



**“MYSEA - Mediterranean Youth, NEETs and women advancing Skills,
Employment and Awareness in the blue and green economy”**

Ref. No.: B_A.3.1_0115

Call for Human Resources

Description: Mentoring Content and Activities Development

HR Call No.: 13

Employment Organization:

Lebanese Development Network -LDN



The “MYSEA - Mediterranean Youth, NEETs and women advancing Skills, Employment and Awareness in the blue and green economy” (Ref. No.: B_A.3.1_0115), implemented and funded within the ENI CBC Mediterranean Sea Basin Programme, is launching a call for the recruitment of specialized Staff (Human Resources) under the following Terms of References (ToR):

Details of the Employment Organisation

Name of the Organisation	Lebanese Development Network -LDN
Postal Address	
City - Region	Jal Al Dib
Postal Code	
Country	Lebanon
Telephone	04-716 433
E-mail	info@ldn-lb.org
Contact Person	Amin Nehme
Official Website (URL)	www.ldn-lb.org

Brief Description of the Employment Organisation

The Lebanese Development Network (LDN) is a national non-profit organization “dedicated to assist individuals, communities and institutions build their capacities by conveying knowledge and improving practical performance to enable them manage the changing social requirements, catch opportunities and meet the development challenges.”

Programme and Project Information

Programme Brief Description

The 2014-2020 ENI CBC “Mediterranean Sea Basin Programme is the largest Cross-Border Cooperation (CBC) initiative implemented by the EU under the European Neighborhood Instrument (ENI). The ENI CBC Med Programme brings together the coastal territories of 14 countries in view of fostering fair, equitable development on both sides of the Mediterranean. Through calls for proposals, ENI CBC Med finances cooperation projects for a more competitive, innovative, inclusive and sustainable Mediterranean area.

Further information are available in the ENI CBC Med Programme official website: <https://www.enicbcmmed.eu>

Project Brief Description

Given demographic changes, skill mismatches, rigid regulations, gender gaps and persistence of certain socio-cultural norms, the Euro-Mediterranean region faces high unemployment rates of youth, mainly NEETs, and women are underrepresented in the labour market. The growing proliferation of sustainable and eco-responsible innovations in the agri-food and waste management sectors requires new occupational profiles. To achieve this goal, the MYSEA project aims, from one side, to identify existing and emerging skills and professional needs through oriented training, coaching and mentoring, and from the other side, to involve Technical and Vocational Education and Training (TVET) institutions and enterprises encouraging sector-skills alliances through apprenticeship, traineeship and on-the-job training. The project will result in opportunities for young women and NEETs to apply the soft and hard skills learned during the training period and offer a platform to exchange experiences and implement national employment schemes in favour of youth employment.

Further information are available in the MYSEA project official website:
<https://www.enicbcmmed.eu/projects/mysea>

Procurement, Funding and Contract Information

Funding of the Contract

The contract is funded within framework of the “MYSEA - Mediterranean Youth, NEETs and women advancing Skills, Employment and Awareness in the blue and green economy” (Ref. No.: B_A.3.1_0115), which is implemented under the the ENI CBC Mediterranean Sea Basin Programme.

Duration of the Contract

The maximum available duration of the contract is from the day of signature until the end date of the project.

Value of the Contract

The maximum available value of the contract is <18.000,00><EUR .

Contract Payments

The payments for staff cost can take place when the related workload has been partially or fully completed (e.g for a specific period of time).

Description of the Call

Subject of the Call

The subject of this tender, depending on the nature of the contract, is the provision of services related to the implementation of mentoring activities for youth, women, and NEETs, related to the training activities of the MYSEA project.

Eligibility of Applicants

The call is open to natural persons (Individuals, Freelance Professionals, etc.), that are able to deliver the expected services under an “Employment Contract”.

Output and Activity Description

Project Outputs Description

Following the conduction of 70 hours of mentoring and coaching, mentees shall be able to establish associations that foster social inclusions and promote job creation. MYSEA foresees the launching of 3 associations in the agrifood and waste management per country. Mentorship helps meeting the market needs and finding the right engagements to progress. Mentoring activities shall also focus on personal development to help cope with personal difficulties and boost confidence.

Project Activity Description

Mentoring activities shall be tailored to meet individual needs and give the mentees the platform for growth and development and to develop non-cognitive skills (self-control, communication skills, emotional intelligence etc). Leading mentors especially women and experts from the agrifood and waste management industries shall work closely with the target groups for a total of 70 hrs/country and advice on the right engagements that would enable them to progress. 25 youth, women, and NEETs will take part in the mentoring activities in each country.

