

## Terms of Reference (ToR)

**Project:** “YouThrive: Empowering Lezha’s Youth for the Digital Workforce”

**Ref. number:** YouThrive-3

**Expert for:** “Training and Mentoring Services for Artificial Intelligence (AI) and Digital Tools”



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## 1. Background information

EuroPartners Development (EPD) is an Albanian-based organization dedicated to advancing society toward meaningful cultural and institutional transformation in the context of European Integration. Its mission is to strengthen capacities, inform and educate, and encourage active participation among public and non-public institutions, communities, and citizens in democratic and socio-economic development processes and reforms.

Over the years, EPD has evolved into a professional service-providing organization with strong expertise in institutional capacity building, EU-related reforms, economic and regional development, civil service, and public finance. Its work also places a strong emphasis on **youth empowerment, job creation, and fostering local economic development**, helping communities build skills, expand opportunities, and stimulate sustainable growth at the regional and national level.

**“YouThrive: Empowering Lezha’s Youth for the Digital Workforce”** is a project funded by the **Agence Française de Développement (AFD)** under the **BOOST<sup>1</sup> programme, coordinated by ALDA – European Association for Local Democracy**. The project is implemented in the Municipality of Lezha, Albania, by EuroPartners Development and aims to empower young people in Lezha by strengthening their role in local development through practical digital-skills training, career-development support, and freelancing guidance. By equipping them with the tools for today’s job market, the project helps youth access sustainable economic opportunities and actively contribute to the social and economic growth of their communities. More than a training and mentorship initiative, YouThrive is a stepping stone toward financial independence, professional confidence, and the ability to stay and succeed in Lezha. It empowers young people to work globally while living locally, without needing to migrate. It offers families hope, businesses fresh talent, and the region a model of inclusive, future-ready development. By helping youth build flexible, digital careers from their own communities, the project supports both individual empowerment and broader efforts toward economic inclusion and EU integration.

## 2. Purpose and Objectives

### 2.1 Purpose

The purpose of this assignment is to design and deliver a comprehensive online training and mentorship program that equips 60 youth from Lezha Municipality with practical, job-ready skills in Artificial Intelligence and digital productivity tools. The expert will provide hands-on training services focusing on AI fundamentals, productivity and workflow optimization, AI-supported writing and communication, and the use of AI for career development.

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<sup>1</sup> Balkans for Optimising Opportunities, Sustainability and Transformation of Civil Society

Additionally, through structured mentorship circles, the expert will support youth in applying AI and digital skills to real-life work tasks, improving efficiency and creativity in daily professional activities, while also guiding them in using these tools creatively to showcase their skills and professional profiles to potential employers, including during the project’s final business matchmaking event.

## 2.2 Objectives

- **Design and deliver a practical, hands-on training module on AI and digital productivity tools** that enables participants to understand, select, and apply relevant AI-powered solutions (e.g. content and task automation through AI, presentation and document tools, etc.) to real-life learning, work, and freelancing scenarios.
- **Build participants’ capacity to use AI and Digital Tools responsibly and effectively** to improve efficiency, creativity, and quality of outputs, including content drafting, project structuring, presentation design, workflow optimization, and basic problem-solving, with a strong focus on practical application rather than theory.
- **Provide individualized and small-group mentorship** to support participants in applying AI and digital tools to their own projects, portfolios, and freelancing goals, offering clear, constructive feedback and guidance tailored to beginner and intermediate digital users.
- **Guide participants in translating AI and digital tool skills into employability and income opportunities**, by demonstrating how these tools are used in today’s job contexts, particularly within remote work contexts, and by strengthening participants’ confidence, professional readiness, and ethical use of AI in the digital economy.

## 3. Deliverables

For the delivery of the assignment, the following are required:

<b>1. Training Plan &amp; Curriculum</b>	Develop a detailed training plan and session-by-session curriculum for the 1-week AI & Digital Tools Training module, including learning outcomes, topics, exercises, and required tools.
<b>2. Training Materials</b>	Complete set of training materials, including: <ul style="list-style-type: none"> <li>• presentation slides</li> <li>• practical exercises and assignments</li> <li>• templates (e.g., content calendar, post formats, etc.)</li> <li>• lit of resources and tools</li> </ul> <i>All materials must be provided in editable and final formats to the project team.</i>

