

Role Title

Team Leader, EU4YOUth Tunisia

Role Information

Role	Pay Band	Location	Duration	Reports to:
Team Leader	Consultancy terms	Tunisia	Fixed term 3 years + 2 years extension by mutual consent	EU4YOUTH Board, <i>through Country Director, British Council Tunisia</i>

Role purpose

The Team Leader will assume the lead role in delivering the EU-funded “EU4YOUth Tunisia” project (value €15,460,000 million over five years), delivered jointly by AECID (the Spanish Agency for International Co-operation and Development), the British Council, and FIIAPP (the International and Ibero-American Foundation for Administration and Public Policies), on behalf of EUNIC (the European Union National Institutes of Culture).

The appointee will be responsible for the institutional, technical, and financial coordination of the project as a whole. S/he will ensure the coherence of the programme and will ensure that project outputs are designed, procured, and delivered according to the standards stipulated for scope, targets, deadlines, cost, and quality.

S/he will be responsible for working with the implementing partners, especially the two Senior Programme Managers, and other senior stakeholders to develop the strategic vision for the project to support marginalised youth through access to, and engagement with, culture and sport in Tunisia.

Respecting the British Council’s standards, policies and frameworks, the Team Leader will ensure that project accountability in EU4YOUth is delivered in a way that maximises client/donor satisfaction, complies with internal policies and procedures, complies with EU contractual requirements. The TL will operate at all times to ensure a close, positive, and harmonious relationship between the implementing partners.

About the implementing partners

The Spanish Agency for International Development Cooperation (AECID) is the body responsible for managing Spanish policy on international cooperation. It was established in 1988 as an entity under the Ministry of Foreign Affairs and Cooperation through the State Secretariat for International and Ibero-American Cooperation. The aim is to combat poverty by promoting, managing, and executing public international cooperation policies for development, aimed both at the fight against poverty and to achieve sustainable human progress in developing countries, particularly those included in AECID’s four-year Master Plans.

The British Council is the UK’s international organisation for cultural relations and educational opportunities. The British Council creates friendly knowledge and understanding between the people of the UK and other countries. It does this by creating opportunities, building connections, and engendering trust. The British Council works with over 100 countries across the world in the fields of arts and culture, English language, education, and civil society. Each year, the British Council reaches

over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, the British Council is a UK public body governed by a Royal Charter and is a registered charity in the United Kingdom.

The *Fundación Internacional y para Iberoamérica de Administración y Políticas Públicas* F.S.P. - (FIIAPP) is a public sector entity that manages international cooperation projects within the framework of the UN 2030 Agenda. It is an actor in Spanish and European cooperation whose work is based on peer-to-peer exchange of knowledge and learning between public administrations in different countries. FIIAPP is present in more than 100 countries, accompanying partner countries and institutions in demand-driven, public policy reform processes, guided by their priorities and shared agendas.

Function overview

This post will formally report to Director, British Council Tunisia, but the overall strategic direction will be set by a Project Board which brings together the lead contract signatory, i.e. AECID, with the other implementing (pillar-assessed) partners, viz. the British Council, and FIIAPP. The project is a co-delegation between AECID, the British Council, and FIIAPP, with AECID as the lead partner. The overall value is €15.460.000.

Through this project, and the wider framework of the overall EU4YOUth Initiative for Tunisia (€60m from 2018), the European Union aims to support the social and economic inclusion of young people across the country. To contribute specifically to this, our joint project's overall objective / expected (long-term) impact is: "The inclusion and participation of young vulnerable Tunisians in public life is strengthened through creativity, culture and sport while taking into consideration the different forms of exclusion".

The specific objectives / medium-term outcomes of the project will be:

- vulnerable Tunisian youth enjoy greater autonomy in sport and culture
- vulnerable Tunisian youth are supported and encouraged to maintain a lasting commitment to change in sport and culture, by informing political, social, and economic life in Tunisia
- vulnerable Tunisian youth are represented and heard in the decision-making processes concerning their cultural life and sport, thus informing political, economic, and social life in Tunisia.

The AECID, British Council, and FIIAPP approach to delivering these outcomes is based on the following:

- working with vulnerable youth and their communities and responding to their needs
- building confidence, inclusion, and sustainability: including information and knowledge sharing between vulnerable youth and their communities to ensure their access to economic and creative opportunities
- supporting the development of public policies and civil society initiatives in sport and culture that are accountable and transparent and focus on vulnerable youth and their communities

Main opportunities/challenges for this role

Opportunities

- EU4YOUth is a flagship project for the organisations involved in its implementation, viz. AECID, the British Council, FIAPP, the EU Delegation in Tunisia, and EUNIC, and presents a significant and highly visible career development opportunity for the successful candidate

- The visibility of the projects which have preceded EU4YOUth (e.g. Tfanen) has been excellent, with senior representatives from the European Commission (and on occasion Heads of State from EU member countries) engaging with the project during visits to Tunisia
- There are significant opportunities for high-level stakeholder management.

