

Terms of Reference

Position Information

Job Title: Project Coordinator
Duty Station: Abuja, Nigeria
Reports to: ECES Executive Director
Duration: From 20 April 2020 to 7 June 2022
Deadline for Submission: [26 March 2020](#)

Organizational Context

The **European Centre for Electoral Support (ECES)** is a not for profit private foundation headquartered in Brussels a global remit. ECES promotes sustainable democratic development through the provision of advisory services and operational support in favour of **all electoral stakeholders**, including electoral management bodies, civil society organizations dealing with civic & voter education and election observation, political parties and parliaments dealing with electoral reforms, media, security forces and legal institutions dealing to electoral dispute resolutions. (www.eces.eu)

ECES is part of the **European Partnership for Democracy (EPD)**, the most important network of European civil and political society organisations working on democracy assistance. EPD is the first Community of Practice on democracy assistance operating at the EU level advocating for a stronger presence of democracy support on the EU agenda (www.epd.eu).

ECES has a strategy called "A European Response to Electoral Cycle Support - EURECS", an innovative delivery mechanism to implement electoral and democracy assistance activities that are consistent with European values and EU policies (www.eces.eu/eurecs) .

Since 2010, ECES has signed **over 90 contracts** in support of transparent, credible and cost-effective electoral processes and the strengthening of democratic institutions **in more than 45 countries mainly, but not only, in Africa and Middle East**. In addition to that, the founders and personnel of ECES have acquired extensive field experience and, taken together, ECES can count on a specific knowledge and a well-established network in **over 70 countries** around the world.

The EU is by far the largest ECES' donor, however the organization has also signed contracts and partnered with many other organisations with Germany being ECES's second most important donor after the EU.

Project's context

The project EU-SDGN – Support to Independent National Electoral Commission of Nigeria is meant to complement the efforts of the Government to improve and strengthen democracy. Within the 11th European Development Fund (EDF), national authorities renewed their commitment to cooperate in the pursuit and achievement of the objectives foreseen in the EU Support to Democratic Governance in Nigeria (EU-SDGN, www.democracy-support.eu/nigeria)

The project, EU-SDGN – Support to INEC is part of a broader EU programme in Nigeria of five components as follows: Support to INEC; Support to the National Assembly; Support to Political Parties; Support to Media; and Support to CSOs. The project contributes to the reinforcement of democracy in Nigeria through building strong, effective and legitimate democratic institutions.

In particular, the projects aim to 1) enhancing the capacities of the INEC and other electoral stakeholders to deliver effectively; 2) strengthening INEC's strategic planning, policy framework and operational capacity; 3) enhancing INEC's internal communication and strengthening the institutional mechanisms to engage with stakeholders. The design of the EU-SDGN project was undertaken in close cooperation with all relevant electoral stakeholders in Nigeria, considering the findings and recommendations of the latest EU Election Observation Missions, as well as INEC internal review and report on the 2015 and 2019 general elections.

The component 1 of the project, support to INEC, is built upon the above mentioned ECES's copyrighted strategy called European Response to Electoral Cycle Support Strategy (EURECS)

Functions / Key Results Expected

Under the supervision of ECES Executive Director, the project Coordinator will provide expertise, organisational and monitoring support to project activities undertaken in the context of the EU-SDGN - Component 1. The Project Director will have the following specific responsibilities regarding the management of the Project:

- Be overall responsible for the implementation of the component 1 of the EUSDGN following EURECS strategy and its ECES copyrighted tools especially the ones related to ECES project management approach such as the ECES' Standard Operating Procedures for the implementation of the EURECS and the Communications and Visibility Guidelines
- Ensure liaison with the EU Delegation in Abuja, INEC, EUSDGN partners and other project stakeholders under the supervision of ECES Executive Director who will be supported by ECES Head of Sections on Administration & Finance and Project Implementation at HQ in Brussels.
- Closely liaise with ECES HQ to ensure project follow-up and coordination;
- Ensure quality control of the overall project implementation;

- Participate to the Programme Steering Committee and Technical Committee meetings, as a representative of ECES in Nigeria in representation of ECES Executive Director who is the ultimate responsible and signatory of the EUSDGN contract with the EU Delegation;
- Manage, supervise and coordinate technical, administrative and financial staff of the project including experts, consultants and local staff;
- Coordinate the relations with other electoral assistance providers in Nigeria and with EU member states and other donors of electoral democracy support sector
- Ensure the liaison with all relevant international, national stakeholders;
- Undertake actions likely to improve management of the project and its successful implementation on the basis of a Monitoring and Knowledge-sharing Strategy;
- Validate activity calendar in collaboration with Project experts and the Administration, Finance and Operation manager;
- Supervise the development and implementation of training plans and activities in a timely manner;
- Assumes direct responsibility for managing the project budget by ensuring that:
 - project funds are disbursed properly;
 - expenditure is in accordance with the project document and project work plans;
 - accounting records and supporting documents are properly kept and financial reports are prepared;
 - financial operations are transparent and financial procedures/regulations are properly applied;
 - EU rules and procedures as well as ECES procedures are respected and implemented
- Contribute to and take responsibility for the implementation of the Project's and the EU's visibility strategy;
- Validate the project's reporting activities (project progress reports and the project final report);
- Ensure the timely submission of work plans, reports, outputs and other deliverables to ECES and the Contracting Authority for review and evaluation, as appropriate;
- Coordinate and supervise the project team, lead the project's weekly meetings
- Regularly report to and keep the ECES and the Contracting Authority up-to-date on project progress and implementation issues.

VALUES

- Promotes the vision, mission and strategic goals of the ECES;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrates integrity by modelling ECES' values and ethical standards.

Recruitment Qualifications

Education:	Post-Graduate University Degree in Political Sciences, Law, International Relations or other related field or equivalent professional experience
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Experience:	<ul style="list-style-type: none"> • Minimum (15) years of professional experience within the field of democracy and/or electoral support funded by the EU and/or its Member States especially in Africa. An asset will be considered previous relevant experiences in West Africa and especially Nigeria. • Proven work experience in managing the implementation of multifaceted projects in the field of democracy and electoral support funded by the EU in support of Electoral Management Bodies and proficient working knowledge of the Electoral Cycle Approach; • Extensive experience in project management, planning and implementation using the practical guide on contract procedures for European Union external action (PRAG, https://ec.europa.eu/europeaid/prag/) • Proven ability to adapt to different project management approaches in order to contribute implementing the component 1 of the EUSDGN following the ECES' copyrighted strategy (EURECS) and copyrighted tools especially the ones related to project management such as the "ECES' Standard Operating Procedures for the implementation of the EURECS and the Communications and Visibility Guidelines" • Sound analytical judgment to work with results-orientation and efficiency in a multi-tasking environment; • Substantial experience in leading teams of national and international experts with demonstrated ability to build consensus and work with inter-disciplinary teams are required. • Strong planning, communication and writing skills; • Very good interpersonal and diplomatic skills • Ability to perform effectively under high pressure, difficult conditions and long working hours. • Capacity to handle politically sensitive issues with diplomacy, in a responsible and flexible manner.
Language Requirements:	Excellent working level of English language in both writing and speaking. Fluency in French is considered an asset considering the most spoken language at ECES HQ being a Belgian based not for profit foundation.

SUBMISSION PROCEDURES

- Applications should consist of two separate documents:
 - A motivation letter of maximum one page
 - Curriculum Vitae
- No further documents are required at this stage
- All applications should be sent to nigeria@eces.eu
- Dateline for applications is 26 March 2020
- Only successful shortlisted candidates will be contacted for interview
- Only applications that comply with the above procedures will be considered