Terms of Reference
Project Coordinator
Provided for YWCA of Jerusalem

Introduction:
YWCA of Jerusalem is implementing a 9- months Project with MJO- GIZ entitled "Yalla let's work Digital and culinary job opportunities for marginalized Jerusalemite youth.

The program has a major objective to be achieved as below:
Contribute to offering Palestinian youth more job opportunities and facilitate the access of Jerusalemite marginalized youth to labour market by providing vocational training and skills development.

Outputs of the project is as follows:
- Provision of specialized trainings in 2 separate market-oriented topics.
- Provision of the opportunity of introducing the beneficiaries to the market through work-based learning
- Provision of the opportunity of the beneficiaries starting small scale businesses.
- Provision of the opportunity of being employed in the local market.

The purpose of the intervention:
The project will provide skills training to marginalized Jerusalemite youth in 2 main specializations, allowing them to access the labor market and/or start their own businesses.

Scope of work
- Launch and supervise an awareness & promotional campaign to invite beneficiaries to apply for 2 separate courses: web development and barista
- Recruit trainers for both topics, documenting and filing all relevant documents such as contracts, CV, selection criteria, financial papers, etc
- Procure and purchase tools and equipment for both courses as per the project and YWCA regulations
- Choose beneficiaries as per the project and filing the application forms and all relevant documents.

- Perform and supervise both trainings, collecting attendance sheets, insurance and any relevant document.
- Plan for and perform training for entrepreneurial startups
- Arrange with the local market to sign agreements and perform WBL
- Perform a career day for the beneficiaries.
- Keep all records in 3 hard copies and one soft copy clustered according to subject and date.
- Supervise and follow up pre and post evaluation questionnaire with the participants for M&E purpose. Assisting in connecting the participants to possible employment opportunities.
- Submit periodic and final narrative and financial reports