



Terms of Reference

Position Title: Local Focal Point – Youth Guarantee Outreach Pilot

Location: Shkodra Municipality, Albania

Engagement Type: Focal Point

Reports to: Executive Director, YWCA of Albania

Donor: UNICEF Albania

Background:

YWCA of Albania is implementing a community-based intervention to support the piloting of the Youth Guarantee in Shkodra under the EU4Youth programme, in close coordination with UNICEF and NAES. The project aims to identify and engage at least **300 NEET youth (15–29)** in Shkodra municipality, prioritizing inactive youth, young women, Roma and Egyptian youth, returnees, and those with disabilities or on economic aid.

Through **human-centered outreach strategies**, individualized referral plans, and local partnership coordination, the project facilitates the inclusion of NEETs into employment, education, or training pathways under the Youth Guarantee.

Purpose of the Role:

The **Local Focal Point** will lead the coordination, supervision, and implementation of field-level activities in Shkodra, ensuring effective outreach, profiling, referral, and follow-up processes in collaboration with youth mediators, local institutions, and the Local Partnership Network (LPN).

Key Responsibilities:

Outreach Supervision & NEET Engagement

- Oversee daily outreach activities by youth mediators and community actors.

- Ensure inclusive and gender-sensitive identification of NEET youth, with special attention to vulnerable groups.
- Monitor implementation of HCD-inspired outreach initiatives (e.g., youth-designed sessions, community events, peer engagement).

Referral & Profiling Coordination

- Coordinate the **profiling process** for identified NEET youth using the approved tools.
- Support development and validation of **Individual Referral Plans (IRPs)** for each profiled youth.
- Track NEET referrals to preparatory and pre-preparatory services in coordination with the Employment Office, VET providers, and other partners.
- Monitor follow-up actions and outcomes in the project database.

Local Partnership Network (LPN) Support

- Organize and document **monthly LPN meetings** (min. 8 total), ensuring participation from relevant actors: Employment Office, Social Services, Education Directorate, CSOs, Youth Council, VET centers, health sector.
- Facilitate communication among partners and follow up on action points related to youth referrals and coordination.

Data Collection & Reporting

- Maintain updated tracking sheets on NEET engagement, referrals, enrollment, and outcomes (disaggregated by gender and vulnerability).
- Submit **monthly reports**, including statistics, case stories, challenges, and photos, in line with project indicators and donor requirements.

Community Representation & Troubleshooting

- Serve as the local representative of YWCA in meetings, trainings, and coordination platforms.
- Provide real-time problem-solving and adaptive management in case of institutional delays or NEET disengagement.

Deliverables:

- 8+ LPN meetings organized and documented
- At least 300 NEET youth identified and contacted

- 300 Individual Referral Plans facilitated and monitored
- Monthly statistical and narrative progress reports
- Documentation of HCD youth-led outreach initiatives and participation
- Updated project database in coordination with central YWCA team

Required Qualifications:

- University degree in Social Work, Education, Youth Studies, or related field
- Minimum 5 years of experience in community outreach, youth programs, or case management
- Strong understanding of NEET-related vulnerabilities in Shkodra
- Experience in coordinating multi-stakeholder partnerships
- Knowledge of Youth Guarantee framework is an asset
- Excellent interpersonal and facilitation skills
- Fluency in English is required