

TERMS OF REFERENCE

FOR THE CONSULTANCY:

SOFT SKILLS PROGRAM IN SEI CENTRE Brčko district BiH

For the project: Brčko Inclusive Socioeconomic Initiative

Deadline for application: 22nd, September, 15h

CARE International is looking for external consultants to undertake a **participatory training for design and usage of the soft skills program**, aimed for four SEI Centre staff and RGFBD staff in Brčko Distrikt (BD). The training should aim to train participants to efficiently use soft skills to train beneficiaries and keep evidence of training performed. Participants should learn how to practically perform trainings which should lead in support of targeted beneficiaries personal and professional development, motivation, and well-being. The training is planned to be organised in premises of the new Socio-economic Inclusion (SEI) Centre established within the Project and in cooperation with the project implementing partner: the Development-Guarantee Fund of Brčko District Government - RGFBD, responding to the current needs of the Brčko District and its citizens.

General information

Job title:	Soft skills training program, within the SEI Centre in Brčko District
Project title:	<i>Brčko Inclusive Socioeconomic Initiative</i>
Donor:	Czech Development Agency and CARE Czech Republic
Project country:	Bosnia and Herzegovina, Brčko District
Place(s) of work:	Brčko District
Anticipated consultants:	Experienced consultant/company with qualifications fitting the consultancy task
Engagement period and duration:	10 working days, over the period October 2025

About CARE in the Balkans

CARE's mission in the region of Balkans is to contribute to post-war recovery, socio-economic development and building the societies of equality in Bosnia & Herzegovina, Serbia, Montenegro, Kosovo, Albania and Macedonia (FYROM). CARE's work in the Balkans started in 1993, when it provided humanitarian support to people affected by war. In the late 90-ties, CARE shifted its focus in the region from humanitarian post-war assistance and rehabilitation to socio-economic development, engaging in interventions directed at conflict prevention and peace-building, sustainable livelihoods, gender equality and the prevention of gender-based violence.

CARE in the Balkans places the quality of its program at the centre of its mission and has developed a regional strategy that encompasses two main program directions: Gender Equality and Social and Economic Inclusion. The goal of the Social and Economic Inclusion Program is to strengthen capacity and create opportunities for the marginalized, socially excluded and poor to integrate into society and

access rights. CARE's Gender Equality Program aims to empower women vulnerable to violence, discrimination and poverty, to reach better life opportunities and social justice and to work on prevention of peer violence and building of tolerance among young men in the Western Balkans. CARE's engagement and contribution lies in strengthening sustainability of key regional, national and/or local civil society organizations and networks promoting equality and diversity, in the context of social inclusion and non-violence.

Project information

The project "Brčko Inclusive Socioeconomic Initiative" contributes to socio-economic integration of disadvantaged and vulnerable categories of citizens of Brčko District. The Project concentrates its efforts to Brčko District and invests in increasing the socio-economic inclusion of marginalized groups. This is mirrored in the Project Objective: to increase social inclusion and create sustainable employment opportunities for citizens in Brčko District (BD) with a particular focus on disadvantaged and vulnerable groups, through raising employment capacity, support to entrepreneurial activities and enabling a conducive environment for more inclusive economic development.

The following project results/outputs are expected:

- Output 1:** Disadvantaged and vulnerable populations of the Brčko District have increased their capacity for employment and knowledge of their citizens' rights, through project conducted trainings and awareness raising.
- Output 2:** Increased capacity, skills and job opportunities for the unemployed citizens of BD and creation of new employment for the disadvantaged and vulnerable groups, via project financial and technical support.
- Output 3:** Enhanced environment for a more efficient economic inclusion of vulnerable and disadvantaged groups, by creation of public-private partnerships to address labour market barriers and promotion of sustainable employment models.

Information about the Project partner RGFBD:

The Development-Guarantee Fund of Brčko District Government - RGFDB (<https://rgfdb.com/>) is a public institution established under the Government of Brčko District (BD), responsible for providing financial support or guarantees to small and medium-sized enterprises, individuals or agricultural producers.

More specifically, the main current RGFDB services include:

- a) Approval of credit funds and their placement,
- b) Allocation of funds to small and medium-sized enterprises and entrepreneurs,
- c) Investing in securities,
- d) Providing guarantees for loans to small and medium-sized enterprises and independent entrepreneurs and farmers with the aim of faster employment,
- e) Providing guarantees for lending in the rural sector,
- f) Other credit and financial intermediation.

Role in the Project: Unit for Implementation of International Projects at RGFDB (further PIU) has been mandated by the Government of BD to act as the main Project partner and beneficiary focal point (for all three project Outputs). PIU will also act as an intermediary between the selected the project applicant/implementer and the Government of BD, in particular on strategic issues such as legislation, long-term financing and sustainability of project outputs, etc. PPIU will, through this Project, establish

and develop the (Self) Employment Socio-Economic and Entrepreneurship Centre, which will aim to provide comprehensive support to BD residents, and especially marginalized persons, on their path to self-employment, entrepreneurship and long-term/permanent employment. The Centre would serve to develop, strengthen and upgrade the skills of BD residents so that they are employable in the labour market. At the same time, it can provide retraining and other training courses, personalised training, coaching, consulting, mentoring, therapeutic and psychosocial services and similar types of help and assistance. It would serve also serve as an incubator for start-ups and early stage entrepreneurs.

