

**Open Call for Consultancy Services  
Employment and Social Affairs Platform Project Expert**

<b>TERMS OF REFERENCE:</b>	<b>Employment and Social Affairs Platform Project Expert</b>
<b>Title:</b>	Employment and Social Affairs Platform Project Expert
<b>RCC Department:</b>	Programme Department
<b>Starting Date:</b>	October 2017
<b>Reporting to:</b>	ESAP Team Leader and Senior Expert on Smart Growth
<b>Duration:</b>	October 2017 – October 2018 (225 days)
<b>Eligible:</b>	Individual consultant

### **Background**

The “Employment and Social Affairs Platform” (ESAP), is a regional project financed by the European Commission and jointly implemented by the Regional Cooperation Council (RCC) and the International Labour Organisation (ILO) in the 6 Western Balkan economies: Albania, Bosnia and Herzegovina, Kosovo<sup>1</sup>, Montenegro, Serbia and The Former Yugoslav Republic of Macedonia. The project, which began its implementation in 2016 and lasts for 3 years, aims to strengthen regional cooperation and institutional capacities of national administrations, enabling them to develop and effectively implement labour market and social policy reforms in their EU enlargement process.

The project aims to:

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<sup>1</sup> This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

- 1) Enhance regional cooperation and establish a structured regional Employment and Social Affairs Platform
- 2) Support the processes for preparation, monitoring and follow up of the employment and social component of the Economic Reform Programmes and Employment and Social Reform Programmes
- 3) Enhance the capacities of the relevant administrations for improved policy outcomes and policy reviews related to the prioritized employment, human capital and social policies
- 4) Strengthen capacities and the existing PES Network with a view to facilitating the SEE 2020 labour mobility objective and preparations for future participation in the European Employment Services

### **Outline of the Position**

To ensure smooth implementation under the ESAP project, RCC is recruiting an experienced project expert. The ESAP project expert will work in planning, implementation and monitoring of assigned ESAP project activities, as well as for ensuring that the project deliverables are delivered on time, within budget, in line with the RCC and EC Rules and Regulations and at the required level of quality.

The project expert will perform a wide range of duties including the following:

1. Plan ESAP project activities: Create and regularly update a detailed plan of activities in the assigned area of work in line with the general ESAP programme of work and the sequences the activities needed to successfully meet the project objectives;
2. Implement and execute project activities according to the project plan and ensure that the project deliverables are on time, within budget and at the required level of quality;
3. Monitor the project progress and make adjustments as necessary to ensure successful implementation of the project;
4. Contribute to the preparation of regular financial and narrative reports and supporting documentation for funders as outlined in funding agreements and in line with the RCC and EC Rules and Regulations.
5. Manage the online ESAP platform;
6. Liaise with the national authorities, relevant EU institutions, ILO and other relevant partners to ensure coordinated implementation of the activities with actors involved;

The ESAP project expert will be based in Sarajevo, but will be required to undertake field trips related to the implementation of project activities.

### **Reporting**

The ESAP project expert will directly report to the RCC ESAP Team Leader and the Senior Expert on Smart Growth.

### **Main Responsibilities**

1. Plan ESAP project activities: Create and regularly update a detailed plan of activities in the assigned area of work in line with the general ESAP programme of work and the sequences the activities needed to successfully meet the project objectives;

- Regularly review the project work plan with the RCC Senior Expert on Smart Growth, the ESAP Team Leader and all other relevant stakeholders that will be affected by the project activities, revise the work plan as required to fit the needs of the project beneficiaries;
- Determine and mobilise the resources (time, money, equipment, etc.) required to complete the assigned activities.

2. Implement and execute project activities according to the project plan; ensure that the project deliverables are on time, within budget and at the required level of quality

- Monitor the progress and implementation of project activities and make adjustments as necessary to ensure successful implementation;
- Establish communication channels and a schedule to regularly update stakeholders, including appropriate staff in the organisation, on the progress of the project;
- Review the quality of work completed with the project team on a regular basis to ensure that it meets the project standards.

3. Monitoring the progress of the assigned activities, making adjustments as necessary to ensure successful completion and contribute to the preparation of regular financial and narrative reports

- Take regular stock of progress in the assigned activities;
- Monitor project funds according to the established accounting policies and rules in line with the RCC and EU rules and procedures

4. Support the Employment and Social Affairs Web Platform by providing continuous content and technical facilitation and management of the platform under the guidance of RCC and ILO.

