



	Terms of Reference
	<p>PRECED E</p> <p>Partnership for Reconciliation through Early Childhood Education and Development in Europe</p>
<p>PRECED E - 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	Regional Coordinator for Quality Standards - Activity / Result 5
Duration	October 2013 / November 2014

Approved by:	Submitted on behalf of the PRECEDE Partnership (Pomoc Deci, 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 Deci)	Ljiljana Vasic Project Team Leader (Pomoc Deci)
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 5 states: “Country specific toolkits developed and tested for the capacity building of the local civil society organisations to become partners in the national networks for peace building and reconciliation through the early years education in the Western Balkan region”.</p>
Objective	Supporting National Project Coordinators to develop national partners' and their own capacities to improve their Organisational Management Quality policies and practices and to assist in preparation of the PRECEDE national networks' partners for Quality Certification.





Work description

The Regional Coordinator is selected and appointed on the regional level for Component/ Result 5 for the Implementation phase of the programme.

Regional Coordinator:

- Coordinates with National Project Coordinators activities related to capacity building of introduction of policies and procedures in organisational management;
- Consults with Project Team Leader and experts for ISSO 9001/2008 accreditation regarding the necessary processes and timeline for partner organisations' accreditation and certification;
- Coordinates and conducts trainings for self - evaluation at regional level for partner organisations;
- Assists the National Project Coordinators to organize and facilitate capacity building workshops for National Working Groups on the policies and practices that improve organisational management of CSOs;
- Coordinates developing a manual for achieving the quality standards in organisational management;
- Assists the National Project Coordinators to organize and facilitate capacity building workshops for National PRECEDE Network members to achieve the quality standards in each of the seven categories to achieve ISSO 9001/2008;
- Coordinates organisation of interim evaluations of the CSO capacities based on the indicators set in the manual;
- Is in regular contact with the National Project Coordinators and provides inputs to National Project Coordinators;
- Is in regular contact with Project Team Leader and provides input to Project Team Leader;
- Delivers a quarterly report and filled Timesheets to the Project Team Leader.

Qualifications and skills

- University degree;
- At least five years of experience in the field of CSO work;
- Excellent communication and presentation skills;
- Experience in training of CSOs in management, evaluation and monitoring;
- At least three years of experience in management and/or governing of CSOs and organisational systems;
- Experience in one or more of the core PRECEDE fields: ECED, advocacy, capacity building of civil society, peace building,





	<p>reconciliation, action research or policy development;</p> <ul style="list-style-type: none"> • Proven experience of conducting training for CSOs in self-evaluation and organisational management skills; • Demonstrated ability to transfer knowledge to diverse audiences through training, mentoring and long distance support; • Willingness and ability to travel within the Balkans Region; • High level of English-language proficiency (speaking, reading and writing). <p>Specific professional experience</p> <ul style="list-style-type: none"> • Comprehensive experience in leading complex consultation processes and/or trainings for adults using participatory and interactive methods; • Comprehensive experience in policies / practices / regulations relevant to organisational development; • Experience in comprehensive evaluation/study/monitoring of organisational development; • Experience of working as part of a multi-country project including working with civil society; • Knowledge and experience of EU-funded IPA projects and EU monitoring and evaluation requirements; • Good Teamwork skills.
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