

TERMS OF REFERENCE QUALITY ASSURANCE MANAGER

Expertise France is looking for a Quality Assurance Manager to ensure the quality of the implementation of the programme components. Under the direct supervision and management of the Team Leader, the Quality Assurance Manager is responsible for all aspects of the implementation including budget management of the programme components. The Quality Assurance Manager is expected to ensure the strategic coherence and thematic quality of cross-cutting interventions under the VET4JOB-II Programme. The Manager oversees deliverable quality, managing risk and corrective actions, coordinating internal reviews, and reporting on quality performance. This role bridges operational implementation with strategic programme impact, with a particular focus on ensuring that early identification and mitigation of dropout and child labour risks are systematically integrated into all outreach and capacity-building activities.

The position will be based in the EF Ankara Office, with occasional travel to the 14 programme provinces where the activities will be implemented.

1. THE ROLE

Type of contract: Full-time

Estimated assignment period: From 16/02/2026 to 30/11/2028

Location: Ankara, with occasional travel to other provinces of implementation

Starting date: 16 February 2026

Reports to: Team Leader

Line management of: Capacity Building Expert, Social Cohesion Expert, Sr. Communication Expert (75%) and Programme Assistants.

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 is 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, the Quality Assurance Manager is responsible for following tasks:

Quality Assurance and Technical Advisory

- Lead and oversee the quality assurance of programme components, including outreach, capacity building, risk prevention, extra-curricular, social cohesion, and awareness-raising activities, ensuring thematic, methodological, and pedagogical coherence across all components.
- Be accountable for ensuring and validating that all activities are aligned with programme objectives, EU standards, donor requirements, and relevant national frameworks.
- Monitor and enhance the quality of content, training methodologies, and implementation tools across target provinces.
- Oversee and validate the quality of Training of Trainers (ToT), refresher modules, ongoing technical support mechanisms, and associated evaluation and feedback processes. Design and oversee dissemination strategies for all capacity-building activities to ensure institutional uptake and sustainability.
- Lead the systematic mainstreaming of child labour prevention, dropout risk mitigation, and social inclusion principles across all outreach and capacity-building components of the programme.
- Provide strategic guidance to ensure that psychosocial, behavioural, and structural risk factors are addressed through practical tools and inter-institutional coordination.
- Establish quality indicators and benchmarks for deliverables.
- Identify risks (dropout, child labour, exclusion) early and integrate preventive measures into programme design.
- Coordinate internal quality review processes by providing technical inputs, quality analyses, and follow-up on corrective actions in close coordination with the Team Leader
- Guarantee that cross-cutting interventions (equity, inclusion, gender, child protection) are consistently integrated. Safeguard thematic consistency across partners and programme components through coordinated quality assurance processes and technical alignment mechanisms.
- Provide technical guidance to implementing partners, local personnel and VTCs on inclusive and rights-based approaches

Reporting & Documentation

- Prepare periodic quality assurance reports for the Team Leader.
- Document lessons learned, corrective actions, and best practices, replicable good practices and contribute to knowledge-sharing across institutions in collaboration with M&E Manager.
- Provide quality assurance inputs to donor reporting processes, ensuring accuracy, internal consistency, and compliance with donor requirements.

Supervision & Coordination

- Provide direct line management and performance oversight to the Capacity Building Expert, Social Cohesion Expert, Senior Communication Expert (75%), and Programme Assistant, and support their professional development to ensure the delivery of high-quality outputs.
- Support Team Leader for coordination of the local team to implement activities in local level

Coordination with Operation

- Provide structured quality and technical inputs to strategic and operational planning processes, ensuring alignment between programme objectives and implementation realities.
- Oversee the quality aspects of implementation-level budget management, ensuring cost efficiency, value for money, and compliance with donor requirements.
- Work with A&F Manager and the Procurement Manager in close collaboration to ensure alignment between technical priorities and EF's operational reality
- Perform any other duties within the scope of the position, as required and assigned by the Team Leader.

5. REQUESTED PROFILE

- Postgraduate degree in Social and/or Educational Sciences.
- Minimum 15 years of experience in education, child protection, and vocational training programming, preferably with international agencies or organisations working in the development/humanitarian sector.
- Proven ability to design and deliver interactive awareness-raising or outreach sessions.
- Deep knowledge of Türkiye's national education and child labour frameworks.
- Experience working with vulnerable populations, including NEET youth and refugees.
- Fluency in Turkish and professional working proficiency in English.
- Strong reporting, moderation, and facilitation skills.
- Experience working on EU-funded programmes would be a strong asset.
- Strong leadership capabilities, and ability to manage, guide and lead employees to ensure project implementation processes are used.
- Highest demonstrable professional skills on:
 - Coordination
 - Inter-cultural communication;
 - Teamwork
 - Autonomy and initiative
- Excellent organizational and multitasking abilities
- Demonstrated capacity to analyse and think strategically in complex problem-solving, and advanced decision-making and critical-thinking skills.
- Ability to meet deadlines comfortably.

6. APPLICATIONS

Deadline for submission of applications: 30.01.2026 COB

Applications must be made in English and include:

- A CV, including 2 references
- A cover letter

7. SELECTION PROCESS

The process of selection of expressions of interest will occur as follows:

- *Shortlisted candidates will be invited for an interview.*

Incomplete applications will not be considered.

Only shortlisted applicants will be contacted.