



Project “ Vocational education and training: New approach for effective social inclusion“
Проект “Стручно образование и обука: Нов пристап за ефективна социјална вклученост”

EU-funded project “Vocational education and training: New approach for effective social inclusion” which is implemented by Community Development Institute - Tetovo in partnership with DVV International is offering the following job opportunities:

VACANCY ANNOUNCEMENT

NO. 01/2017

Recruitment of one (1) Expert for development and production of manual for educational work with prisoners

I. Project background

The aim of the project is to increase the institutional capacities of the prisons in Tetovo and Stip and to provide prisoners the opportunity to acquire basic literacy, language, IT and practical vocational skills during their stay at prison, enabling them easier reintegration and rehabilitation by making them more competitive on the labor market thus decreasing the number of people returning back to jail after they served their sentence.

TERMS OF REFERENCE FOR THE EXPERT

This ToR describes the context of the work, duration of the assignment, specific task and expected deliverables, and required expertise of the expert (natural or legal person) intended to be hired.

II. Context of the work:

An external expert in adult education will be contracted in order to prepare a manual/toolkit containing all the relevant and necessary information and methodology about how to deliver adult education courses to prisoners as a vulnerable group of learners, the challenges that might encounter when conducting the training, the relevance of context and contextual factors as well as the importance of direct and pro-active approach in the delivery of the courses. The manual will be produced on the basis of the curriculum that will be used during the training courses.

III. Specific Tasks:

- Review of project materials (course reports, project reports, beneficiary assessments, etc.)
- Conducting of interviews with project staff, partners, relevant stakeholders, and beneficiaries
- Review of secondary and comparative data
- Analysis of collected data
- Writing of manual

IV. Period of assignment :

The expert shall be assigned for a period of 01.02.2017 – 31.03.2017

V. Expected deliverables

- Manual on adult education work with prisoners



This Project is funded by
European Union





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VI. Required profile of an expert

General Criteria:

- at least 3 years of experience with education of adults
- at least 3 years of experience with research and assessment work
- experience with vulnerable groups, groups at risk

Specific Criteria:

- experience with adult education, as demonstrated by the delivery of at least 5 trainings/workshops for adults in the past 3 years
- experience with assessment and research, as demonstrated by the conducting of at least 5 researches in the past 3 years
experience with development of publications, as demonstrated by the production of at least 3 reports/publications over the past 3 years.

VII. Scope of the work

The development of the manual will consist of following activities:

- Review of project materials (course reports, project reports, beneficiary assessments, etc.)
- Conducting of interviews with project staff, partners, relevant stakeholders, and beneficiaries
- Review of secondary and comparative data
- Analysis of collected data
- Writing of manual

VIII. Evaluation of work

Performance of the tasks will be assessed by the Adult education coordinator.

All candidates should clearly state the number of Vacancy announcement are applying for and enclose their motivation letters, CVs in English language, copies of education and working references from the previous working experiences (contracts, recommendations etc.) to the following address: info@irz.org.mk or in hardcopy enveloped on address: Str. “Marsal Tito” nr. 106/7, 1200 Tetovo

The deadline for applications is 20 January 2017 (16:00h).

A short list of candidates shall be established based on assessment against these Terms of Reference. Only shortlisted candidates will be contacted.

Note:

Civil servants and other staff currently employed by public administrations of the beneficiary country are not eligible to apply as experts. Experts must be independent and free from conflicts of interest in the responsibilities defined by the Terms of Reference. The selected expert will need to sign a Declaration of availability.

