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|  | 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</p> <p>Contract number: 2012/306-585</p> <p>Project Reference number: EuropeAid/132438/C/ACT/Multi</p> | |

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| Title of the assignment | Regional Coordinator for Research - Activity/Result 1 |
| Duration | October 2013 / November 2014 |

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| 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: |

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| 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 1 states: „Regional Network and minimum seven country level society networks have skills and knowledge to research and analyse policies, programmes and interventions in relation to conflict preventions, peace building and reconciliation“.</p> |
| Objective | Supporting National Project Coordinators to develop national partners' and their own capacities to conduct effective action research related to policies, practices and organisational capacities at national and regional levels through the use of sound methodology, instruments and steps at the national and regional levels. |



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| Work description | <p>The Regional Coordinator is selected and appointed at the regional level for Component/Result 1 for the Implementation phase of the programme.</p> <p>Regional Coordinator:</p> <ul style="list-style-type: none">• Coordinates activities of partners in research and analyses at regional level;• Helps National Project Coordinators in organising and facilitating participative consultations in their countries;• Makes the draft of membership criteria from results of consultative discussions in each partner country and shares it with partners;• Assists National Project Coordinators to identify role players against findings from the Inception phase in each partner country and at regional level;• Assists National Project Coordinators to organize and facilitate capacity building workshops for National Working Groups on the research design, strategies and methodology;• Prepares recommendations for improvement in preparation and conducting Action Research;• Participates/Conducts meetings, conferences and trainings related to Action Research;• Instructs and coordinates the Regional Working Group for the Research Component to explore the development of Action Research Instruments based on the findings of the Inception phase at the regional level and their adjustment to the level of national working groups;• Provides guidance and advice to national partners for their documents and research practice;• Recommends methodology and gives inputs for testing the research tools and instruments and analysis of the results;• Is in regular contact with 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. |
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Qualifications and skills

- University degree in Social Sciences;
- At least five years of professional experience in the field of research;
- Thorough familiarity with principles and current approaches to Action Research;
- 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;
- Excellent communication and presentation skills;
- High level of English-language proficiency (speaking, reading and writing);
- 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 conducting Action Research;
- 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.

