

**Head Office / Secretariat of the Regional Rural Development Standing Working Group  
in South-Eastern Europe (SWG) – Skopje**

**Terms of Reference (ToR) for  
Engagement of Regional Coordinator in the cross-border region “KrsH”**

**1. Introduction**

The Regional Rural Development Standing Working Group (SWG), as a platform for networking and regional co-operation, has been established during the Agricultural Policy Forum 2005 (“Rural Development Opportunities for Co-operation in the SEE”) held in Macedonia and Serbia in June 2005. With the International Agreement in March 2009, the SWG is registered as an International Intergovernmental Organization, with its managing and coordinative body – SWG Head Office/ Secretariat based in Skopje, Macedonia. On September 7<sup>th</sup> 2009, the Law on Ratification of the SWG Agreement has been decisively completed by the Parliament of the Republic of Macedonia.

The main SWG strategic framework is composed of the following elements:

SWG *vision* is to promote innovative and sustainable agriculture and rural development through regional cooperation, to improve rural livelihoods in the SEE countries.

*Mission* - to increase horizontal cooperation among respective countries and territories of South Eastern Europe, by coordinating regional initiatives related to agriculture and rural development and supporting the process of social and economic development of rural areas in SEE region.

*General objective* of SWG is to facilitate close cooperation between the Ministries of Agriculture and other stakeholders in the field of agriculture and rural development and to support EU integration in SEE. The SWG has *four specific objectives* on which the organization has focused its work:

1. To improve the common understanding on agriculture and rural development policies;
2. To assist the improvement of implementing structures and systems for agriculture and rural development, with specific emphasis on cross border cooperation;
3. To improve the understanding and use of implementation tools for agriculture and rural development;
4. To identify and share information and application of good practice in agriculture and rural development to broaden the rural agenda.

## 2. Tasks of the Regional Coordinator

In particular, the tasks of the Regional Coordinator are the following:

1. Undertaking contacts to Stakeholder Groups (SHG) of the cross-border region “Krush”, local authorities and other interested parties in order to discuss the achievements up-to date, as well as to explore and encourage possibilities for joint and/or complementary actions under the established strategies and programmes.
2. In cooperation with the Stakeholder Group of the cross-border region “Krush” and the SWG Head Office/Secretariat, prepare planning of meetings for the SHG
3. In coordination with the Regional Manager arrange national and regional meetings of the Stakeholder Group of the cross-border region “Krush” and relevant working groups, prepare meeting programmes, ensure participation of key stakeholders, provide logistic support, prepare meeting reports.
4. In coordination with Regional Manager, facilitate the work of the SHG, facilitate the discussions and participate with input in the discussions.
5. In coordination with the Regional Manager, provide support to stakeholders in generation of ideas and preparation of project proposals for different call for proposals with special emphasis on Calls under IPA II. The Coordinator, in close coordination with Regional Manager, will provide support stakeholders (regional and local public administration, civil and business sector) for preparation of project proposals for different calls, such as calls for proposals within CBC Programmes, IPARD programme, different national agriculture and rural development programmes, as well as calls for proposals of different international donor organizations).
6. In coordination with the Regional Manager and in cooperation with SWG Head Office/Secretariat, prepare capacity building measures of Stakeholder Group of the cross-border region “Krush”, perform training need assessment, prepare training programmes, ensure participation of key stakeholders, provide logistic support, prepare reports, etc.
7. In coordination with the Regional Manager, provide capacity building trainings for the members of the Stakeholder Group of the cross-border region “Krush” for preparation of project proposals, development of short value chains and creation of image of products, services and regions. The specific topics for the capacity building measures will be identified in close cooperation with the SWG Head Office/Secretariat and the Stakeholder Group.
8. Develop knowledge and continuously generate information about existing support instruments potentially available to support projects in the cross-border region “Krush”.
9. Inform stakeholders about different calls for proposals and available funding opportunities both on country and national level. Electronic communication tools (e-mail,

web-sites, social media), as well as SHG meetings will be used for performance of publicity activities.

