

## **Improving The Employment Prospects for The Refugees and Host Communities by High-Quality VET And Apprenticeship in Türkiye (IMEP2/VET4JOB-II)**

### **Terms of Reference (ToR) Short-term Capacity-Building Lead expert (maternity leave cover)**

#### **I. General Information**

Service Description	Short-term assignment to lead the Capacity Building component (maternity leave cover - 8 months with possible extension)
Country	Türkiye
Project	Vocational Education and Training Programme for Employment (VET4JOB-II)

#### **II. Background and Context**

##### **About Expertise France**

Expertise France is the French public agency for international cooperation, which implements projects aligned with Sustainable Development Goals (SDGs) and France's external action priorities. Expertise France's core mission is to support partner countries in enhancing the quality of their public policies to tackle complex environmental, social, economic, and security challenges. Key areas of Expertise France's focus include:

- Democratic, economic, and financial governance,
- Stability, international security, and peace,
- Sustainable development, climate, and agriculture, and
- Health and human development.

##### **About the VET4JOB II Programme**

The VET4JOB II programme, funded by the European Union Delegation to Türkiye with a budget of €44M over 57 months, aims to support skills development for refugees and host communities in Türkiye. The programme provides vocational and apprenticeship training to adults and adolescents in 14 target provinces (Adana, Ankara, Bursa, Gaziantep, Hatay, İstanbul, İzmir, Kahramanmaraş, Kayseri, Kocaeli, Konya, Mersin, Osmaniye, and Şanlıurfa) to improve employment prospects in line with labour market demands.

#### **III. Objective**

The Capacity-Building Lead expert will temporarily assume the responsibilities of the Capacity Building Expert during maternity leave, focusing on the follow-up and implementation of the pre-approved and structured capacity-building strategy. The expert will ensure the effective coordination, planning, execution, and monitoring of capacity-building related activities such as outreach and risk prevention training, service mapping in provinces, needs assessment and other activities.

#### **IV. Description of Services**

### Outreach Activities and Risk Prevention Measures

- Organize and implement outreach training sessions in line with program objectives, ensuring timely delivery and quality outcomes.
- Monitor the implementation of outreach activities, including maintaining accurate records of overtime payments in collaboration with regional coordinators and Operation team.
- Manage and monitor the distribution and use of promotional materials for outreach activities, ensuring their proper utilization.
- Work closely with regional coordinators to support the service mapping process for both outreach activities and risk prevention measures and provide technical input when required and develop central/local level partnerships.
- Support the development and finalization of risk prevention training content, ensuring alignment with program needs.
- Organize and monitor risk prevention training sessions, ensuring proper scheduling and quality delivery.
- Monitor and track the implementation and outcome of risk prevention measures in collaboration with regional coordinators and report on key outcomes.
- Facilitate the operational implementation of work file and matching software in VTCs in line with possible contractual modalities.

### Capacity-Building Activities

- Contribute to data collection exercise and contribute to the training needs assessment process with VTCs, using pre-prepared questionnaires to evaluate school climate.
- Coordinate with service providers to finalize and deliver quality capacity-building training content and schedules, ensuring alignment with program goals.
- Ensure training contents and schedules are prepared and submitted for approval to MoNE in a timely manner, providing technical input as needed.

### Cross-Cutting Responsibilities

- Collaborate with experts, including the Social Cohesion Expert, Communication Expert, VET Material and Technology Expert, and Grants and Incentives Expert, to align activities with program objectives.
- Coordinate with the finance and procurement team to ensure the timely preparation and delivery of materials for program activities.
- Document and archive all outreach, risk prevention and capacity-building activities, ensuring compliance with reporting and knowledge-sharing requirements.
- Organise smooth and complete handover at the end of the assignment period.
- Perform other related tasks as assigned by the Team Leader.