<p><b>3. Delivery of 8-day Online Training</b></p>	<p>Successful delivery of all scheduled training sessions (fully online), covering:</p> <ul style="list-style-type: none"> <li>• Introduction to AI fundamentals and its impact on work, productivity, and the digital economy.</li> <li>• Using AI for writing, research, communication, and information management.</li> <li>• Applying AI tools for task planning, time management, and workflow optimization.</li> <li>• Leveraging AI for content creation, copywriting, and creative productivity.</li> <li>• Using AI to support career development, job search, and freelancing activities.</li> </ul> <p><i>Attendance sheets and session recordings must be submitted after each session.</i></p>
<p><b>4. Individual and Group Mentorship Sessions</b></p>	<p>Delivery of one-to-one and small-group mentorship sessions, including:</p> <ul style="list-style-type: none"> <li>• feedback on assignments and creative outputs</li> <li>• guidance on improving content quality</li> <li>• support in developing portfolio-ready pieces</li> <li>• work related advice based on mentor’s experience in AI and digital tools for productivity and digital related work</li> </ul>
<p><b>5. Participant Portfolio Outputs</b></p>	<p>Support participants in producing:</p> <ul style="list-style-type: none"> <li>• creative AI powered presentations of their newly acquired skills</li> <li>• Creative way how they can use AI for showcasing their knowledge and persona to potential employers (<i>to be connected with the last part of the program on Career and CV building</i>)</li> <li>• The expert trainer/mentor must review and approve the final outputs.</li> </ul> <p><i>(The portfolio developed at this stage will be further built upon and refined during the final phase of the program, which focuses on career development and CV building.)</i></p>
<p><b>6. Session Recordings &amp; Repository Uploads</b></p>	<p>All training and mentorship sessions must be recorded and uploaded to the project’s designated folder, labelled with the session title and batch number, to ensure easy access and tracking by the project team, who will then upload them to the online repository for use by the participating youth.</p>
<p><b>7. Training Progress Report</b></p>	<p>Submission of a short progress report (3 pages max) upon finalisation of the 8 days training sessions, summarizing:</p> <ul style="list-style-type: none"> <li>• attendance and participation levels</li> <li>• learner engagement and completion of assignments</li> <li>• challenges identified during the training phase</li> </ul>

	<ul style="list-style-type: none"> <li>observed improvements in participants’ skills</li> <li>recommendations for support during the mentorship phase</li> </ul> <p><i>(Report format to be provided by the project team.)</i></p>
<b>8. Final Mentorship &amp; Assignment Completion Report</b>	<p>Submission of one comprehensive final report (4 pages max) upon completion of the mentorship phase, including:</p> <ul style="list-style-type: none"> <li>summary of training delivered and overall structure</li> <li>summary of mentorship provided (individual and group)</li> <li>participant performance overview and progression</li> <li>assessment of the quality of assignments</li> <li>recommendations for future iterations of the program</li> </ul> <p><i>(Report format to be provided by the project team.)</i></p>

#### 4. Expert Profile

The expert to be contracted must meet the following criteria:

- **University degree** (Bachelor Degree as a minimum; Master Degree is an asset) in one of the following fields: Information Technology, Computer Science, Business Informatics, Digital Media, Communication, Artificial Intelligence, Data Science, or related fields. Additional certifications or professional training in AI tools, digital productivity tools, or online education methodologies are considered an asset.
- **Minimum four (4) years of professional experience** in the practical application of AI and digital tools, including generative AI, content automation, AI-based productivity tools, digital content creation, workflow optimization, project development, presentation design, and/or digital entrepreneurship.
- **At least three (3) years of combined experience** in digital education, training, mentoring, or instruction (online and/or in person), with proven ability to design and deliver interactive, practice-oriented educational/training programmes for beginner or intermediate-level digital users, translate complex AI and digital concepts into accessible language, and provide individual and group mentoring. Experience working with youth or vulnerable groups is considered an asset.
- **Proven experience in developing structured training materials**, including presentations, exercises, templates, and assignments, and in providing clear, constructive, and motivational feedback to learners.
- **Previous experience working on donor-funded projects** (EU, international donors, NGOs) is a strong advantage.
- **Good understanding of the Albanian youth context**, particularly in underdeveloped and rural areas is an asset.
- **Familiarity with freelancing platforms** (e.g. Upwork, Fiverr, or similar) is an asset.

- **Excellent communication and presentation skills**, with an excellent command of English (minimum C1), enabling effective guidance on global AI trends, digital tools, and sector-specific terminology.

## 5. Location

The training and mentoring sessions will be delivered online, while initial preparatory working days will take place at EuroPartners Development's offices. The assignment also includes up to two field visits to Lezha Municipality for the kick-off and final project event.

## 6. Starting date and implementation of assignment

### Assignment Duration: 28 Working Days Total

- **8 WDays** – Training Services
- **20 WDays** – Mentoring Services

Each working day will cover both: (i) live training / mentoring sessions, and (ii) related tasks such as preparatory work, curricula development/ exercise design, reviewing participant work, preparing feedback, follow-up guidance, maintaining logs/progress trackers, and coordination.

### Training Sessions (May 2025)

- Participants will be divided into **two groups of 30**.
- The trainer will deliver **up to 4 days training per week**.
- Each group attends training **2 days per week**, meaning:
  - **Group 1:** 2 training days/week (up to 2 hours per training session)
  - **Group 2:** 2 training days/week (up to 2 hours per training session)

### Mentoring Sessions (May – August 2025)

- The mentor will provide **20 WDays** of mentoring spread out over this period.
- Each online mentorship session shall last up to 2 hours over a period of maximum 4 months with flexibility to adjust time schedules as per student needs.

## 7. Reporting

The Expert shall work in close coordination with the Project Manager, providing regular updates on the training and mentoring sessions progress. The Expert will provide a structured Training Progress Report and a Final Mentorship & Assignment Completion Report which shall be used for the interim and final project report.

All updates and reports must be submitted in English, in accordance with the deadlines established by the Project Manager.



## 8. Ownership & Compliance

All work products become the property of EuroPartners Development for non-exclusive use under the project; donor visibility/crediting (AFD/BOOST/ALDA) is mandatory on public-facing materials. The Expert must comply with privacy/data-protection, safeguarding, and ethical communication standards.