



	Terms of Reference
	<p>PRECED</p> <p>Partnership for Reconciliation through Early Childhood Education and Development in Europe</p>
<p>PRECED - 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 Monitoring - Activity/Result 2
Duration	November 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 2 states: "Regional network and minimum seven country level civil society networks have skills and knowledge to monitor the implementation of the policies, programmes and interventions in relation to conflict prevention, peace building and reconciliation through ECD".</p>
Objective	Supporting National Project Coordinators to develop national partners' and their own capacities to conduct effective monitoring and evaluation of projects, programmes and internal NGO procedures through the use of sound methodology, instruments, recording and reporting on outcomes and impact of their projects and PRECEDE at the regional and national levels.





Work description

The Regional Coordinator is selected and appointed at the regional level for Component/ Result 2 for the Implementation phase of the programme.

Regional Coordinator:

- Helps in establishing Monitoring and Evaluation guidance and instruments for PRECEDE's strategic programming and social change technical areas including: civic participation, advocacy, conflict transformation/peace building and partnership through ECED;
- Coordinates the monitoring and evaluation activities of PRECEDE partners at the regional level;
- Coordinates and supports the National Project Coordinators and National Working Groups in the partner countries participating in and conducting the monitoring and evaluation of the implementation of programme activities; capacity building of civil society, advocacy, quality assurance, implementation of the Programmatic Toolkit in preschool setting and policy development;
- Assists the National Project Coordinators to organize and facilitate capacity building workshops for National Working Groups on the types of monitoring models, strategies, approaches and instruments used within monitoring and evaluation;
- Coordinates the development of the regional monitoring methods and instruments based on the findings of the Inception Phase and the Action Research conducted in each partner country;
- Recommends monitoring and evaluation methodologies to be used within the region and support in analysing the findings;
- Provides guidance and advice to national partners for their documents and monitoring practice;
- Is in regular contact with the National Project Coordinators in each country in respect of the monitoring and evaluation component;
- Will analyse the results of the monitoring action within each country and based on the analysis, revisions will be provided to the countries on how to improve the process;
- Is in regular contact Team Leader and provides inputs to Project Team Leader;
- Delivers a quarterly report and filled Timesheets to the Project Team Leader.



Qualifications and skills

- University degree in Social Studies;
- At least a Master's in a field related to international development, business management or research;
- At least seven years of progressive responsibility in development programs, civil society;
- Proven experience of conducting monitoring or evaluation of projects or programmes;
- Thorough familiarity with principles and current approaches to monitoring and evaluation using both quantitative and qualitative methods;
- Demonstrated M&E field experience; skilled in collecting, manipulating and analyzing data;
- Experience in one or more of the core PRECEDE fields: ECED, advocacy, capacity building of civil society, peace building, reconciliation, action research or policy development;
- Demonstrated ability to transfer knowledge to diverse audiences through training, mentoring and long distance support;
- High level of English-language proficiency (speaking, reading and writing);
- Excellent analytical and computer skills; skilled in MS Office including, WORD, Excel, PowerPoint, Access and SPSS;
- 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.

Specific professional experience

- Comprehensive experience in leading complex consultation processes and/or trainings for adults using participatory and interactive methods;
- Competent and knowledgeable on international policies/practices/regulations relevant to early childhood education and development;
- Experience in monitoring or evaluating practice and standards within preschool education both public and private;
- Experience of working as part of a multi-country project including working with government structures and civil society;
- Knowledge and experience of EU-funded IPA projects and EU monitoring and evaluation requirements;
- Good teamwork skills.





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