



**Zaklada znanje na djelu
Petra Hektorovića 2/VIII
10 000 Zagreb**

TOR for Project management and implementation Advisor

1. Background

The foundation Zaklada Znanje na djelu/ Stiftung Wissen am Werk was established in June 2014 in Zagreb, Croatia, by thirteen founders (<http://www.znanjenadjelu.hr/osnivaci/>). The official registration process was completed in November 2014. The Foundation's statute was approved by the Ministry of Public Administration on February 24, 2015, enabling the Foundation to begin its activities. Thus, the Foundation was fully operative as of March 2015.

The Foundation creates and conducts programmes and supports reform initiatives that aim to strengthen the practice-based orientation of education and innovative approaches to learning in primary, secondary and vocational schools, as well as universities. It seeks to better prepare young people for joining the labour market.

Zaklada Znanje na djelu/ Stiftung Wissen am Werk is project partner in EDU-LAB project, part of The Danube Transnational Program as a financing instrument of the European Territorial cooperation (Interreg), funded by ERDF. It's role is to actively participate towards reaching project goals and the Foundation is the main partner responsible for development of the final output, "The Danubian Charta for Young Talents" a policy driver for tackling challenges of education and employment in the higher education sector in the Danube Region.

2. About EDU Lab

Brain drain due to higher academic and economic attractiveness in Western Europe is combined with an emigration from rural regions to cities and an overall population decline in the Danube region.

EDU-LAB is one of the first projects aiming at improving institutional capacities to increase the labour market relevance of HIGHER EDUCATION with a view to retain more young talents studying and working in the region. EDU-LAB focuses on harmonizing labour market demands and educational structures. The starting point for a new mindset of cooperation is capacity development. EDU-LAB forms a triple helix cooperation model with partners from education, business and politics/administration in a joint learning process including further actors from civil society.

3. Overall objective of work

Provide effective and timely advisory service to the EDU LAB project coordinator and the team in order to ensure smooth implementation of the project concerning its financial and strategic aspects.

4. Scope of the work

The selected Consultant will:

- i. Prepare in consultation with EDU Lab project manager, a Project Plan with its main activities and timeline for carrying out the project and advise on setting activities and targets in order to ensure the achievement of the project objectives
- ii. Advise on development of effective strategy to mobilize wide range of stakeholders and facilitate relationship between the EDU Lab project and projects/initiatives supported by other agencies in the field of dual education
- iii. Advise EDU Lab project team on eligibility of expenditures, compliance with EU policies and other as well as to prepare reports and related documents required for financial reporting to the responsible Controller at national level and to the Lead Partner
- iv. Advise EDU Lab project team during tendering, evaluation and contract award

5. Duration

During the 12 month period, the consultant will be engaged for 60 man/days. The service will be charged on the basis of the number of actually realized working days. The consultant will preferably start from 10th November 2017 and the assignment should be completed until 10th November 2018. The involvement will be particularly intensive during the first six months of the assignment.

6. Deliverables

- Prepared Project Plan with its main activities and timeline for carrying out the project
- Prepared documentation for financial reporting to the responsible Controller at national level and to the Lead Partner
- Developed database with contacts of relevant stakeholders
- Mid-term report summarizing implemented activities, conclusions and future recommendations in accordance with the Project Plan
- Final Report summarizing implemented activities, conclusions and future recommendations in accordance with the Project Plan

7. Qualifications

The Edu Lab Advisor should have following qualifications:

1. at least 5 years of relevant work experience in administration of EU or international projects or organizations as leading or executive experience
2. demonstrated knowledge on various aspects of Croatian higher education and science system
3. demonstrated knowledge on enhancing networks and development of strategic relationships
4. have excellent knowledge of spoken and written English
5. experience in implementing initiatives dealing with brain drain and/or programs for youth is an advantage

8. Communications

The Contact person for the consultant in the Foundation Zaklada Znanje na djelu/ Stiftung Wissen am Werk is Srđan Gošev, EDU-LAB project coordinator, Zaklada znanje na djelu, Petra Hektorovića 2/VIII, 10 000 Zagreb, phone: +385 1 4882 555, e-mail: info@znanjenadjelu.hr