have experience in delivering interactive trainings and facilitating workshops for youth (vulnerable groups preferred).
- Methodological Skills: Strong competence in using participatory, youth-centered methodologies and life-skills training techniques.

The criteria for selection are:

Criteria	Maximum points
• Professional Portfolio: Proven track record in facilitating youth employability forums.	20
• Technical Proposal	20
• Concept & Work Plan: Quality of the proposed 2-day forum concept, methodology, and realistic timeline.	20
• Financial proposal	40
Total	100

All bidders must meet the essential criteria. There will be a maximum of 100 points divided and 100 points in preferred criteria.

6. Timetable

The Youth Forum will be conducted during April 2026. The final report should be submitted by 25th of April 2026.

7. Terms of payment

Payment will be made only upon SOS Children's Villages Kosovo, acceptance of the work performed in accordance with the above-described deliverables. Payment will be affected by bank transfer in the currency of billing and is due 15 days after receipt of invoice and acceptance of work.

The total contract amount is VAT exempted. The Contractor is responsible for all its own tax obligations and the compensation of the assigned experts (facilitators) engaged for this activity.

8. Rectification of defects and termination of the Contract

In case of unsatisfactory performance, SOS Children's Villages Kosovo will negotiate with the Contractor so that the work can be changed. If the work fails to meet the expectations within the given deadline, the Contract will be terminated.

SOS Children's Villages Kosovo shall be entitled to terminate the Contract at any time, with immediate effect if it reasonably believes that there has been a fundamental or serious breach of the Contract and which are not cured within 7 days or cannot be cured due to their consequences.

Meanwhile, SOS Children's Villages Kosovo will initiate another selection in order to identify the right individuals/ companies.

Other matters related to the rectification of defects and termination of the Contract shall be further regulated in the Contract.

9. Copyright and other property rights

SOS Children's Villages Kosovo will have the right to all intellectual property and other property rights, but without restriction to, copyright, in relation to the report, processes, ideas, documents and other materials that the Contractor has developed for SOS Children's Villages Kosovo under the contract.

10. Annex - SOS Fshatrat e Fëmijëve Kosovë policies

SOS Fshatrat e Fëmijëve Kosovë has established policies for child and youth safeguarding and a code of conduct, which the successful bidder is expected to adhere to. The successful bidder will also be required to sign a declaration of commitment to the Policies of SOS Fshatrat e Fëmijëve Kosovë which include: the Child and Youth Safeguarding Policy, the Policy for Prevention and Protection against Sexual Harassment, Exploitation and Abuse, Anti-Corruption Regulation, Code of Conduct, and the Declaration on Data Protection.

This commitment will be formalized at the time of contract signing, during which the successful bidder will be briefed on the organization's internal procedures related to safeguarding.

In addition to the above mentioned, the following key areas for ethical consideration need to be taken into account: <http://childethics.com/ethical%20guidance/>

Graham, A., Powell, M., Taylor, N., Anderson, D. & Fitzgerald, R. (2013). Ethical Research Involving Children. Florence: UNICEF Office of Research – Innocenti

11. Instruction to bidders (Process of submission of Bids)

The bidders are welcome to submit their proposal for the Youth Forum Facilitation, electronically in PDF format and sent to procurement1@soskosova.org

This bid is open to professional Training Agencies / Companies capable of providing the requested services. The proposal and all supplementary documents must be submitted in Albanian language. Financial bid needs to be stated in euro, please note that the project is VAT exempted, and the proposal should be submitted without VAT.

Documents to submit:

- Technical Proposal & Concept: A detailed proposal including specific objectives for each session of the 2-day forum, the methodology to be used, and expected results.
- Realistic Work Plan: A detailed timeline for the preparation and facilitation of the activities in accordance with this ToR.
- Financial Proposal: Total fee for the engagement, quoted without VAT.
- Company Portfolio: Description of the agency's relevant past experiences in organizing and facilitating youth forums or similar employability activities.
- CVs of the Assigned Facilitators: Updated CVs of the specific trainers who will lead the forum.
- Business Registration Certificate/ NUI
- The offer must be signed and stamped/ or with an official logo

Tax Confirmation: Please note that the selected company will be required to submit a valid Tax Confirmation from the Kosovo Tax Administration (ATK) upon signing the contract.

Deadline for submission:

The proposal has to be sent by latest on 30.03.2026 Proposals sent after the deadline will not be considered.