**TERMS OF REFERENCE**

**Vacancy Announcement: Coordinator with Private Sector, Employment Institutions and Training Providers** **for Professional Skills Development and Employability Project**

**Project Duration:** 3 years  
**Type of Position:** Full-time  
**Project Objective:** The project aims to support young people, especially women, in gaining employability and creating new job opportunities by improving professional skills and strengthening collaborations with employers.

**I. GENERAL PROVISIONS.**

Public Association "Positive Initiative" is a patient organization of people living with HIV, hepatitis C and tuberculosis, as well as vulnerable groups, with extensive experience in the field of HIV/AIDS and drug addiction, working throughout the Republic of Moldova.

The organization's goals are aimed towards:

- Prevention of HIV/AIDS, viral hepatitis C, tuberculosis, drug addiction and other socially dangerous diseases;

- Increasing access to treatment, care and support in the context of HIV/AIDS, viral hepatitis C, tuberculosis and drug abuse epidemics;

- Broad involvement of beneficiaries in decision-making on key issues of responding to the epidemic of HIV/AIDS, viral hepatitis C, tuberculosis, drug addiction and other socially dangerous diseases, as well as addressing its consequences at all levels;

- Strengthening the capacity of beneficiary organizations and communities;

- Protection of human rights and freedoms, etc.

The organization's work aims to bring together all responsible parties and stakeholders, strengthen community systems, influence public opinion and public policy in order to create an environment in which every person, regardless of their vulnerability, has all the rights and opportunities necessary for a dignified life.

**Currently, A.O. Positive Initiative, intends to allocate part of the funds to contracting the Coordinator with Private Sector, Employment Institutions and Training Providers** **for Professional Skills Development and Employability Project.**

**II. ABOUT THE ROLE**  
We are looking for a Coordinator to establish and manage strategic partnerships with the private sector, employment institutions, and training providers. The role involves strengthening collaboration between key stakeholders, ensuring alignment between training programs and labor market needs, and facilitating employment opportunities for beneficiaries. Our project is a unique opportunity for growth and collaboration, aiming to connect business needs with participants' ambitions and the valuable support of donors, ensuring mutual benefit.

**III. RESPONSIBILITIES**

As the Coordinator you will:

• Develop and maintain partnerships with private sector companies, employment agencies, and vocational training providers to support beneficiaries' career development.  
• Identify and analyze labor market trends to ensure training programs align with employer demands.  
• Work closely with trainers, career consultants, and case managers to facilitate job placement and internship opportunities.  
• Monitor and evaluate the effectiveness of partnerships and training programs, gathering feedback from stakeholders to improve outcomes.  
• Advocate for youth employability initiatives and policy improvements in collaboration with institutional partners.

**IV. QUALIFICATION REQUIREMENTS (evaluation criteria)**

**1. General Qualifications (20 points)**

- Minimum of two years of higher education in business administration, economics, human resources, or a related field. A master’s degree in business administration is considered an advantage. (max 20 points)

**2. Experience and specialized skills (60 points)**  
- **Stakeholder Engagement**: Minimum two years of experience in establishing and managing collaborations with private sector employers, employment agencies, or training institutions, focusing on social impact goals. (max. 15 points)

- **Experience Working with Vulnerable** Groups: Proven experience in developing and implementing programs aimed at addressing social and/or employment challenges for at-risk communities (max. 15 points)

- **Experience in Engaging Business**: Experience in involving companies in community work, increasing their social responsibility, and fostering business sensitivity when working with vulnerable groups. (max. 15 points)

- **Labor Market Expertise**: Experience in labor market analysis, skills forecasting, and implementing workforce development initiatives. (max. 15 points)

**3.** **Language skills, other (20 points)**

- **Strong Communication Skills:** Proficient in Romanian and Russian (English will be an asset) both written and verbal, with the ability to engage effectively with various stakeholders. (max. 10 points)

- **Networking Abilities**: Ability to foster strategic partnerships, build trust with employers and institutions, and advocate for youth employability initiatives. (max. 5 points)

- **Problem-Solving Mindset**: Proactive and resourceful in overcoming challenges, adapting to dynamic labor market needs, and ensuring project objectives are met. (max. 5 points)

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| **EVALUATION CRITERIA** | **MAXIMUM points possible** |
| General Qualifications | 20 |
| Experience and specialized skills | 60 |
| Language skills | 20 |
| **Total:** | **100** |

The CVs will be evaluated by comparing and verifying the qualifications and experience of the candidates in accordance with the criteria mentioned in the Terms of Reference. **Only candidates who meet the qualification requirements and accumulate a score higher than 90 points will be contacted for an interview.**

**VI. DURATION OF SERVICE/CONTRACT**  
The Employee shall fulfill all responsibilities stipulated in this document. Their activity will commence on the date of signing the contract and will continue until 31.12.2025. If an extension of the contract is necessary, it shall be carried out through an Additional Agreement signed between the Parties. The Employee shall coordinate their activities with the Project Coordinator.

The Consultant shall coordinate the execution of work with the Project Coordinator.