



REF.343 DIRECTOR OF THE PROGRAMA MANAGEMENT UNIT BRIDGING THE GAP

TERMS OF REFERENCE

CONTEXT

FIIAPP leads the consortium which implements the Project: *Bridging the Gap II: Inclusive policies and services for equal rights of persons with disabilities*. The overall objective of the action is to contribute to the socio-economic inclusion, equality and non-discrimination of persons with disabilities in low and middle-income countries through more inclusive and accountable institutions and policies.

Specifically the Project will support the efforts of 5 beneficiary countries (Ecuador, Ethiopia, Paraguay, Burkina Faso and Sudan), to support the implementation of the Convention on the Rights of Persons with Disabilities (CRPD) through the capacity development of government institutions and disabled peoples' organizations (DPOs).

Three EU member states development agencies (Austria, Italy and Spain), one public foundation (FIIAPP), one network of European DPOs (European Disability Forum [EDF]) and one network of civil society organizations working on disability inclusion (International Disability and Development Consortium [IDDC]), as well as the European Commission form a partnership for steering and implementing the action. The Ministry of Foreign Affairs from Finland is also part of this partnership as observer.

The Project Management Unit (PMU), located at FIIAPP headquarter in Madrid, will provide overall project oversight and coordination. Its role is to ensure that project activities are implemented according to the work plan, ensure quality, coordination of procedures between the partnership members, financial management, and monitoring and evaluation. It also supports the Steering Committee and is responsible for the reporting to the EC, including coordinating evaluations and audits.

FIIAPP is looking for a Project Director to lead the PMU, senior expert in Disability inclusion with strong project management skills.

A service contract linked to the implementation of the project, for a duration of 48 months, is offered.

FUNCTIONS

- The Project Director will provide the overall management of the project and provide strategic guidance, covering:
 - i) country actions;
 - ii) knowledge management and learning component;
 - iii) visibility and accessible communication.



iv) implementation of transversal issues: international human rights reporting, data and statistics, participation of persons with disabilities, disability-inclusive budgeting, gender equality

- He/she will supervise the implementation of all activities and liaise with stakeholders, in particular consortium members focal points;
- He/she will be responsible to prepare the narrative and financial reports for the EC and the Steering committee, by providing guidance to country teams, consolidating information and reports and ensuring quality.
- He/she takes the overall responsibility for the timely delivery of the results of the project, ensuring:
 - Quality Assurance of project interventions and outputs
 - Robust monitoring and evaluation scheme
 - Organization of an external evaluation and audits
 - Representing the Project towards the EC and other stakeholders and relevant networks
 - Preparing steering committees
- He/she will ensure the dissemination of results and lessons learned with best practices in the field of disability inclusion
- He/she will be responsible for the effective incorporation of the gender approach in the programme.

REQUIREMENTS

- Postgraduate degree
- Fluency in English (C1) and Spanish (C1)
- Minimum 10 years of experience in international cooperation, at least 3 years managing EU-funded projects;
- Minimum 10 years of experience in the field of social policies; at least 3 years providing support to government stakeholders and/or civil society organizations on disability inclusion in public policies
- Minimum 5 years of experience in managing positions
- Availability to travel

ASSETS

- Good knowledge of French **(CV)**
- Specific training on human rights and/or international cooperation **(CV)**
- Excellent knowledge of the Convention on the Rights of Persons with Disabilities **(TEST)**
- Knowledge of EU policy framework on disability, and of EU development cooperation for the social inclusion and human rights of persons with disabilities **(TEST)**
- Experience in the incorporation of the gender approach and tools to ensure a gender perspective **(CV)**
- Experience in managing the project cycle and monitoring and evaluation tools. **(CV)**
- Experience in managing economic and monitoring tools **(CV)**
- Excellent facilitation and communication skills **(INTERVIEW)**
- Excellent leadership skills **(INTERVIEW)**

The requirements and additional qualifications for this position should be clearly indicated in the CV so that they may be accredited and assessed. A template is attached (on the following page) for this purpose which should be filled out and sent in with the application. Failure to do so may result in exclusion.

The selection process shall consist of a test of knowledge, languages, computer applications and a personal interview. Candidates who can demonstrate that they hold a C1 certificate in English and Spanish beforehand are exempt from the written language test.

FIIAPP, with a contemporary vision focused on change and development, advocates for the social and occupational inclusion of people with disabilities through policies to support equal opportunity and fairness in our hiring processes. For this reason, we promote, in this and other processes, the participation of people with physical, mental and sensory disabilities, guaranteeing the right to a hiring process free of discrimination, exclusion, restriction or preference based on disability conditions or for other reasons that constrain the right to equal opportunities.

Awarding of the position shall be carried out in accordance with the provisions of the FIIAPP Labour Contracting Manual by the Contracting unit, which will consider the merits of the pre-selected candidates by order of their scores, and shall take a final decision regarding the recommendation of the Selection Commission. A waiting list of unselected candidates by order of priority may be created which may be used to cover positions with similar content and duties in the year following conclusion of the process.

