

Terms of Reference

Project Development and Management Trainer/Mentor, Bosnia and Herzegovina

Role Information	
Organisation	British Council, Bosnia and Herzegovina
Role	Project Development Trainer/Mentor
Project title	Spark: Skilled Youth Empowered Communities, Mostar BiH
Duration	Max 25 working days in total from 23 September 2024 – 31 March 2025
Work model	Face-to-face delivery of workshops on Saturdays and participation in ToT
Report to	Project Lead

Project description

Spark: Skilled Youth, Empowered Communities, Mostar BiH is a project funded and implemented by the British Council in Bosnia and Herzegovina in the period May 2024 – March 2025.

The project aims to create empowered communities of young people in Mostar by developing their skills in creating projects and social media campaigns on topics of interest and implementing them with the support of trainers/mentors and Civil Society Organisations (CSOs).

In a series of workshops, secondary school pupils (boys and girls aged 14–18), will learn the principles and tools of project development and creating social media campaigns. Teams with the best ideas will be awarded small-scale grants and receive mentorship for their implementation.

The project also provides grants to CSOs to support youth projects and to create some of their own in order to empower collaboration between diverse young people and change in the local community.

About the British Council

The [British Council](#) is the UK's international organisation for cultural relations and educational opportunities. It supports peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide. The British Council celebrates 90 years in 2024. The British Council is committed to policies and practices of equality, diversity and inclusion across everything we do, and we want to encourage applicants from under-represented groups to apply.

Scope of Work

The British Council is seeking to create a pool of up to five Project Development and Management Trainers who will also act as Mentors to selected project teams during the project implementation phase.

1. Delivery of workshops

The Trainer is required to deliver workshops in B/H/S language to secondary school pupils every Saturday at a location in Mostar.

The Project Development Training is planned to take place in the form of workshops, once a week, over a 15-week training period followed by a three-month mentorship period. This training will be complemented with Social Media Campaigns Training which is not the subject of this ToR.

2. Participation in the Training of Trainers

The Trainer is also required to participate in the Training of Trainers (ToT) as part of the preparation for this role.

Face-to-face Training of Trainers of a maximum duration of three days will take place in September 2024 and will teach the team of trainers more about the project aims, agree on the principles of the delivery of the training, teach and discuss training content, and offer comments on the Project Development Training materials.

3. Safeguarding

The Trainer is required to complete a comprehensive British Council Safeguarding online training course as part of preparations for the role.

The British Council is committed to the safeguarding of children, young people and adults who we work with. We believe that all children and adults everywhere in the world deserve to live in safe environments and have the right to be protected from all forms of abuse, maltreatment and exploitation as set out in Article 19, UNCRC (United Nations Convention on the Rights of the Child) 1989.

We expect all our partners to adhere to safeguarding standards and principles while working with us.

Expected Outputs

- All training modules of the Project Development and Management Training and mentoring completed within the agreed timeline and to the British Council's standards.
- British Council's Safeguarding requirements met throughout the assignment.
- Progress reports.
- Lessons learned shared with British Council.

Location

The project is implemented in Mostar, Bosnia and Herzegovina. Ideally, Trainer/Mentors will reside in Mostar, but we are willing to accept applications from those with strong profiles who do not.

Reporting

The Trainer/Mentor is expected to work closely with the British Council team. At the end of each month, the Trainer/Mentor will submit a timesheet with the number of days worked and a brief description of the activities or tasks performed. The timesheet will be the basis for payment along with an invoice, which needs to be approved by the British Council. The timing of deliverables and frequency of Progress Reports will be agreed with the project team.

Requirements

Education:

- University degree in social or other sciences, and/or relevant work experience
- Any internationally recognised professional project management and/or professional training qualification would be an advantage

Language skills:

- Fluent in written and spoken English (minimum C1)
- Fluent in written and spoken B/H/S language

Professional experience:

- Minimum three years of donor funded project management experience
- Demonstrable experience in delivering training courses and/or workshops
- Experience of working with young people would be an advantage

Other competencies:

- Excellent communication skills
- Experience of working in multicultural environments
- Experience of working in dispersed teams in a collaborative manner, giving and receiving feedback
- Co-ordination skills and networking

Application process

Applicants should send (in English):

- **CV including references:** full name, job title, company name, email address and tel. number.
- **Cover letter:** (two pages maximum) stating how they meet the qualifications and experience requirements, particularly experience in project development and management, and delivering training.

Note:

- Trainer/Mentors will be offered a competitive daily fee rate and will be paid for the days they actually work.
- Background check: The British Council has a legal obligation to ensure that we are not negligent in our recruitment practice. Robust screening of selected applicants will be undertaken, including Pre-Appointment Checks, Post appointment measures and Criminal Records Checks in line with the organisation's procedures and policy.

Timeline

To apply, please send your application to british.council@britishcouncil.ba

Please put: *Application for Trainer/Mentor – Spark* in the subject line of the email.

The deadline for applications is Thursday 12 September 2024 (23.59 CET).

Interviews are expected to take place in the second half of September 2024.

Successful applicants should be ready to start working in late September 2024.

Only short-listed candidates will be contacted.