



Terms of Reference

Position Title: Trainer – Capacity Building for Youth

Location: Shkodra Municipality, Albania

Engagement Type: Trainer

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 trainer will design and deliver targeted capacity-building sessions for youth, strengthening their competencies in outreach, communication, trust-building, and engagement of NEET youth. The trainer will ensure that sessions are practical, participatory, and tailored to real field challenges faced by youth.

Key Responsibilities

Training Design & Preparation

- Develop tailored training modules and agendas focusing on outreach strategies, communication techniques, and engagement approaches.
- Adapt materials to reflect the local context and specific challenges in identifying and engaging NEET youth.
- Integrate participatory and non-formal education methodologies, including Human-Centered Design (HCD) approaches (UPSHIFT).

Training Delivery

- Facilitate interactive training sessions for youth mediators on topics such as:
 - Effective outreach strategies and mapping of NEET youth
 - Communication and interpersonal skills
 - Building trust with vulnerable and hard-to-reach groups
 - Ethical considerations and confidentiality
 - Referral pathways and collaboration with institutions
- Use practical exercises, role-plays, and real-life scenarios to strengthen applied skills.

Capacity Strengthening & Mentorship

- Support youth in reflecting on their field experiences and challenges.
- Provide practical tools and techniques that can be directly applied during outreach activities.
- Encourage peer learning and exchange of good practices among participants.

Monitoring & Feedback

- Collect feedback from participants to assess training effectiveness and relevance.
- Provide reports, including key insights, challenges identified, and recommendations.
- Collaborate with the project team to adjust training content based on emerging needs from the field.

Deliverables

- Developed training agendas and materials for youth
- Training reports including feedback and recommendations

Required Qualifications

- University degree in Social Sciences, Administration, Education, Psychology, Communications or related fields
- Minimum 3–5 years of experience in delivering trainings, particularly with youth and vulnerable groups
- Experience working with NEET youth, community outreach, or youth empowerment programs
- Strong facilitation and communication skills, with the ability to engage diverse groups
- Knowledge of non-formal education methods and participatory approaches
- Familiarity with Youth Guarantee, employability, or social inclusion frameworks is an asset
- Fluency in Albanian and English