



Announcement for Train-the-Trainer Programme

for Notaries, Private Enforcement Agents, Mediators and Bankruptcy Administrators

The EU-funded project "Support to Free Legal Professions and the Bar Association" in Kosovo" (the Project) is announcing a **call for trainers** to take part in the **Train-the-Trainer Programme (ToT) for four free legal professions (FLPs) in Kosovo**: Notaries, Private Enforcement Agents, Mediators and Bankruptcy Administrators.

➤ The Train-the-Trainer Programme

- **Objective: to develop a sustainable training programme for the four FLPs** above. It will be dedicated to applying an instructional methodology for adult learning, developing presentation and facilitation skills, designing courses, curriculum development and preparing course material.
 - **Expected Timing of Train-the-Trainer Programme:** February 2018 - September 2018.
 - ✓ **Duration of complete programme: 20 days**, divided into 4 training sessions of 5 days each and written assignments in between the sessions with estimated preparation time between sessions 5 to 10 hrs.
 - ✓ The programme is limited to 25 people and aims at equal representation of the four FLP.
 - Tentatively **periods of the ToT sessions:** 5 working days in the second part of February 2018 (the first ToT session), 5 working days in May 2018 (the second ToT session), 5 working days in July 2018 (the third session, first group participants) and 5 working days in September 2018 (the third ToT session, second group participants).
Participants are expected to follow all sessions. A **minimum of 80% attendance** is necessary for completion and certification.
 - **Consequences of the certification:** Possibility for conducting trainings at the request of the representatives of the FLPs above and/ or their respective professional organizations.
- **Requirements** to candidates:
- a university degree in law, economics, or other related fields for these FLPs
 - relevant professional experience of minimum 5 years
knowledge of legal framework and procedures and an ability to gather and analyse training content
 - Kosovo citizenship
 - prior teaching experience is an asset to be a representative of one of the **target groups** below:



- ✓ practicing representative of one of the 4 FLP above (notaries, mediators, private enforcement agents, and bankruptcy administrators),
- ✓ university lecturer,
- ✓ judge,
- ✓ prosecutor,
- ✓ employee at Ministry of Justice or
- ✓ attorney at KBA.

The candidates shall i) pursue the objective of developing structured continuous training for the FLPs above and increasing their competencies and professionalism, ii) be recognized experts in the field of one or more FLPs above, and iii) be committed to delivering trainings for FLPs.

➤ **Mandatory documents:**

1. Motivation letter, including indicated commitment to attend ToT Programme
2. CV in Europeaid format

Candidates are requested to **send** their **application** to Ms Engji Januzi, contact details: engjellushe.januzi@bseurope.com; +381 38 778 095.

- **Deadline for application:** 22nd of December 2017
- **Shortlisted candidates** will be called for an **interview** between 8th- 12th January 2018.
- **End of the selection process:** Mid of January 2018.
- **The Project:** The overall objective of the project is to strengthen the judiciary by strengthening free legal professions and the Bar Association. The purpose of this project is to fully functionalize the system of free legal professions by strengthening the Department for Free Legal Professions and the capacities of free legal professions and the Bar Association.