

## TERMS OF REFERENCE INSTITUTIONAL COORDINATORS

Expertise France is looking for Institutional Coordinators (total 20) to support the VET4JOB Phase 2 programme implementation in their province.

### 1. EXPERTISE FRANCE

---

Expertise France is the French public agency for international cooperation, which implements projects aligned with Sustainable Development Goals (SDGs) and France's external action priorities. Expertise France's core mission is to support partner countries in enhancing the quality of their public policies to tackle complex environmental, social, economic, and security challenges. Key areas of Expertise France's focus include:

- Democratic, economic, and financial governance,
- Stability, international security, and peace,
- Sustainable development, climate, and agriculture, and
- Health and human development.

### 2. THE PROGRAMME

---

Since March 1st, 2024, Expertise France is implementing Phase II of its İMEP/VET4JOB-II 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. It is a continuation of the VET4JOB I programme which has been implemented from 01.01.2020 until 30.09.2024.

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 aim to enhance livelihood opportunities to refugees and communities in Türkiye.

### 3. DESCRIPTION OF THE ROLE

---

The **Institutional Coordinator**, under the supervision of the **Regional Coordinator**, will play a critical role in supporting the coordination and implementation of programme activities at the local level. The Regional Coordinator acts as a key relay of the Central Team in the field, ensuring effective communication, coordination, and alignment of activities with the programme's objectives.

The **Central Team** comprises two closely interlinked departments: the Operations Department and the Programmatic Department, each playing a critical role in the programme's success and working hand in hand toward the shared goal of ensuring the programme's successful implementation. The Operations Department includes a **Procurement Division** responsible for resource acquisition and a **Finance Division** managing financial operations, while the Programme Department encompasses a **Programme Implementing Division** responsible for executing various programme components, a **Communication Division** managing awareness raising and visibility, and a **Monitoring and Evaluation Division** ensuring effective tracking of outcomes and impacts.

The Institutional Coordinator will work transversally with all division of the VET4JOB-II Programme, ensuring it collaborate with these interconnected divisions to ensure seamless and cohesive programme delivery in the field.

The Institutional Coordinator's main responsibilities (non-exhaustive list) will include:

1. **Event Organisation**
  - Coordinate and support the organization of various programme-related events, such as meetings, conferences, training sessions, social cohesion initiatives, extracurricular activities, and awareness campaigns.
  - Ensure smooth logistical and operational arrangements for these events.
2. **Programme Implementation and Monitoring**
  - Assist the Regional Coordinator in the implementation, tracking, and reporting of activities conducted at the institutional or provincial level.
  - Regularly monitor the progress of activities to ensure alignment with programme goals.
3. **Support to Vocational Training Centres (VTCs)**
  - Provide assistance for day-to-day operations in the VTCs when necessary, ensuring efficient functioning and adherence to programme guidelines.
4. **Documentation and Reporting**
  - Complete monitoring documents accurately and in accordance with the instructions provided by the central programme team.
  - Submit all required monitoring documents to the Regional Coordinator and relevant experts within the set timelines.
5. **Document Collection and Submission**
  - Collect, verify, and submit all programme-related documentation, including:
    - Originals of locally signed contracts,
    - Timesheets,
    - Course attendance sheets,
    - Monitoring charts,
    - Meeting signature charts.
  - Ensure timely delivery of these documents to the Central Programme Team.
6. **Invoice Management**
  - Gather all invoices related to programme activities, verify their conformity, and submit the originals to the Central Operations Team while maintaining copies for institutional records.
7. **General Programme Support**
  - Execute additional tasks related to the programme as assigned by the Central Programme Office or the Regional Coordinator.

The Institutional Coordinator's role is integral to the successful implementation of the programme's objectives, requiring meticulous attention to detail, proactive communication, and effective coordination with all stakeholders.

#### 4. REQUESTED PROFILE

---

- Bachelor's degree (BA)
- 3 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 Türkiye
- 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.)

#### 5. APPLICATIONS

---

**Deadline for submission of applications:** 25.12.2024

Applications must be made in English. Please send your application via EF's HR system with the reference to **"EF Institutional Coordinator + Your name + Top 3 preferred locations"** in your CV and Cover letter.

Application should comprise:

- **A CV, including 2 references**
- **A cover letter**

**Important:**

- Please be advised that it is mandatory to clearly indicate, in both your cover letter and CV, the three duty stations you are applying for, listed in order of preference.
- Applicants are reminded that they may apply to a maximum of three duty stations only.
- The VET4JOB Programme Team reserves the right to propose alternative duty stations to candidates, if deemed suitable.
- Applications submitted outside of EF's HR system or incomplete applications will be deemed ineligible and will not be reviewed.
- Only shortlisted candidates will be contacted, and no information will be provided over the phone.

#### 6. POSITION SPECIFICATIONS

---

**Type of contract:** Full-time

**Estimated assignment period:** 45 months

**Location:** The table below shows the indicative number of institutional coordinators to be assigned in each province, as well as the number of Vocational Training Centers in each province.

Provinces	# of Ins.Coor.	#of Vocational Training Centers
Istanbul	2	4
Kocaeli	1	1
Bursa	2	4

İzmir	2	4
Ankara	2	4
Konya	1	4
Kayseri	1	3
Adana	2	4
Mersin	1	2
Gaziantep	1	4
Şanlıurfa	1	2
Hatay	3	4
Kahramanmaraş	1	3
<b>TOTAL</b>	<b>20</b>	<b>44</b>

**Starting date:** Recruitment will take place gradually between February and December 2025 as per selection process specifications.

**Reports to:** Regional coordinators

**Line management of:** N/A

## 7. SELECTION PROCESS

---

The selection of candidates will follow a phased approach designed to ensure alignment with implementation requirements and budgetary constraints. The process will proceed as follows:

a) **Shortlisting Phase:**

- Expertise France will establish a **roster of potential candidates** by evaluating expressions of interest based on pre-defined criteria.
- Candidates demonstrating the requisite qualifications, experience, and alignment with the objectives of the project will be included in the shortlist.

b) **Interview Phase:**

- Shortlisted candidates may be invited for an **interview** to assess their suitability for specific roles and tasks.
- The interview process will provide an opportunity to evaluate the candidates' technical expertise, professional experience, and ability to contribute to project objectives.

c) **Roster-Based Recruitment and Gradual Engagement:**

- The selection and onboarding of candidates will be **roster-based**, allowing for a flexible and adaptive recruitment process.
- Candidates will be recruited progressively, aligned with the **implementation needs** and **budget availability** of the project.
- This approach ensures optimal resource allocation and responsiveness to project timelines.

By adopting this phased and roster-based process, the VET4JOBS programme aims to identify and recruit the most suitable candidates while maintaining flexibility to address evolving project requirements.