



## INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

### TERMS OF REFERENCE

EOI REFERENCE NO. 258-18/20/35

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<b>Post title:</b>	<i>Project Team Leader</i>
<b>IDEA Division:</b>	Wider Europe Programme
<b>Location:</b>	Skopje, Former Yugoslav Republic of Macedonia
<b>Line Manager:</b>	Senior Programme Manager, Wider Europe Programme
<b>Project:</b>	Support to Electoral Reforms in Macedonia
<b>Duration:</b>	- Inception phase (1 September 2018 – 30 June 2019): part-time, home based, with frequent travel to Macedonia. - Implementation phase (1 July 2019 – 1 July 2021): full-time, based in Skopje, with a view to extension until June 2023.
<b>Funding Agreement:</b>	<u>Contingent upon the award of donor project funds.</u>

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#### **The main functions of the post are to:**

- Serve as the Project Team Leader for the International IDEA project on Supporting Electoral Reforms in Macedonia. Specifically, the main duties and responsibilities of the Team Leader will include the following:
- Serve as the Project Team Leader for the International IDEA project on Supporting Electoral Reforms in Macedonia. This will include overall and day-to-day management of the Project Office and relations with the donor, and the national partner organization (s);
- Coordinate and lead multi-stakeholder dialogues intended to identify and promote implementation of necessary reforms in the electoral management and operation, particularly in the electoral results management area, capacity building and training activities for the SEC, MECs and other electoral stakeholders; Coordinate and lead technical input for the development of internal rules of procedure and operation of the SEC and lower level electoral administration bodies;
- Design and implement political party support initiatives that promote internal party democracy, more effective party outreach to citizens through the use of ICTs; support

development of programmatic party platforms and policy approaches; and support national and local party caucuses to translate campaign promises into legislative/regulatory action;

- Design and implement initiatives aimed at increasing voters' awareness and ability to critically assess party electoral platforms, and hold elected officials accountable, support independent media in policy analysis and reporting and enhance the capacity of grassroots groups to engage in policy consultations with political parties.
- Coordinate and liaise with other actors supporting the electoral, political party and civil society development initiatives such as governmental agencies, civil society organizations or other international electoral assistance providers;
- Contribute to the design and implementation of the project monitoring and evaluation framework; implement effective results-based management processes, including project progress reports, activity reports and situational analyses reports.

### **Required Skills and Competencies**

**Professionalism:** Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Conscientious and efficient in meeting commitments, observing deadlines and achieving results; Motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Communication:** Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match audience; Demonstrates openness in sharing information and keeping people informed.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; Willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Judgment/Decision-making:** Identifies key issues in a complex situation, and comes to the heart of the problem quickly; Gathers relevant information before making a decision; Considers positive and negative impact on others and on the Organization; Proposes a course of action or makes a recommendation based on all available information; Checks assumptions against facts; Determines that the actions proposed will satisfy the expressed and underlying needs for the decision; Makes tough decisions when necessary.

**Vision:** Identifies strategic issues, opportunities and risks; and clearly communicates links between the Organization's strategy and the work unit's goals; Generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; Conveys enthusiasm about future possibilities.

**Functional Competence:**

- Considerable experience in international assistance to electoral administration, political parties and the role of civil society/media in elections, demonstrated over at least 10 years;
- Thorough understanding of the socio-political situation in transitional countries of the Western Balkans and/or Macedonia; professional experience in transition countries, preferentially in Macedonia.
- Confirmed experience in programme management and in the management of a team of senior and junior national staff and short-term experts.
- Strong ability to provide conceptual analysis, ability to design, plan, implement and monitor complex operations with clearly defined intervention logic and intended outcomes; Strong experience in steering and coaching, decision making ability, capacity to anticipate issues and identify forward-looking solutions
- Experience in working in capacity-development and institution-building programmes & initiatives in the field of elections and political party development.
- Proven track-record of managing complex multi-year donor-funded programmes.
- Ample experience in coordinating among multiple national and international partners and donors within the same project.
- Strong managerial skills including result-oriented management, strategic planning, human resources management, and financial management skills.
- Proven track record in closely working with high level officials (e.g. Ministers, Political leaders, MPs etc.) on institutional reforms. Proven track record of successful coordination and collaboration with other donor-funded programmes in similar political context.
- Political sensitivity, pronounced ability to work with a wide range of partners and networking capacity.
- Experience mainstreaming conflict sensitive programming and gender equality issues into electoral management practices;
- Excellent English language capacities. Knowledge of Macedonian and/or Albanian will be considered a plus.
- The foreseen project Team Leader should be an individual with no political or other affiliations that could adversely affect the reputation of the project. If he/she is a current or previous holder of political functions, this should be clearly indicated.

### **Education**

Relevant education in political sciences, law, or other related social science studies. Graduate level education in political science/other electoral/public administration reform studies and/or professional training in civil society related topics.

**Languages:**

Fluency in spoken and written English is required. Fluency in any of the languages spoken in the Western-Balkans would be considered a plus.

**Tenure of engagement**

The engagement will be made in two phases: during the project's inception phase, from 1 September 2018 – 30 June 2019, the selected person would be involved on part-time basis, with frequent travel to Macedonia. In a second phase, from 1 July 2019 – 31 June 2021, the person would be contracted on a full-time basis and be based in Skopje, Macedonia. This would be for an initial period of twenty-four (24) months, with a view to extension until 31 June 2023. The engagement of the Project Team Leader is subject to International IDEA being awarded this project as a result of this bid.