

Terms of reference: Regional and Local specialist

Responsibilities of the Regional and Local Specialist

The responsibilities of the Local development specialist will include the following:

- Ensuring the quality of all training provided and ensuring the achievement of capacity building objectives;
- Overall management, monitoring and supervision of all training activities;
- Preparation of TORs for training contractors; selection and contracting of training contractors, and management of contracts;
- Finalization of TORs for other TA contracts, where the substantive input is provided by other personnel of the PCU/RCUs; participation in the selection, and supervising the contracting of other TA personnel or firms. Contract management in these cases is the responsibility of the personnel/unit receiving the services;
- Provision of advice to the Director, and other units of the PCU/RCUs, on capacity building and TA matters, and preparing documentation as required;
- Liaison with other personnel of the PCU/RCUs, as required;
- Preparation of formal reports on project progress regarding the capacity building component.

The Local development specialist will be responsible for carrying out the following functions:

- 1) Develop a training and technical assistance (TA) coordination strategy to effectively monitor, supervise and implement planned training and TA activities;
- 2) Contribute to the preparation of the overall work plan for the PCU and annual work plans and supervise RCUs work plans ;
- 3) Work closely with the other relevant personnel/central and regional/local units in developing a timetable for all training and related capacity building activities, including municipal capacity assessment and community forums, that is linked appropriately with the sub-project cycle;
- 4) Mobilize and coordinate technical assistance and training activities undertaken at the central level, in accordance with the timetable provided in the training plan;
- 5) Supervise with the regional units the local government training with the selected training contractors, and coordinate with municipal governments, as required;
- 6) Monitor and assess the impact of all contracted training activities at central level, collect and analyze training evaluations and assessments;
- 7) Participate in a selected number of training sessions on a random basis to assess the effectiveness of the training program and provide a brief written report (up-to 2 pages in length) to the PCU Executive Director;

- 8) Organize quarterly and biannual meetings between training institutions and the PCU management personnel to discuss the ongoing training programs, and evolving training needs;
- 9) Report to the PCU Executive Director on the training monitoring and assessment findings;
- 10) Prepare the terms of reference for, and undertake the holding of a bidders' conference, evaluation of bids, selection, briefing and contracting, of the organizations responsible for training;
- 11) Provide assistance to RCUs in TA matters, and supervise the contracting process for all TA assignments;
- 12) Work closely with the M&E specialist to develop: (i) standard monitoring, evaluation and reporting formats to be generated by the MIS; and (ii) data base for tracking performance of training activities using agreed performance indicators.

Reporting Requirements

The Specialist will report to the Executive Director of the PCU on the activities carried out. He/she will be responsible for submitting monthly progress reports (up-to 2 pages in length) on the status of activities carried out in the Unit and for providing a written input to the Quarterly and Annual reports.

Necessary qualifications:

The candidate for the position of Local Development Specialist should meet the following qualifications:

- 1) Master's degree in social science, economics, public administration, or education;
- 2) Three years experience in Regional or local development gained in international organizations, NGOs, central or local authorities;
- 3) Fluency in English and Croatian;
- 4) Willingness and availability to work long hours and travel extensively throughout Croatia;
- 5) Sound knowledge of capacity development and/or human resource development, adult education and training methods;
- 6) Proven organizational and management capabilities;
- 7) Strong inter-personal and written communication skills, and proven ability to work cooperatively with others in both formal and community settings;
- 8) Sensitivity and responsiveness to the needs of others, and flexibility in adjusting to unexpected developments;
- 9) Experience in working in multi-ethnic settings will be an advantage;
- 10) Experience with contracting processes.

Working conditions:

The Regional and local specialist will be stationed in the PCU office in Zagreb, but should be ready to hold numerous meetings and work under pressure.