- Gather, write, edit and prepare content for the platform, with possible contributions also for the RCC/ILO websites, closely liaising with the ESAP project staff as well as other participants from the Western Balkan region in the process;
- Facilitate and closely monitor the activity in the different communities of practice under the ESAP platform and undertake appropriate action;
- Promote the platform among key national, regional and international stakeholders;
- Analyse key metrics of activity in the platform and prepare monthly reports.

5. Liaise with the national authorities, relevant EU institutions, ILO and other relevant partners to ensure coordinated implementation of the activities with actors involved

- Establish and maintain close working relationships with all relevant partners;
- Work on the RCC relations with the national authorities and regional partners and other stakeholders, ensuring full understanding, cooperation and a perfect fit of the activities with the key needs of the RCC participants;
- Ensure full understanding, cooperation and, wherever possible, synergy of the activities with other efforts of regional and international organisations in the area.

The ESAP project expert will undertake other tasks as directed by the RCC Senior Expert on Smart Growth and the ESAP team leader.

## **Competencies**

### **a. Functional Competencies:**

Results-Based project activity development and implementation: Contributes to the results through primary research and analysis

- Assesses performance to identify success factors and incorporates best practices into work
- Researches linkages across project activities to identify critical points of integration
- Monitors specific stages of project implementation

Building Strategic Partnerships: Maintaining a network of contacts

- Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues

- Analyses and selects materials for strengthening strategic alliances with partners and stakeholders

Innovation and Marketing New Approaches: Enhancing processes or products

- Generates new ideas and proposes new, more effective ways of doing things
- Documents and analyses innovative strategies/best practices/new approaches

Job Knowledge/Technical Expertise: Fundamental knowledge of own discipline

- Understands and applies fundamental concepts and principles of professional discipline or technical specialty relating to the position
- Possesses basic knowledge of organisational policies and procedures relating to the position and applies them consistently in work tasks
- Analyses the requirements and synthesizes proposals
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments

Regional Leadership and Advocacy for RCC's Goals: Preparing information for regional advocacy

- Identifies and communicates relevant information for advocacy for RCC's goals for a variety of audiences
- Identifies and takes advantage of opportunities for advocating for RCC's mandate

Client Orientation: Establishing effective client relationships

- Researches potential solutions to internal and external client needs and reports back in a timely, succinct and appropriate fashion
- Organises and prioritises work schedule to meet client needs and deadlines.

General Representation: Representing the RCC and other tasks

- Represent the RCC at relevant meetings and conferences;
- Prepare briefing documents for the RCC Secretary General, RCC Deputy Secretary General and RCC staff;
- Ensure that the outputs produced within priority areas maintain high-quality standards, that reports are clear, objective and based on comprehensive data. Ensure that all his/her

outputs meet required standards before completion to ensure they comply with the relevant mandates;

#### **b. Core Competencies:**

- Demonstrate/safeguard ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Treat all people fairly without favouritism
- Self-development, initiative-taking
- Act as a team player and facilitate team work
- Facilitate and encourage open communication in the team, communicate effectively
- Create synergies through self-control
- Manage conflicts
- Learn and share knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each employee.
- Informed and transparent decision-making

#### **Key Requirements:**

- A Master's degree or equivalent in economics, social sciences, or other subject of relevance for the position is a requirement;
- In-depth knowledge of SEE region, experience of regional cooperation in the SEE in thematic areas of ESAP project (employment, human capital development), EU enlargement and other relevant policies is a requirement;
- In-depth knowledge of specific employment or labour market policy areas.
- Previous experience in nationally and/or regionally executed project funded by the European Commission will be an asset;
- Fluency in oral and written English and computer literacy is a requirement; knowledge of other SEE languages and other EU languages will be considered an asset;
- Experience in managing intergovernmental processes, servicing intergovernmental bodies, supporting policy and programme development will be an asset;
- Strong analytical and financial skills demonstrable through previous work;
- Ability to work both independently and as part of a team in a multicultural environment;
- Possession of high inter-personal skills and ability to work under pressure and meet tight deadlines;
- Excellent communication skills. The candidate will be expected to speak at conferences and meetings organised by the RCC or when invited to represent the RCC.

### **Location**

The holder of the position will be based in Sarajevo.

### **Application Rules**

Qualified candidates are invited to send their motivation letter, CV highlighting relevant experience and three references, and financial offer by **2 October** via e-mail to [ProcurementforRCC@rcc.int](mailto:ProcurementforRCC@rcc.int). **Only** shortlisted candidates will be contacted by **7 October 2017** for an interview.

The candidate should be national of a participant of RCC Board from South East Europe.  
The RCC is an equal opportunities employer.