Challenges

- Successful delivery of this project requires a wide skillset and experience, ranging from successfully delivering large scale donor-funded multi-million development projects, to sophisticated, high-level stakeholder management, as well as effective logistical and operational management of programme delivery
- The project is delivered in co-delegation by AECID, the British Council, and FIIAPP on behalf of EUNIC (the European National Institutes of Culture) cluster for Tunisia and it will require effective management of external stakeholders and partners, in close cooperation with the implementing partners.

Main Accountabilities

The specific responsibilities of the Team Leader will be:

- to provide advice to the implementing partners, EUNIC and the EUD on policy issues associated with the scope of the action
- to provide strategic guidance to the implementing partners, based on analysis of best practice in various complex organisational settings
- to provide strategic guidance and leadership with regards to the development of analytical tools and products that will serve as a substantive basis for the development of the action
- to establish and maintain professional networks with key professionals in both the public and private sectors
- to conduct, coordinate, monitor and guarantee the implementation of the EU4Youth project, '*Participation et inclusion des jeunes tunisiens.ne.s à travers la culture et le sport*' and the execution of the Operational Plan and all its activities, at the level of technical and financial justification to the EU, based on management by results, as well as to detect possible deviations by proposing corrective measures and generating solutions, in close collaboration with the Senior Programme Managers and the team, as well as other stakeholders, through the established governance bodies, and in coordination with the implementing partners
- to ensure compliance with project commitments, agreed both in the direct grants/grants in kind and, where appropriate, in the Delegation Agreement signed between AECID, the British Council, FIIAPP and the European Commission
- to ensure the implementation of all project activities, with particular emphasis on the transfer of skills to beneficiaries and on quality control
- to be responsible for the preparation of the inception plan and the setting-up of the project team, project office, financial compliance, and reporting tools, to the satisfaction of the implementing partners
- to drafting and reviewing the Project Management Plan and project internal guidelines to identify, manage, and report contract-related risks, issues or changes and resolve as necessary
- to coordinate responses to any contract addenda requests (including extensions), working with the implementation partners
- to prepare, facilitate, and respond to EU audits in the event these will be contracted externally

by the donor

- to update and amend project management and operational processes in line with audit/review recommendations
- to design and coordinate the project Closure Plan in coordination with relevant colleagues and the implementing partners
- to prepare the agreed monitoring reports and final reports and ensure immaculate documentation records, as established by the EU and the implementing partners, in compliance with the regulations in force and agreements signed between the implementing partners and the European Commission, as well as other reports that may be requested
- to follow the change management process to escalate potential changes to the project scope, cost, time, quality, or outcome, in conjunction with the implementing partners
- to log, manage and report changes to project scope, timeframe, cost, quality, or outcomes
- to prepare papers for internal Project Boards, and provide support as required at Management Board meetings
- to escalate risks, issues and change requests to the implementing partners for discussion at the Management Board
- to draft regular reports for the Tunis EUNIC cluster
- to carry out specific actions at the request of EUNIC (within the EU4Youth framework)
- to ensure the Management Board signs off project products before they are released
- to support effective skills transfer and capacity-building through the mentoring and coaching of Programme staff, and to partners as appropriate
- to take part in steering group meetings with the EU and providing update reports as defined by the EU, as required by the implementing partners
- to attend scheduled and ad hoc meetings with different EU representatives, as required by the implementing partners
- to identify, manage, and report to the EU any technical-related risks, issues, or changes, as required by the implementing partners
- to develop, manage and follow-up necessary institutional contacts for the good development of the project, and to represent EU4Youth in those meetings, commissions, events, or activities of a public or technical nature, as required by the implementing partners
- to contribute to the promotion and dissemination of the work and results of the project through developing excellent relations with local authorities, Ministries and municipalities, civil society associations, youth organisations, the *Maisons de Culture* and the *Maison des Jeunes*, the media, cooperation agents and multilateral agencies in Tunisia and beyond
- to support the implementing partners in the organisation and development of institutional relations, within the framework of the project, with local and national authorities and especially with the actors and partners involved in programme implementation, as well as with the initiatives that, tangentially, may interact with the project (operational plans of other cooperation agencies, national development plans, etc.)
- to ensure an excellent dialogue with, and appropriate participation of, the EUNIC cluster in Tunisia
- to draw up operational plans for activities and periodic budgets to be submitted for approval to

