

# Terms of Reference

## Project Coordinator (2 positions), Serbia

<b>Role Information</b>	
Organisation	British Council, Serbia
Roles	<ol style="list-style-type: none"> <li>1. Project Coordinator – Novi Pazar</li> <li>2. Project Coordinator – Bujanovac / Presevo</li> </ol>
Project title	Spark: Skilled Youth Empowered Communities, Serbia
Duration	Max 112 working days per coordinator, in total for the period October 2024 – October 2025
Work model	Max 30 working Saturdays (face-to-face) & remote working with flexible working hours
Report to	Project Lead

### **Project description**

*Spark: Skilled Youth, Empowered Communities, Serbia*, is the project implemented by the British Council from October 2024 - October 2025.

The project aims to create empowered communities of youth in Novi Pazar, Bujanovac and Presevo by developing their skills in creating projects and social media campaigns on topics of their interest, and implementing them with support of trainers/mentors and CSOs.

In a series of workshops, boys and girls aged 14-18, will learn the principles and tools of project development and creating social media campaigns. Teams with the best ideas for activities relevant for their local community will be awarded small-scale grants and mentorship for their implementation.

The project also provides grants to CSOs to support youth projects and to create some of their own in order to empower collaboration between diverse young people, and change in the local community.

### **About the British Council**

The [British Council](#) is the UK's international organisation for cultural relations and educational opportunities. It supports peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide. The British Council celebrates 90 years in 2024. The British Council is committed to policies and practices of equality, diversity, and inclusion across everything we do, and we want to encourage applicants from under-represented groups to apply.

## Scope of Work

The British Council is looking for two local Project Coordinators to support implementation of the project.

### 1. General

- Supporting day-to-day project activities for successful implementation of the project in cooperation with Project Manager and Senior Responsible Owner incl. providing regular updates
- Support to the project's procurement
- Planning and managing smaller budgets
- Supporting MEL Consultant and project's evaluation process
- Financial and Narrative reporting
- Maintaining clear and up-to-date records as per audit requirements

### 2. Support organisation of a series of workshops, mentoring meetings, competitions and other events for secondary school pupils in Novi Pazar or Bujanovac/Presevo

- Setting up the workshop venues – ensuring all technical aspects are met for successful delivery of workshops (on Saturdays)
- Maintaining communication with trainers/mentors, translators, vendors, partners (e.g. schools), and British Council staff
- Ensuring all logistical arrangements for visits to project's locations
- Holding vendors and suppliers to account for delivering services (e.g. catering, equipment, local transportation etc)

### 3. Support implementation of Grant Scheme for CSOs

- To support Grant Scheme administration incl. due diligence, evaluation, selection, reporting
- Relationship management at an agreed level
- Support to mainstreaming diversity and inclusion

### 4. Support organisation of the group visit to the UK

### 5. Participating in the Training of Trainers (ToT) as part of the preparation for project coordination role

A face-to-face Training of Trainers of max duration three days will take place in October 2024 where training aims, principles of the training delivery and training materials content will be discussed and finalised.

### 6. Safeguarding

**The Project Coordinator is required to complete a comprehensive British Council's Safeguarding online training as part of preparations for the role and act as British Council's Safeguarding Focal Point on the location.**

The British Council is committed to the safeguarding of children, young people, and adults who we work with. We believe that all children and adults everywhere in the world deserve to live in safe environments and have the right to be protected from all forms of abuse, maltreatment and exploitation as set out in the Article 19, UNCRC (United Nations Convention on the Rights of the Child) 1989.

We expect all our Partners to adhere to Safeguarding standards and Principles while working with us.

## Location

Ideally, Project Coordinator will reside in Novi Pazar, Bujanovac or Presevo, but we are willing to accept applications from those with strong profiles who do not.

The project is implemented in Novi Pazar, Bujanovac and Presevo, Serbia.

Venues for Saturday workshops are in Novi Pazar and Bujanovac.

The Consultant is expected to travel to Belgrade or other location where the Training of Trainers will take place.

## Reporting

Timing of deliverables and frequency of Progress Report and other reports and the reporting forms will be agreed with the project team.

The Project Coordinator is expected to work closely with British Council team. At the end of each month, the Project Coordinator shall submit a timesheet with the number of days worked and brief description of the activities or tasks performed. The timesheet will be a base for payment along with an invoice, and it needs to be approved by the British Council.

## Requirements

Education:

- University degree in social or other sciences, and/or relevant work experience

Language skills:

- Fluent in written and spoken English (minimum C1)
- Fluent in written and spoken Serbian language (fluency in Albanian is an advantage)

Professional Experience:

- Minimum 2 years of project coordination experience on donor funded projects
- Experience in delivering workshops and events
- Experience of working with young people would be an advantage.

Other competencies:

- Ability to work independently and manage workload against project deadlines
- Experience of working in multicultural environments
- Experience of working in dispersed teams in collaborative manner (desirable)
- Communication skills and networking
- Understanding of social media

## Application process

Applicants must send in English:

- **CV including references'** full name, job title, company name, email address and tel. number.
- **Place of residence and mobile phone number** to include in CV.
- **Cover letter** (max 2 pages) stating how they meet the qualifications and experience requirements, particularly experience in project management, and organisation of trainings or events.

Note:

1. British Council considers Consultancy fee as output-based price regardless of any potential extension of contract duration due to changes in the project timeline.
2. The consultancy fee is all-inclusive (i.e., inclusive of all taxes, gratuities, bank charges, costs required to perform the deliverables, local transportation and per diems etc.).
3. British Council shall cover travel costs in economy class and hotel accommodation selected for the event during the Training of Trainers if Consultant does not reside at the location.

Background check:

The British Council has a legal obligation to ensure that we are not negligent in our recruitment practice. The robust screening of selected applicant will be undertaken, including Pre-Appointment Checks, Post appointment measures, Criminal Records Checks, in line with organisation's procedures and policy.

Timeline:

To apply please send your application to [mina.kokot@britishcouncil.org](mailto:mina.kokot@britishcouncil.org)

Please put: *Application for Project Coordinator (specify the location) – Spark* in the subject of the email.

**Deadline for applying is Sunday, 6 October 2024, at 23:59 CET.**

The successful applicant should be ready to start working in October 2024.

Only shortlisted candidates will be contacted.

*Engagement on the advertised position is subject to receiving the final approval of the project and programme funds which are expected by mid-October 2024.*