

**Technical Assistance to the Programme “Support of VET through Innovation”
Contract notice: VET 01/2018**

Terms of Reference No.01/2020

Project Assistant – part of Project Coordination Team

1. Description of the assignment:	
1.1 Title of assignment	Project Assistant - part of Project Coordination Team
1.2 Activity	Support to the implementation of the Project "Technical Assistance to the Programme “Support of VET through Innovation" aiming at enhancing the institutional capacity of the MEF to develop a multifunctional VET centre in the Fier region, by building up a system of improved qualified skills responding to the needs of labor market and a sustainable sound system to monitor and evaluate the employment increase in the agricultural sector.
1.3 Background	The overall objective of the institutional technical assistance is to support MEF in policy advice and in the establishment of an agricultural multifunctional Vocational Education and Training Centre in the Fier Region in Albania, in order to increase the employability of VET graduates and to contribute to the enhancement of the country competitiveness in the agriculture and in the agro-food processing sectors.
2. Objectives and Requested Services	
2.1. Programme objectives and the expected results	<p>The purpose of this institutional technical assistance is to enhance the institutional capacity of the MEF to develop a multifunctional VET centre in the Fier region, by building up a system of improved qualified skills responding to the needs of labor market and a sustainable sound system to monitor and evaluate the employment increase in the agricultural sector. The expected results of the VET Programme are the following:</p> <ol style="list-style-type: none"> 1. Agricultural multifunctional centre (MFC) of excellence efficiently managed and organised in the Fier region; 2. VET and labour market oriented curricula developed; 3. Linkages of the multifunctional centre with the private sector, especially in the agriculture and agro-food processing sectors, enforced in the framework of a functioning dual system; 4. Coherence with IPA II financing to Employment and Skills Sector maximized (policy advice).
2.2. Requested services	<p>The Project Assistant will be part of the project Coordination Team and will work in close collaboration with the Key Experts team. The role will be broad based with emphasis on office management, with responsibility for day to day project activities, the logistics of arranging workshops and training seminars, the organisation of awareness events and publication of visibility materials. Tasks will include:</p> <ul style="list-style-type: none"> • In the absence of the Team Leader or Resident Advisor, will act as first point of reference for project-related inquiries. • In association with Team Leader requirements, will liaise with the Albanian Ministry of Economy and Finance and other line Ministries, the VET Schools of Fier and Lushnje and other organizations/institutions as per project needs and team leader instructions, to ensure smooth running of the project.

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	<ul style="list-style-type: none"> • Maintain office services by organizing office operations and procedures; designing filing systems; reviewing and sourcing office supplies; manages retention, protection, retrieval, transfer, and disposal of records. • Organise and manages filing and storage of documentation • Develop and maintain system of recording and accounting for local expenditures. Maintain local budget; scheduling expenditures; analyse variances; in association with Team Leader, initiate corrective actions. • In association with KEs, organise training, conference, and other events • Organise, liaises with printers, and checks printing and presentation of documentation • Develop and maintain system of applying to MEF for Project Lump Sums (car , car maintenance, office materials, travel/air tickets); in association with KE requirements compiles requests to MEF for Lump Sums • Ensure visibility requirements are met on all project documentation • Contribute to team effort by accomplishing related results as needed • Commitment to promoting all aspects of the project • Keep minutes • Assist in ad hoc reporting and other practical project activities • Interpretation and Translation English/Italian/Albanian • Other related activities as per project needs <p>The Project Assistant will cooperate with the Team Leader, the project staff, the team of International and Local experts.</p>
3. Expert inputs	
3.1. Total working days	▪ 600 working days
3.2. Period	February 2020 to December 2022
3.3. Location	Fier, Lushnje and Tirana as per project needs
4. Requested qualifications	
Expert profile required for this activity	
4.1. Qualifications:	<ul style="list-style-type: none"> • Bachelor degree in a relevant field • Albanian mother tongue, excellent knowledge of English and Italian (spoken and written) is a must. • Computer literate in standard programs
4.2. General Professional Experience	<ul style="list-style-type: none"> • Minimum of 3 years experience in similar roles providing services as per list under bullet point 2.2 above. • In depth understanding of the Project Cycle Management
4.3. Specific work experience.	<ul style="list-style-type: none"> • Previous experience in similar roles in donor funded projects in Albania. • Minimum of 3 years experience in similar roles providing services as per list under bullet point 2.2 above. • Previous experience as project assistant in a project funded by the Italian cooperation will be considered as an asset • Experience in organising events, round tables and other events.

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5. Responsibility		
Proposed by	Luca De Pietri, Project Leader	Date: 20.02.2020
CVs to be sent	Email address: Luca.DePietri@regione.emilia-romagna.it By: 28/02/2020	