Consultants' Outputs

The consultant will undertake the following activities:

- Review the documentation and inputs relevant for the project, provided by CARE.
- Undertake one day preparation session and planning of the trainings and mentoring regarding the Soft skills program, in discussion with the SEI Centre staff (in the SEI Centre premises). The consultant will determine which SEI activities are/will be a subject of soft skills: aimed for personal skills and learning, digital skills, career and branding and others recommended by consultant and adopted by SEI Centre staff.
- Submit the design for the Soft skills training program for the SEI Centre staff/RGFBD staff, to CARE Project Manager for adoption (in English, 1-2 pages).
- In cooperation with CARE, RGFBD and SEI Centre staff, by 15 October, 2025, deliver two days training for the Soft skills program, for 5-10 participants (SEI centre and RGFBD staff). The training should secure at least the following recommended areas:
 - aimed for personal skills and learning,
 - digital skills,
 - career and branding
 - and others recommended by consultant and adopted by SEI Centre staff.
- Practical exercises: Creating simulations in at least three agreed tools,

The training will be organised. In communication with CARE, the Consultant will undertake the pre-post testing of the participants, to measure the trainings success. The training will be logistically supported by the project.

- After the training and until October 31 2025, according to the plan developed in communication with CARE, provide mentoring to the training participants for the practical use of Soft skills training program for SEI Centre activities, including advice on improving data collection for reporting.
- Provide the Consultancy Report to CARE (in English, 4-5 pages). Apart from the general consultancy coverage, the Consultancy Report will contain mandatory annexes: Participant lists, photos from the trainings, trainings/mentoring plans, trainings evaluation and results of pre-post-tests.

RGFBD's Outputs

- Provide the Consultants with information and documentation necessary for understanding the local context
- Approve the detailed consultancy/trainings plan of the Consultant
- Provide logistics for the trainings/meetings held within this consultancy
- Collaborate with the Consultant during the engagement, securing participation of staff. .

CARE's Outputs

- Provide to the Consultant the documentation relevant for the consultancy – initial and upon Consultant's request
- Agree on the training program with the Consultant; facilitate input of the elements of gender mainstreaming into the training methodology.
- Coordinate with the Consultant and SEI Centre staff throughout the consultancy period.
- Ensure the provision of logistical support to the Consultant necessary for the realisation of the task, other than travel logistics (travel and accommodation costs for the fieldwork envisaged should be included in the Consultants' bid).
- Monitor the entire consultancy process.

Schedule

The Consultant will be engaged for 10 working days, over the period 1th October to 31 October 2025, according to the following timetable:

Action

Responsible		Date
Submission of the bid (electronically)	Consultant	22 nd September 2025
Contract signing, initial agreements	CARE, Consultant	1 th October 2025
Deadline for realisation of the training	Consultant	15 th October 2025
Deadline for realisation of the task	Consultant	31 th October 2025
Submission of the Consultancy report	Consultant	31 th October 2025

Payment schedule

Final payment (100% of contracted amount)	Final payment in November 2025, upon the approval of the Consultancy report by CARE
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The detailed payment schedule will be outlined in the Consultancy Contract and will be made upon the work completion and the approval of the final consultancy report by CARE. The Payment will be carried out in line with all necessary documentation as per CARE's administrative procedures (time sheets, consultancy report, etc).

Required qualification of the Consultant:

CARE invites experienced experts&companies familiar with the type of work required in the context of a Soft skills training program, to submit their bid and present in details their expertise, experience, division of work and responsibility levels/responsible persons. General requirements are:

- University background (MA) in business development or similar fields.
- Excellent knowledge and previous documented consulting experience in Soft skills program and capability to provide technical support in this field.
- Excellent knowledge of gender equality and inclusion of the marginalised/vulnerable groups' issues.
- Great knowledge and experience in participatory workshop methodologies and delivery.
- Good understanding of the idea, aims, principles and expected results of the Project and proposed activities.
- Submit references/recommendation on the related work

The Consultant's bid/application should consist of the following:

1. Consultant's CV or portfolio, with detailed information relevant to the required qualifications.
2. Draft consultancy plan outlining the approach and tentative timeline (schedule) for the consultancy.
3. Bid – financial offer: The Consultant shall suggest a daily fee/rate in BAM per consultancy day. (Transportation, food and accommodation costs should be included). There is no standard format for the bid.

THE APPLICATION- BID SHOULD BE IN ENGLISH!

The received applications will be evaluated against the below stated criteria:

REFERENCE /HISTORY (experience in similar work)	METHODOLOGY / APPROACH (relevance for the task)	KNOWLEDGE /SKILLS (specific for the task)	FUNDS (value for money)
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Interested candidates are invited to apply to the address:

CARE International, Balkans, Derviša Numića number 6, 71000 Sarajevo,

or to the e-mail: halkic@care.de

Closing date for applications is September 22nd, 2025, 15h

For any additional information concerning the application, please contact:

Branislav Tanasijevic, Project Manager, E-mail: tanasisjevic@care.de