

Terms of Reference

Youth Connect Trainer-Mentor Albania/Kosovo and North Macedonia

Role Information	
Organisation	British Council, Serbia
Role	Youth Connect Trainer-Mentor
Number of roles	2 (two): one from Albania or Kosovo & one from North Macedonia
Project title	Youth Connect Western Balkans
Duration	Max 26 working days in total from November 2026 – March 2027
Work model	Hybrid (Face-to-face delivery at project locations and mentoring online).
Report to	Project Lead

Project description

Youth Connect is a British Council global programme that is grounded in the belief that more peaceful, prosperous and inclusive societies depend on the meaningful social, political and economic participation of young people. It supports young people to become active agents of positive social change rather than passive recipients of policy and services.

Youth Connect Western Balkans will bring together 36 young people (aged 18-30) from Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia and Serbia from diverse backgrounds – gender, ethnic and geographical – to learn and work together in order to make a positive contribution to a more peaceful Western Balkan community.

The programme will engage young people in a 4-day training workshop led by expert trainer-mentors from the region. This will be followed by a period of Action Research where young people will work in groups on the topics they consider to be important for them and their community, with the support of a mentor. The programme will conclude with a final Showcase event in March 2027.

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 celebrated 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.

Key Dates & Events

Dates	Location	Event	Expected travel days
15 – 20 November 2026	Belgrade	Training of Trainer-Mentors	15 and 20 November
6 – 11 December 2026	Belgrade	4-day workshop for youth	6 and 11 December
17 – 20 March 2027	Montenegro	Showcasing (final event)	17 and 20 March

Scope of Work

The British Council is seeking to create a regional team of 3 experts in youth programmes and mentorship who will provide guidance and mentorship to selected groups of young people and contribute to the successful implementation of the Youth Connect Western Balkans project.

1. Participate in Training of Trainers-Mentors

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

The training workshop will include the core modules of the Youth Connect Toolkit and the presentation of programme aims and principles. Training materials content will be discussed and finalised.

The Training will be led by a Serbia-based Lead Facilitator-Mentor who will act as support to both the trainers and participants.

2. Co-deliver a 4-day workshop for youth

The Trainer-Mentor is required to support the Lead Facilitator-Mentor with the delivery of the 4-day workshop for youth.

Training is planned to take place in Serbia. In case of any unexpected barrier, the location of the training can change.

3. Provide mentorship to up to 12 participants (two groups of six young people) during the Action Research phase, reporting and preparation of presentations and findings for the Showcasing event.

4. Participate in the preparation and delivery of the Showcasing (final event) in cooperation with the British Council team.

5. Contribute to final reporting and evaluation.

6. Safeguarding

The Trainer-Mentor is required to complete a comprehensive British Council Safeguarding online training as part of the 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 the 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

- Actively participated in all key programme events (ToT, 4-Day workshop, Showcasing), contributing to their successful delivery.
- Effective mentorship provided to up to 12 participants during their Action Research.
- British Council's Safeguarding requirements met throughout the assignment.
- Progress reports (format and frequency to be agreed with the Project Lead)
- Lessons learned shared with British Council.

Location

The project will be implemented in the Western Balkans. The Consultant is expected to travel to Belgrade or another location where the Training of Trainers-Mentors will take place, and to Montenegro for other key events. The locations of events might change due to unexpected barriers during project implementation.

Ideally, Trainer-Mentors will reside in Albania/Kosovo and North Macedonia respectively, 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 shall 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, and it needs to be approved by the British Council.

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 training qualification would be an advantage.

Language skills:

- Fluent in written and spoken English (minimum C1)
- Fluent in written and spoken Albanian (Consultant from Albania/Kosovo)
- Fluent in written and spoken Macedonian (Consultant from North Macedonia)

Professional Experience:

- Minimum 3 years of working on donor-funded projects.
- Demonstrable experience in delivering trainings 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 collaborative manner; giving and receiving feedback
- Coordination skills and networking

Application process

Applicants must send in English:

- **CV including references'** full name, job title, company name, email address and tel. number.
- **Place of residence and mobile phone number** to include in CV.
- **Cover letter** (max 2 pages) stating how they meet the qualifications and experience requirements, particularly experience in delivering training and providing mentorship to young people.
- **In the body of the email, please confirm that you are available on the Key Dates.**

Note:

1. British Council considers the consultancy fee as output-based price regardless of any potential extension of contract duration due to changes in the project timeline.
2. The consultancy fee is all-inclusive (i.e., inclusive of all taxes, gratuities, bank charges, costs required to perform the deliverables, local transportation and per diems, etc.).
3. British Council shall cover travel costs in economy class, hotel accommodation and subsistence for the events listed in the Key Dates section, if the Consultant does not reside at the location.
4. The Consultant is required to use his/her own laptop for the completion of tasks.

Background check:

The British Council has a legal obligation to ensure that we are not negligent in our recruitment practice. The robust screening of selected applicants will be undertaken, including Pre-Appointment Checks, Post appointment measures, Criminal Records Checks, in line with organisation's procedures and policy.

Timeline:

To apply, please send your application to: mina.kokot@britishcouncil.org

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

The deadline for applying is Sunday, 11 October 2026, at 23:59 CET.

Only shortlisted candidates will be contacted.

Engagement for the advertised position is subject to receiving final approval of the project and programme funds, which are expected by the end of October 2026.