## V. Deliverables

Indicative Timeline	Activities

<b>March 2025</b>	<ol style="list-style-type: none"> <li>1. Organizing and following up the outreach training for outreach teams</li> </ol>
<b>April 2025</b>	<ol style="list-style-type: none"> <li>1. Checking the delivery of promotional materials for outreach activities and ensuring their distribution to the VTCs</li> <li>2. Monitoring the service mapping process with regional coordinators</li> </ol>
<b>May 2025</b>	<ol style="list-style-type: none"> <li>1. Monitoring the training need assessment process with VTCs on the Current Situation of the Schools on School Climate (with already prepared questionnaires)</li> <li>2. Monitoring the overtime payments jointly with regional coordinators following the initiation of outreach activities</li> </ol>
<b>June 2025</b>	<ol style="list-style-type: none"> <li>1. Follow-up the preparatory process the risk prevention training content including the finalization of the ToRs for the trainers</li> <li>2. Monitoring the overtime payments with regional coordinators</li> </ol>
<b>July 2025</b>	<ol style="list-style-type: none"> <li>1. Follow-up the grant agreement process for work file and matching software</li> <li>2. Monitoring the overtime payments with regional coordinators</li> </ol>
<b>August 2025</b>	<ol style="list-style-type: none"> <li>1. Closely follow-up the finalization of CB training contents and schedule jointly with the service provider and submission to MoNE for approval</li> <li>2. Monitoring the overtime payments with regional coordinators</li> </ol>
<b>September 2025</b>	<ol style="list-style-type: none"> <li>1. Organizing and following up the risk prevention training for counsellor teachers</li> <li>2. Monitoring the overtime payments with regional coordinators</li> </ol>
<b>October 2025</b>	<ol style="list-style-type: none"> <li>1. Monitoring the overtime payments with regional coordinators</li> <li>2. Monitoring the initiation of the risk prevention measures jointly with regional coordinators</li> <li>3. Handover note</li> </ol>

**Expected deliverables:**

- Monthly workplan reflecting the activities listed above
- Monthly report reflecting the work done
- Handover report at the end of the assignment

**VI. Location and Duration**

The duty station will be Ankara, but since several activities take place in other provinces where the program is held, the staff shall travel to other provinces of implementation. The estimated period of the contract is between 03.03.2025 and 03.11.2025 with possible extension.

**VII. Required Technical and Professional Capacity**

- University education in social sciences such as education, psychology, sociology, international relations, public policy and social work or another related field to capacity development.
- 5 years of professional experience in implementing capacity building activities within social support projects
- Experience working with schools, and VTCs in particular, would be a very strong asset
- Extensive theoretical and practical knowledge of education sector, vocational training, outreach and risk prevention interventions for vulnerable groups (especially refugees, IDPs, youth, women)
- Sound knowledge on the Syrian conflict and situation of the Syrian population in Türkiye
- Experience within public agencies/ public offices, national and local stakeholders, European Union funded programmes or international projects
- Good knowledge and working experience of Turkish institutions and policies, especially of the Ministry of National Education, as well as the civil society organisations
- Professional working knowledge of English and Turkish: ability to communicate effectively, both orally and in writing in both English and Turkish.
- Highest demonstrable professional skills on:
  - Inter-cultural communication
  - Teamwork
  - Autonomy and initiative
  - Results-based management and reporting
- Computer skills: knowledge of office software packages (MS Word, Excel, etc.)

### VIII. Application Process and Eligibility

The Terms of Reference (ToR) are published on the job search platforms by Expertise France (EF). Candidates are required to apply by submitting their CVs, cover letters, and references to the designated EF website within the specified application deadline. All applications will be reviewed and assessed in line with EF's recruitment process, which may include shortlisting, interviews, and additional evaluation steps. Only shortlisted candidates will be contacted.

### IX. Contracting and Payment Schedule

**Type of contract:** Full-time, short-term assignment (Maternity leave Cover for 8 months with possible extension)

**Estimated assignment period:** 03.03.2025 – 03.11.2025. Any extension of the services after this date will have to be agreed upon with an addendum to the original contract.

**Location:** Ankara, with frequent travel to other provinces of implementation

**Reports to:** Team Leader

**Line management of:** Programme Assistants

#### **Payment schedule and modalities:**

Expertise France will issue a contract in EUR. All relevant intellectual property rights in the developed materials/products/documents and associated tools will, upon their development, vest in EF in Türkiye.