

TERMS OF REFERENCE REGIONAL COORDINATORS

Expertise France is looking for Regional Coordinators (total 7) to ensure the smooth implementation of the VET4JOB Phase 2 programme in line with the description of action, and coordinate all programme related activities in their province/region in close cooperation with the central programme team.

1. THE ROLE

Type of contract: Full-time

Estimated assignment period: 50 months

Location: Indicative list of responsibility areas of each regional coordinator are indicated in the table below. Total 7 regional coordinators will be recruited. It is anticipated that each regional coordinator will be responsible for 2 provinces. Coordinators are expected to be based in one of the two provinces under their responsibility.

PROVINCES	#of potential VTCs
Istanbul-Kocaeli	6
Bursa-İzmir	8
Ankara-Konya	7
Adana-Mersin	6
Gaziantep-Şanlıurfa	7
Kayseri-Kahramanmaraş	6
Osmaniye-Hatay	5

Tentative starting date: 15.10.2024

Reports to: Team Leader

Line management of: Institutional coordinator, support staff

2. EXPERTISE FRANCE

Expertise France is France's public agency and interministerial actor in charge of international technical cooperation, the second-largest in Europe. As a subsidiary of Agence Française de Développement Group (AFD Group), it designs and implements projects that sustainably strengthen public policies in developing and emerging countries. Expertise France works in key areas of development: governance, security, climate change, health, education, and more. Alongside its partners, it contributes to achieving the Sustainable Development Goals (SDGs).

3. THE PROJECT

Starting March 1st, 2024, Expertise France will be implementing Phase II of its İMEP/VET4JOB programme, entitled "*Improving the employment prospects for the refugees and host communities by high-quality VET and apprenticeship in Türkiye*", in partnership with EDUSER. Phase II, which will be implemented until 01.12.2028, will be the continuation of the VET4JOB I programme which has been implemented since 01.01.2020.

The İMEP/VET4JOB programme, funded by the Delegation of the European Union to Türkiye, is supporting the development of skills for refugees and host communities in Türkiye, for both adults and adolescents, through high-quality vocational training and apprenticeship training, in line with the needs of the labour market.

The İMEP/VET4JOB programme aims to (i) increase the demand and access of refugee and Turkish youth (14-22) and vulnerable adults to high-quality apprenticeship training, vocational training, and guidance services; (ii) support the fight against child labour; and (iii) increase social cohesion between refugees and host communities.

Overall, the İMEP/VET4JOB Phase II will aim to enhance livelihood opportunities to refugees and communities in Türkiye.

4. DESCRIPTION OF THE TASKS

Under the supervision of the Team Leader, in close coordination with the central programme and operation team, and in close cooperation with other regional coordinators, Regional Coordinator(s) will be responsible for the successful implementation of the programme activities in their province/region.

Main tasks of Provincial Coordinator(s) will be as follows:

- Supporting the planning of the programme activities envisaged to be carried out in the province(s) together with the related Programme Authorities (Team Leader, Deputy Team Leader, Programme experts such as social cohesion, capacity building, grants&incentives, VET&Material.
- Ensuring the smooth and quality implementation of the program activities in their province(s) with a holistic approach reflecting the cooperation synergy between all related parties of the programme (Provincial/District Directorates of National Education, implementing partners of the programme, VTCs and ADUVETs, local employers' organizations, the private sector and other related institutions)
- Building close cooperation with VTCs and school management to ensure successful achievement of the programme's expected results
- Monitoring and supporting the VTC outreach teams that will be responsible for household and workplace visits.
- Supporting the planning, implementing, monitoring and reporting of the planned activities (capacity building and social cohesion activities, events, forums, awareness activities, etc.) in cooperation with the Central Programme Team and related institutions
- Coordinating the work on determining the needs for the supports to be provided to apprentices and adults
- Coordinating and monitoring the improvement of the environment (small-scale rehabilitation, etc) to be provided to VTCs, workplaces, etc.
- Reporting the problems and opportunities encountered during the implementation of the program in the province(s) with the Central Programme Office and making suggestions
- Supporting the promotion and visibility of the programme to the target groups in the province(s) and to work in coordination with the Central Programme Team on this issue to carry out, monitor and report the promotional and awareness activities planned at the provincial level
- Generating constant informational flow to the Sr. communication expert supported with the high-quality visuals
- Contributing to the studies on the compiling and reporting of data and evidence regarding the development and impact of the program at provincial level
- Fulfilling other duties related to the program assigned by the Central Programme Office.

5. REQUESTED PROFILE

- University education in social sciences such as education, sociology, international relations, public policy and social work, or any other related field
- Experience in vocational education is mandatory. Experience working on apprenticeship training would be a very strong asset.
- 5 years of professional experience in social support projects with vulnerable groups ideally refugees, IDPs, youth, women
- Theoretical and practical knowledge and understanding of social cohesion context
- Sound knowledge on the Syrian under temporary protection population in Turkey
- Experience within public agencies/ public offices, European Union funded programmes or international projects
- Good knowledge and working experience of Turkish institutions and policies, especially of the Ministry of National Education, as well as the civil society organisations
- Fluency in Turkish is mandatory
- Professional working knowledge of English is an asset
- Highest demonstrable professional skills on:

- Inter-cultural communication
- Teamwork
- Autonomy and initiative
- Computer skills: Knowledge of office software packages (MS Word, Excel, etc.)

6. APPLICATIONS

Deadline for submission of applications: 20.09.2024

Applications must be made in English. Please send your application to the following email address:

procurement-imep@expertisefrance.fr with the reference to “**EF Regional/Provincial Coordinators**” and **indicate your preferred based location in the subject line and cover letter.**

- A CV, including 2 references
- A cover letter

7. SELECTION PROCESS

The process of selection of expressions of interest will occur in two phases:

- *As a first step, a shortlist will be established by Expertise France.*
- *Shortlisted candidates may then be invited for an interview.*

Incomplete applications will not be considered.

Only shortlisted applicants will be contacted.