10. In coordination with the Regional Manager, convene the Working Groups (WGs) meetings to discuss priorities within the sector/theme under their responsibility.

11. Identify relevant stakeholders (institutions, organizations, donors, individuals etc.) from the cross-border region “Krush” to be further involved in the activities of the SHG and the implementation of the Area Based Development (ABD) Approach in the Western Balkans.

12. Develop communication lines along with the SHG representatives to ensure full transparency and involvement.

13. Establish an adequate platform for informing all potential stakeholders in the area about SHG meetings and the activities of the SHG, including the strategies and established project pipeline and the results of the meetings. As a general rule, all persons with a legitimate interest in the activities should be involved.

14. Elaborate a stakeholder analysis or mapping to have a clear overview of capacities and competences in the SHG to be able to draw on their resources when/if possible.

15. In coordination with the Regional Manager, establish cooperation with other local/regional entities (RDAs, NGO’s etc.), where such entities exist and have a capacity and willingness to support the work on projects.

16. Establish contacts, communication and cooperation with IPA implementing structures in the cross-border region of “Krush”.

17. Along with the SHG members, facilitate and participate in the organization of people-to-people actions in the cross-border region “Krush”.

18. Support the stakeholders in preparation of People-to-People events and monitor the implementation of such events in the cross-border region “Krush” and respective countries.

19. Administration and technical functioning of the Project Management Unit of the cross-border region “Krush”, which also includes approval of payments as per the provided Power of Attorney.

20. Assist and facilitate other activities of the SWG in coordination with SWG Head Office/Secretariat

### 3. Reporting and outputs

The Regional Coordinator will deliver:

- Monthly technical report and mission reports after executed field missions. The Technical reports should be prepared in English language.

The following **outputs** are foreseen for the Regional Coordinator within this ToR:

- Meetings conclusions;
- Documents, project proposals and other documents which are result of the activities in the region, activities of the SHG and WGs;
- Technical reports on the performed activities.

### 4. Place of assignment

The place of assignment of the Regional Coordinator is the Project Management Unit of the cross-border region “Krsh” in Niksic, Montenegro and municipalities of the cross-border region “Krsh”.

### 5. Timeframe

The Regional Coordinator will be engaged for the period **February 2019 – December 2019** based on positive evaluation after first three probation months. Possible extension of contract based on SWG needs and project activities.

### 6. Experience and Category of the Regional Coordinator

The proposed Regional Coordinator shall have the professional qualifications and experience required to successfully cover all the tasks as indicated in this ToR.

#### *Qualifications and skills*

- University degree in economics, management, sociology, agriculture or equivalent. Master level is considered to be an advantage;
- Fluency in both written and spoken English; Knowledge of one language of the region or more is an advantage;
- Flexible work approach to manage the day to day work load;
- Strongly output orientated;
- Strong coordination and facilitation skills;
- Team leader and team worker;
- Proven experience and knowledge in community/regional/rural development;

- Experience in project design and strategic planning;
- High quality analytical and document drafting skills;
- Computer skills in office applications;
- In-depth knowledge of the economic, social and institutional context in the cross – border region.

### ***General professional experience***

- At least 3-5 years of relevant professional experience;
- General experience demonstrating sound knowledge of the situation in South East Europe, the Region, European integration and EU enlargement.

### ***Specific professional experience***

- 3-5 years of proven experience in working in local/regional or rural development;
- Experience in applying participatory methods in developmental activities at local or regional level;
- Experience in support in development or development of Strategic Plans for rural/local or regional development;
- Experience in working with LEADER or LEADER-like principles in the process of development of local strategies;
- Experience in facilitation and coordination of groups of stakeholders;
- Experience in management of time-sensitive projects and organizing and supporting complex training events;
- Experience in implementation of at least one foreign funded project.