the coordination and monitoring bodies provided for in the Delegation Agreement

- to manage the planning of costs, expenditure, income, and financial contractual requirements
- to support the execution and economic monitoring of the project, in coordination with the programme staff and to the satisfaction of the implementing partners
- to lead the project team in establishing and maintaining open communication and positive relationships to facilitate achievement of objectives
- to work with the implementing partners to define staffing requirements and review and approve of the terms of reference for each position, as required
- to ensure team members understand the project management plan and their roles and responsibilities, and to hold regular team meetings
- to ensure performance management responsibilities are carried out
- to ensure the coordination and supervision of the elaboration of technical and scientific/academic studies foreseen in the project, assuring the necessary quality and compliance with international standards
- to hold regular review meetings with consultants/experts (long term and short-term), provide ad hoc support, provide feedback on technical reports and performance, ensure ongoing learning
- to ensure continuous communication with Tunisian institutions and partners.
- To provide advice and recommendations to the knowledge management strategy and plan
- To ensure the implementation of the communication and visibility plan, with special emphasis, in the case of delegated funds, on coordination with the EU Delegation, as well as with other project partners
- to continuously develop the project's learning ethos, ensuring the capture and documentation of lessons/stories/case-studies related to the delivery of project results, as part of the broader communication, publicity and visibility effort, both locally and internationally
- to coordinate a joint MEL and communications and visibility strategy
- to promote actions that guarantee the incorporation of a human rights approach in all activities carried out within the framework of the project
- to ensure adherence to British Council granting, procurement and financial management and reporting requirements as per the PACA (pillar-assessed contribution agreement) Head Contract between AECID, the British Council, FIIAPP and the EU.
- to provide detailed, accurate financial and/or operational reports in line with agreed deadlines
- to demonstrate excellent management of budgets so that VFM is achieved.

Key relationships

- Senior staff at AECID, the British Council, FIIAPP
- The British Council Project Director/SRO (Director Tunisia)
- The EU Delegation to Tunisia
- All EU4YOUth project staff and consultants
- The EUNIC Cluster, Tunisia

- Senior officials in relevant Tunisian Ministries and local institutions (municipalities)
- Project beneficiaries i.e. cultural and sports CSOs and all CSOs working on youth inclusion, entrepreneurs, and young people

Role Requirements

Threshold requirements		Assessment stage
Passport requirements/ Right to work in country	You must have the right to live and work in Tunisia	Shortlisting
Direct contact or managing staff working with children?	No	N/A
Person Specification		Assessment stage
Language requirements		
<i>Minimum/essential</i>	Desirable	Assessment Stage
Fluency in Arabic and French	Proficiency in English and Spanish The ability to communicate in all four languages will be considered as an advantage (C1 level in at least three of the four languages)	Shortlisting
Qualifications		
<i>Minimum/essential</i>	Desirable	Assessment Stage
Higher education degree (Bac+ 5 year) or Minimum master's degree in social sciences, law, economy, business administration and management, international relations or equivalent.	APMP or equivalent (e.g., Prince2) qualification in project management	Shortlisting
Advanced training in project management - development cooperation programmes, including social intervention/development, youth inclusion, public policy management and local development.	Specific training in cultural/sports management or extensive experience (+ 7 years) in this field is highly desirable..	Shortlisting
Role Specific Knowledge and Experience		
<i>Minimum/essential</i>	Desirable	Assessment Stage
10 years' relevant professional experience, including at least five years in management positions or with responsibilities for staff, preferably in cooperation projects or international programmes.	Knowledge of EU PACA or Grant contracts	All assessed at shortlisting and interview
Proven experience in the design, development and implementation of large and complex cooperation projects financed by international	Understanding of matrix/remote management	

<p>donors (including the EU), preferably in the public and civil society sector.</p> <p>Proven professional experience in the financial management of multi-annual projects</p> <p>Strong professional experience in capacity building in the youth field, mainstreaming approaches related to improving youth inclusion, culture and development, sport as a driver for inclusion, etc.</p> <p>Skilful in leadership, organisation, agility/flexibility, communication, mobilisation, change management, and managing by results.</p> <p>Ability and experience in building strong working relationships with senior government officials and civil society representatives to achieve project results.</p> <p>Excellent communication, negotiations, and presentation skills.</p> <p>Skills and experience in analysing and resolving complex situations.</p> <p>Experience of managing consultants and sub-contractors in delivering contracts</p>	<p>Knowledge and experience of project implementation at local government/youth level in the MENA region.</p> <p>Experience in facilitating seminars and training workshops would be an asset.</p> <p>Experience in new collaborative and innovative ways of working, agile methodology, adaptive programming, etc.</p>	
Prepared by	Date	
Robert Ness, Director Tunisia (plus AECID and FIIAPP colleagues)	20 September	