**TERMS OF REFERENCE - ToR 05/2018**

**Project Coordinator**

**ToR is published on behalf of Center for Comparative and International Studies from Tirana for the needs of the project implementation**

**Project Title: Microenterprise development project for women in the cross-border area**

**Project number: IPA/2016/152956-2/23**

**Contracting Authority: European Commission**

**Cross-border Programme the former Yugoslav Republic of Macedonia - Albania under the Instrument of Pre-accession Assistance (IPA II) allocations for 2014 & 2015**

**Start date**: 1.04.2018

**End date:** 30.09.2020

**Project leader**: Center for Change Management (CCM)

**Project Partner**: Center for Comparative and International Studies

Foundation for Support of Women and Youth Entrepreneurship EGALITE

Institute For Human Rights Skopje

**Position Title:**           Project Coordinator

**Location:**                   Tirana, Albania  
**Project:**                      Microenterprise development project for women in the cross-border area

**Duration:**                   November 2018 until September 2020

**Responsible to:** Executive Director of CCIS/CCM project manager

The Center for Comparative and International Studies is seeking to hire a person to fill the part-time position (80%) of Project Coordinator for the project “Microenterprise development project for women in the cross-border area”.

**JOB Description**

**Function:**  Project Coordinator, Project no: IPA/2016/152956-2/23

**Overall Role:**

CCIS is a dynamic and leading non-profit organization with a regional focus. CCIS promotes international cooperation by applying international expertise to frame issues, inform decision-making and guide change, in partnership with governments, foundations, businesses, civic groups, non-profit organizations and universities. With its very qualified expertise and consultants and excellent performance CCIS seeks to be a leading Think Tank supporting regional structures and activities, by building local capacity, strengthening and expanding its international network, ensuring financial sustainability and managing change within its organization.

**The Research Portfolio of the CCIS includes:**

* Sustainable Development;
* Good governance;
* Human Rights and Human Security;
* Democratization;
* Regional Comparative Research.

The goals of CCIS, are to promote social-economic well-being and viable livelihoods through provision of capacity development services, improved service environments, and increased responsiveness and effectiveness of financing. Additionally, gender equality and female empowerment are one of the priorities of the Foundation, which is achieved by the several projects implemented.

The project ***Microenterprise development project for women in the cross-border area*** will in general increase competitiveness of women and strengthen the women entrepreneurship in Polog and Elbasan regions and provide sustainable solutions for development of women`s micro and small businesses in the cross-border area. Under the auspices of this overall objective there are three specific objectives:

Objective 1: To increase personal entrepreneurial skills and business competencies of women engaged in formal or informal business; This objective is oriented toward skills improvement in order that women become more competitive at the market – women get more confidence, increased managerial skills and competences in planning the business, financial management, risk mitigation etc.

Objective 2: To provide legal support services in doing business – in order to accept the rights and obligations in doing the business, make informative choices and get advice for a range of legal and administrative matters that entrepreneurs encounter in everyday work.

Objective 3: To improve on production, access to market and leverage possibilities for business development and cross-border cooperation and trade between rural areas and bigger urban centers at the regional and international markets – provide information for increased technologies, create business advisory platform for economic development, marketing, access to market and sale, development of partnerships in order to facilitate on development of start-ups and SMEs growth and development.

Objective 4: To enhance/revise the local and national policy measures for support of women entrepreneurship – get the local and national authorities together with other stakeholders in revision of existing policies for support

**RESPONSIBILITIES**

Project Coordinator (PC) will work under the overall supervision of the Executive Director (ExD) and collaborate closely with the other members of the project team (as assigned from the project partners) and external consultants. The PC will ensure the realization of yearly detailed work plans. Under the supervision of ExD, the PC will monitor, review, update and ensure the implementation of the approved plan, while actively engaging and applying him/herself in reaching his/her own capacity development goals with the ExD.

The PC will liaise regularly and contribute to the project visibility by raising awareness among all stakeholders and project counterparts at local and national level in collaboration with project team.

The Project Coordinator’s duties and task can be clustered under five major responsibilities:

*Project Planning and Coordination:*

* Coordinate project management activities, resources, equipment and information
* Break projects into doable actions and set timeframes
* Liaise with clients to identify and define requirements, scope and objectives
* Assign tasks to internal teams and assist with schedule management
* Make sure that clients’ needs are met as projects evolve
* Help prepare budgets
* Analyze risks and opportunities
* Oversee project procurement management
* Monitor project progress and handle any issues that arise
* Act as the point of contact and communicate project status to all participants
* Work with the Executive Director to eliminate blockers
* Use tools to monitor working hours, plans and expenditures
* Issue all appropriate legal paperwork (e.g. contracts and terms of agreement)
* Create and maintain comprehensive project documentation, plans and reports
* Ensure standards and requirements are met through conducting quality assurance tests

*Quality Assurance Management:*

* Responsibility for the effective management of the project;
* Ensure that the management of the project is keeping with principles of good governance and in compliance with the CCIS’s policies and practices, and operational manuals;
* Ensure due diligence is conducted on all partnerships, from initial solicitation of interest to finalization of all service delivery and completion of contracts;

*Human Resources management:*

* At the direction of and with the Executive Director, solicit, recruit, interview and /or contract staff, experts and consultants and / or capacity service providers and others;
* Organize team meetings, consultations and face to face relations with all contracted service providers.
* Develop and write terms of references for contracted positions.

*Reporting:*

* Ensure timely and accurate reporting to the Lead Partner, whether on activity basis, a monthly, quarterly, or yearly basis as stated in the grant contract.
* Ensure the development and application of sound and clear reporting formats;
* Ensure timely reporting of the progress and financial status of the project to the appropriate stakeholders or supervisors;
* Ensure on time preparation of quarterly Performance Monitoring Indicators.

**Qualifications and Experience Required:**

In order to properly fulfill his/her tasks and responsibilities, the Employee must have the following qualification and experience:

1. Proven experience in EU project management, with a focus on early stage innovative initiatives and business activities;
2. Business Management; rural and local development skills would be preferable;
3. Demonstrate increasing levels of responsibility and authority;
4. A proven self-starter and innovator;
5. A first degree (Bachelors or Diploma) and preferably Master’s Degree in the relevance to the position or equivalent qualification through working experience;
6. Knowledge of and experience with project implementation and fund management;
7. Experience in the management of tenders, contracts, writing terms of reference and due diligence;
8. Fluent written and spoken Albanian and comprehensive working knowledge of English

Individuals interested should submit a completed CV and letter of interest and sent by E-mail [qskninfo@gmail.com](mailto:qskninfo@gmail.com) and cc : [gordana.veljanovska@cup.org.mk](mailto:gordana.veljanovska@cup.org.mk) to arrive before **14th November 2018.**

Only shortlisted candidates will be contacted to proceed to the second stage of the selection process.