Employment Information

Tasks of the Position

- Preparation of mentoring content
The expert is expected to prepare country specific mentoring content according to the common mentor-mentee guidelines.
- Implementation of mentoring activities
- Contribution in the preparation of Assessment Material and Tools
The expert is expected to create assessment material (i.e, evaluation forms) for the evaluation of the mentoring activities according to the mentoring guidelines provided.
- Implementation of mentoring assessments
- Preparation of reports
The expert is expected to prepare all relevant reports and provide all supporting documents of verification of implementation as required by the Project and Programme guidelines.

Applicant's Profile

Mandatory Requirements

- Professional experience and/or related academic background
- Academic specialization or experience in business counselling and/or mentoring (MSc/PhD and/or relevant experience)
- Experience in the provision of business counseling.
- Experience in mentoring activities for startups, youth businesses, associations, social enterprises, etc

Desirable Requirements

- Experience in business counselling for specific target groups (NEETs, Women, Unemployed)



- Experience in implementation of related activities for ENI CBC Med Projects
- Experience in implementation of related activities for EU Funded Projects

Additional Information

- The cross-border common mentor – mentee guidelines will be provided by the Employer in English before the start of the mentoring activities.
- The mentoring activities will be implemented in the national language of each country.
- By the end of the mentoring activities, MYSEA foresees the launching of 3 associations in the agrifood and waste management per country.
- 25 youth, women, and NEETs per country will participate in a total of 70 hrs of mentoring.

Employment Deliverables and Timeframe

- Implementation of Mentoring Activities
Timeframe: April 2023 – September 2023
- Contribution in the preparation of Assessment Material and Tools
Timeframe: until the end of September 2023 (15th of October 2023 the latest)
- Preparation of reports
Timeframe: During and after the implementation period as requested by the Employment Organization.

Note: Any other internal deadlines and milestones will be agreed among the Employment Organisation and the Employee.

Submission of Applications and Supporting Documents

Deadline for Submission of the Applications

The deadline for submission of applications is <22, March 2023 until 12:00 AM>. Any application received after this deadline will be automatically rejected.

Address and Means of Submission of the Applications

The application will be submitted in 1 (one) original. In case of e-mail submission, the applicant may provide an electronic version. Any application not using the prescribed form shall be rejected by the Employment Organisation.

1) If delivery by post or courier, the applications will be submitted in an envelope including and will contain the following information at the external part:

Name and address of the Employment Organisation

Contact person

Title of the Call

Reference number

Name and address of the applicant

2) If delivery by e-mail, the message will clearly indicate:

Title of the call

Reference number

Name and address of the applicant

The application form submission and any supporting documentation will be provided as attachment to the e-mail.

Supporting Documents

The applicants will submit their application using the **standard submission form available in Annex II of this call, along with their CV.**

The Employment Organisation may request any additional supporting documents that are necessary for the evaluation of the application and/or are required by the National Legislative Framework.

Provisions and Other Remarks

The selected procedure is in line with the guidelines for the implementation of ENI CBC MED Programme Guidelines and the Employer Organization's internal recruitment procedure. Additionally, the following will be taken under consideration:

Equal Opportunities

The Employer Organization applies an equal opportunities policy and accepts applications without discriminating on the basis of gender, race, colour, ethnic or social origin, genetic features, language, religion, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

Application Procedure

All vacancies can be found on the Employer Organization's website. If a candidate is found to have provided false information at any stage in the selection procedure, the Employer Organization has the capacity to disqualify the candidate in question.

Data Protection

The purpose of processing of the data submitted by the candidate is to manage the application of the candidate in view of a possible selection and recruitment at the Employer Organization.

The Employer Organization does not make public the names of successful candidates on reserve lists. However, it is possible that, for the purposes of recruitment and related planning purposes, members of the Employer Organization management team may have access to reserve lists and, in specific cases, to the CV of a candidate. Any supporting documents requested at any stage of the recruitment process are kept in confidence by the Human Resources Department.

The personal and sensitive information requested are processed in line with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).



Annex I – Format of Application to Be Provided by the Applicant

MYSEA HR CALL APPLICATION

Position: Entrepreneurial Skills Training Package Development

1. APPLICANT INFORMATION

Offer submitted by:

Name and Surname	
Address	
National ID or Passport Number	

Contact details:

Telephone	
e-mail address	

2. APPLICANT'S STATEMENT

I undersigned hereby confirm that the information included in this call are in full conformity with the specifications submitted to us by the Employment Organisation .

In addition, I confirm that I am fully eligible for providing employment under a contract financed by the EU.

Finally, I declare to have no conflict of interest with any other concerned party in the application procedure at the moment of submitting this application.

3. APPLICANT'S SUPPORTING DOCUMENTS

- Curriculum Vitae
- Copy of ID or Passport
- Other Documents (please specify)

Name	
Signature	
Date	

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