The day after the position is awarded, it shall be published on the FIIAPP website, along with the reference offer, the Spanish National ID Number (DNI) of the successful candidate and, if a waiting list exists, the DNIs of those on the list by order of score.

Any candidate who so desires shall have 10 working days from the day after publication of the hiring decision to submit a complaint challenging the selection, which may be sent by e-mail to the following address: rrhh@fiiapp.org.

HR Management, along with the Secretary General shall resolve, on a reasoned basis, any complaints submitted.

The document should be sent to the e-mail address rrhh@fiiapp.org, or to the FIIAPP main office at C/Beatriz de Bobadilla, 18 (RRHH), Madrid 28040, indicating the reference number.

Deadline for receipt of applications: **17th March 2017.**



SCORING FOR ASSETS

Assets	Scoring	Maximum Score
Good knowledge of French	CV C1: 5 points B2: 3 points B1: 1 points	5 points
Specific training on human rights and/or international cooperation	CV 5 points Master's degree (500h) 2 points courses up to 500h 1 point courses up to 200h 0.5 points courses up to 100h	10 points
Experience in the incorporation of the gender approach and tools to ensure a gender perspective	CV (0.15 pts/month worked)	10 points
Experience in managing the project cycle and monitoring and evaluation tools	CV (0.15 pts/month worked)	5 points
Experience in managing economic and monitoring tools	CV Experience: 0.10 pts/month worked (0.25 pts/month worked with Contaplus)	5 points
Specific knowledge of the position and languages	Test	25 points
General alignment with the position profile, especially valuing the ability for interpersonal relations at all levels, leadership skills, institutional relationships, team management, and alignment of skills to the job profile	Interview	40 points
	Total	100

FILL IN THE SHADED COLUMNS OF THIS FORM ACCORDING TO THE REQUIREMENTS AND THE SCORING OF ADDITIONAL QUALIFICATIONS reflected in your CV, AND ATTACH IT TO YOUR CV.

Requirements:

General	YES/NO	Periods (month/year from start to finish)
Postgraduate degree		
Fluency in English (C1) and Spanish		
Minimum 10 years of experience in international cooperation , at least 3 years managing EU-funded projects		
Minimum 10 years of experience in the field of social policies ; at least 3 years providing support to government stakeholders and/or civil society organizations on disability inclusion in public policies		
Minimum 5 years of experience in managing positions		
Readiness to travel		

Assets:

Assets	Scoring	No. of months worked (indicating periods of month/year from start to finish)	Maximum Score	Assets' score
Good knowledge of French	CV C1: 5 points B2: 3 points B1: 1 points		5 points	
Specific training on human rights and/or international cooperation	CV 5 points Master's degree (500h) 2 points courses up to 500h 1 point courses up to 200h 0.5 points courses up to 100h		10 points	
Experience in the incorporation of the gender approach and tools to ensure a gender perspective	CV (0.15 pts/month worked)		10 points	
Experience in managing the project cycle and monitoring and evaluation tools	CV (0.15 pts/month worked)		5 points	
Experience in managing economic and monitoring tools	CV <u>Experience</u> : 0.10 pts/month worked (0.25 pts/month worked with Contaplus)		5 puntos	



CONSENT FOR INCLUSION OF CV IN FIIAPP DATABASE

In accordance with Organic Law 15/1999, of 13th December, on Protection of Personal Data (hereinafter, "LOPD"), FIIAPP informs you that it will include your personal data in a computer file in its possession ("Curriculum Vitae", entered in the register of privately-held files of the Spanish Data Protection Agency) for the following purposes:

- 1) to establish and maintain a contractual relationship with you
- 2) to assess your suitability for the position or task, as well as to notify you of employment opportunities.

In accordance with the regulation on security measures approved by Royal Decree 994/1999, of 11th June, for files considered to be high-level, FIIAPP informs you that, in accordance with Article 26 of this regulation, any sensitive personal information you submit to us is transferred using secure methods that guarantee that the information submitted is not readable or accessible to third parties.

For the purposes stated in Articles 11) and 34e) of the LOPD, by accepting the following clauses (indicate any that are not applicable), you expressly consent to having your data processed for the aforementioned purposes and swear that the data you are submitting is exact and true.

I agree to allow the organisation to process my data for employment purposes, in accordance with the aforementioned clauses.

I agree to allow the organisation to process my data for employment purposes, but in the event that I am not included in the selection process for which I am submitting my curriculum vitae, I request elimination of same from its records.

Likewise, we inform you of your right to exercise your rights to access, correct, cancel and oppose your personal data by writing to FIIAPP, C/Beatriz de Bobadilla, 18, or to the email address rrhh@fiiapp.org, under the terms of the LOPD.