

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

Terms of Reference No.02/2020

Financial and Administrative Officer – part of Project Coordination Team

1. Description of the assignment:	
1.1 Title of assignment	Financial and Administrative Officer - 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 Financial and Administrative Officer will be part of the project Coordination Team and will work in close collaboration with the Key Experts team. She/he will be responsible for overseeing all financial project management, as well as general office services. Tasks will include:</p> <ul style="list-style-type: none"> – Responsibility for maintaining the financial integrity, preparing all financial reports efficiently and in accordance with policies, procedures and donor requirements throughout the life of the project as well as the Albanian government regulations.

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	<ul style="list-style-type: none"> – Manage the accounting, finance, and administration components of the program, including cash funds and field office finance, accounting, and administrative activities; – Establish program financial management systems, procedures and controls to ensure consistency with Contractors’ standard operating procedures and policies; – Coordinate monthly requests for funds to ensure the project has all necessary funds for operations, and coordinate and oversee program tendering and procurement activities in country if needed; – Advise project staff on financial conditions through the provision of regular and timely financial reports; – Prepare and review all vouchers (disbursement, receipt, and general journal vouchers) for expenditures and ensure that expenses are reasonable, allowable, and allocable to the project; – Maintain financial controls and procedures for the management of funds; – Supervise and achieve the project staff and consultants working timesheets; – Manage financial files and support annual audits. – Other duties as assigned.
3. Expert inputs	
3.1. Total working days	Up to 500 (to be decided upon approval of the Contracting Authority)
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 and/or first Level Master degree in Political Science or International Cooperation and/or in Development Studies. ▪ Professional Master Programme in Project Management or in EU Funds and Funding Projects or in related field. ▪ Albanian mother tongue, Excellent knowledge of English and Italian (spoken and written). ▪ Computer literate in standard programs
4.2. General Professional Experience	<ul style="list-style-type: none"> ▪ Minimum of 5 years experience in similar roles. ▪ Previous work experience within Emilia-Romagna Institutions or with programmes and/or projects run by the Region. ▪ Previous experience with financial management of projects funded by European Union or AICS is considered an asset.

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4.3. Specific work experience.	<ul style="list-style-type: none">▪ Previous experience with financial management on international development projects.▪ Experience in coordinating financial aspects.
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