



	Terms of Reference
	<p>PRECEDe</p> <p>Partnership for Reconciliation through Early Childhood Education and Development in Europe</p>
<p>PRECEDe - Partnership for Reconciliation through Early Childhood Education and Development in Europe Contract number: 2012/306-585 Project Reference number: EuropeAid/132438/C/ACT/Multi</p>	

Title of the assignment	Assistant to the Regional Coordinator for Advocacy-Activity/Result 3
Duration	October 2013 / November 2014

Approved by:	Submitted on behalf of the PRECEDE Partnership (Pomoc Deca, Early Years, Center for Civil Initiatives, First Children's Embassy in the World Medjashi, Balkan Sunflowers and Partnerë për Fëmijët)
Svetlana Glodic Project Coordinator in Serbia (Pomoc Deca)	Ljiljana Vasic Project Team Leader (Pomoc Deca)
Date:	Date:

Background and Rationale	<p>The purpose of the PRECEDE programme is as follows: "To support civil society influence over reconciliation process and cohesion through education in early years in the Balkan region and Europe".</p> <p>In particular, in the Implementation Period, Component/Result 3 states: „Regional Network and minimum seven country level civil society networks have skills and knowledge to advocate for inclusion and implementation of the modules and topics relevant to the conflict prevention, peace building and reconciliation into national curricula for the early childhood care and education”.</p>
Objective	Supporting Regional Coordinator and National Project Coordinators to develop national partners' and their own capacities to develop effective advocacy strategies through the use of sound documents, methodology, instruments and steps at the regional and national levels.





Work description

The Assistant to the Regional Coordinator is selected and appointed at the regional level for Component/Result 3 for the Implementation phase of the programme.

Assistant to the Regional Coordinator:

- Assists the Regional Coordinator to coordinate the advocacy activities of the national partners for PRECEDE at regional level;
- Supports National Project Coordinators at the regional and national level in the promotion of reconciliation and peace building through ECCD;
- Assists in the preparation of advocacy materials for PRECEDE Network members presenting at International Conferences or seminars;
- Supports the Regional Coordinator in the development of the regional advocacy strategy and development and distribution of advocacy materials;
- Supports the Regional Coordinator with the materials for inclusion on the Regional PRECEDE website, including the progress and results from all PRECEDE Components;
- Supports the development of national advocacy strategies and materials in accordance with the Regional Advocacy Strategy;
- Is in regular contact with the National Project Coordinators and provides inputs to National Project Coordinators;
- Delivers a quarterly report and filled Timesheets to the Project Team Leader

Qualifications and skills

- Preferably university degree,
- At least 3 years of experience in the fields of Public relations, advocacy and lobbying related to human or child rights;
- Experience in conducting training for adults using participatory and interactive methods;
- Excellent communication and presentation skills;
- Willingness and ability to travel within the Balkans Region;
- Prior experience of working in NGOs in South East Europe and Balkans' Region;
- Knowledge and experience of EU-funded IPA projects and EU visibility requirements;
- High level of English-language proficiency (speaking, reading and writing).





Specific professional experience

- Experience in developing plans for advocacy through Media;
- Activism in civil sector and civil initiatives;
- Proven experience in advocacy and lobbying;
- Experience in development of promotional materials using written publications, electronic formats, social networking media;
- Experience in working with children at age group 0-8 years of age;
- Experience in working with stakeholders;
- Good teamwork skills.

