

EXPERT SEARCH OCTOBER 2009

A) MACEDONIA

Key expert 1. Team Leader (190 working days)

The Team Leader will have overall responsibility for the smooth running and timely implementation of the project and the efficient use of project funds. The Team Leader will be responsible for the field management of the team of experts, which will be composed of a number of experts. The Team Leader should have the possibility, in consultation with the Consultant's Project Director (to be covered under backstopping), to mobilise backstopping expertise to address unforeseen problems and technical issues. He/she will also be delivering, among others, mentoring services to the beneficiary. The Team Leader will be resident in Skopje. The Team Leader must have the following background/experience:

Qualifications and skills

- University degree¹ (where a university degree has been awarded on completion of three years of study in a university or equivalent institution), preferably in public administration, or law, or economy, or political science or management or other discipline related to this contract.
- fluency in both written and spoken English;

General professional experience

- at least 10 years of relevant professional experience in public administration reform.
- Experience in capacity-building support to public administration, with a focus on strategic planning, overall public administration reform, and/or capacity building/policy development to government institutions in charge of policies relevant to different ethnic communities and their equitable representation in the public administration.
- Expertise in design and delivery of training/mentoring in the field of public administration
- Team management and leading mixed groups of specialists as well as administrative and technical staff.

Specific professional experience

- At least 2 years of working experience in similar international co-operation programmes
- Experience in capacity building of Government structures responsible for improvement of the situation of the minorities.
- Experience in development, coordination, implementation and monitoring of Government Strategies relevant to different ethnic communities and their equitable representation in the public administration
- Experience in managing multi-component projects and implementation of an overall project strategy within structured stages

Key expert 2. Short-term experts (130 working days)

A pool of short and mid term expertise will be made available to the project in order to assist in detailed tasks as stated in the specific activities section. Some of these short term experts will address the cross-cutting issues (section 9).

The Consultant shall select and hire other experts as required according to the profiles identified in the Organisation & Methodology. These profiles must indicate whether they are to be regarded as senior or junior so that it is clear which fee rate in the budget breakdown will apply to each profile.

CVs for experts other than the key experts are not examined prior to the signature of the contract. They should not be included in the tender.

The Team Leader will be assisted by a number of short-term experts who will provide technical assistance required under the following indicative headings:

- Expertise in equitable representation issues
- Decentralization issues
- Public administration capacity building
- Expertise in policy making, monitoring and coordination and cooperation
- Training in different project component related fields
- Communication – Information & Publicity
- Legal expertise
- Capacity building/mentoring expertise

The experts must comply with the following minimum requirements:

¹ For reference on equivalent qualification see: EPSO website-Annex 1 (http://europa.eu.int/epso/on-line-applications/pdf/guide-1242-171104_en.doc)

Qualifications and skills:

- A university degree (where a university degree has been awarded on completion of three years of study in a university or equivalent institution) in fields related to the contract;
- excellent English and/or Macedonian and/or Albanian languages (oral and written communication skills)

Professional experience:

- A minimum of 5 years' working experience in the specific field for junior experts and a minimum of 7 years' experience in the specific field for senior experts.
- training needs analysis and/or design and implementation of human resource development policies, or other relevant experience as required.

B) CROATIA**Key expert 1: Team Leader (minimum 350 days)***Qualifications and skills*

- University degree; post-graduate studies in educational management will be considered an asset;
- Fluency in written and spoken English.

General professional experience

- 10 years of professional experience in adult learning;
- 5 years of experience in project management;
- 1 year of work experience in a transition and/or pre-accession country would be considered an asset.

Specific professional experience

- Experience in creating the methodology of teaching adult learners;
- Experience in capacity building activities;
- Experience in the development of standards and assessment system for AE would be an asset.

Key expert 2: Expert for AE programmes (minimum 300 days)*Qualifications and skills*

- University degree; postgraduate degree in educational management would be considered an asset;
- Fluency in written and spoken English;
- Knowledge of Croatian language would be an asset.

General professional experience

- 2 years of experience in drafting AE programmes;
- 1 year of work experience in a transition and/or pre-accession country would be considered an asset.

Specific professional experience

- Experience in providing adult education;
- 5 years of experience in providing training/seminars to adult learners.

Key expert 3: Grant Scheme Implementation Expert (minimum 250 days)*Qualifications and skills*

- University degree; postgraduate degree in educational management would be considered an asset;
- Fluency in written and spoken English;
- Knowledge of Croatian language would be an asset.

General professional experience

- 5 years of experience in project management of which at least 2 years in management and/or implementation of a grant scheme;
- 1 year of work experience in a transition and/or pre-accession country.

Specific professional experience

- Experience in design and/or implementation of trainings for grant beneficiaries;
- Experience in drafting teaching materials;
- Experience in design or delivery of such trainings programmes or curricula which take into account key competences.