

## **Project: Strengthening transparency and accountability for gender equality in Western Balkans and Moldova (Gender Budget Watchdog Network, Phase II)**

Terms of Reference

GBWN Grants and Learning Officer

### **About the project:**

This project follows the Gender Budget Watchdog Network (GBWN) in the Western Balkans and Moldova's previous, successful ADA and SIDA-supported project. GBWN is a regional project located in the Western Balkans (Albania, Bosnia and Herzegovina, Kosovo, North Macedonia, Montenegro, Serbia) and Moldova. CRPM is in consortium with 6 other partner organizations Gender Alliance for Development Centre; Center for civil society promotion; Kosovo Women's Network; Women Action; Gender Knowledge Hub, Keystone Moldova is implementing since 2019 the Strengthening transparency and accountability for gender equality in Western Balkans and Moldova. The overarching long-term objective of the project is to improve public commitments for gender responsive climate action and increase available financing to implement gender-responsive climate action in the Western Balkans region and Moldova.

### **Target groups of the project:**

The direct target group of the action is civil society organizations, members of the Gender budget watchdog network and beyond. Specifically, the action is focusing on:

- 1. Women's rights organizations**
- 2. Men's organizations**
- 3. CSOs working on environment protection and climate change**
- 4. CSOs working on implementation of UN Convention 1325.**

### **JOB POSITION**

For the purpose of program implementation **CRPM seeks for a dedicated individual that specializes on gender and climate change** and has experience in working with CSOs, knowledge in grant management, monitoring experience, managing knowledge and learning programs to assume the position of GBWN Grants and Learning Officer.

The program implementation is now in the first half of the second phase of implementation which currently focuses on:

- Further development of the network for gender-responsive budgeting and its advocacy in the region and beyond;
- Broadening and deepening of GBWN online Academy by developing resources for self-learning, mentoring schemes to members to meet ethical standards;

- Development of policy documents and institutionalizing integrity and quality standards of CSO's GRB related work, enhanced participation on international forums to increase GBWN's visibility and receive necessary recognition;
- Training on climate change financing and use of GRB tools alongside mentoring to produce gender budget watchdog reports,
- Developing monitoring and shadow reports on SDG 5c1 with continuous advocacy, producing gender responsive citizens budgets, boost Parliamentary hearings, strengthen policy advocacy for improved gender responsive public financial management by using PEFA supplementary framework in the Ministries of Finance, monitor EU external financing to the project countries.

**TASKS AND RESPONSIBILITIES include:**

**CSOs GRANT AND LEARNING SUPPORT**

- In consultation with the GBWN partners and Program Management Team, implement transparent and effective grants management processes and manage the knowledge and learning process within the network;
- Monitor and document the grant-making workflow processes, forms, templates, reports and data to assure full compliance with internal controls and legal requirements;
- To manage the GBWN training on the e-platform and mentoring program and to hold discussions, examinations and tests of knowledge and experience in the GBWN areas;
- Monitor and document training, self-learning, mentoring and knowledge sharing process, and develop reports;
- Contribute to the management of the system for control, oversight and quality assurance of the grants portfolio in accordance with donor's regulations, the project's grants manual, and the CRPM's internal policies;
- Provide support, guidance and access to resources for civil society on gender responsive budgeting and the climate change financing;
- Monitor grantees for legal, financial, and program compliance;
- Ensure that all grantee deliverables are received, tracked, filed, and in compliance with project objectives and requirements;
- Maintain close communication and positive working relations at all times with the implementing partners, build positive and trusting relationships with grant holders;
- Together with the project partners to coordinate the organization of webinars and podcast series on the project relevant topics;
- Assist in the synthesis of reports and in drafting narrative documents and reports for donors;
- Identify grant holders with specific performance issues that need to be addressed and agree appropriate action to help resolve them;

## NETWORK DEVELOPMENT

- Consult/liaise with other networks and provide GBWN members with access to information, resources, learning materials as well as opportunities for participation in events;
- Update the communication manager for all upcoming events in the region related to the project activities and develop media (social media) content;
- To promote, encourage and advance knowledge and best practices in gender responsive budgeting and climate change in all their aspects;
- To contribute to organization of GBWN events and participation of GBWN events to other relevant events where the network will be presented;
- To liaise with stakeholders, educational bodies, colleges and institutions of higher learning and cooperate in the developing of teaching syllabus of the professional qualifications in gender studies, budgeting and climate change;
- Contribute to cross-program sharing and learning activities and events;

## NECESSARY QUALIFICATIONS

- University degree / Master of Science (is preferred) in Gender studies, Psychology, Social sciences, Sociology, Education studies, Public policy, European studies, Policy studies, or similar fields;
- Knowledge of all aspects of planning and implementing a project cycle;
- At least 3 years of experience in civil society;
- At least 3 years of professional experience in the field of gender equality, education and/or climate change;
- At least 1 year of experience in conducting trainings and workshops for CSOs and managing e learning platform (is preferred);
- Knowledge of online working tools (such as among other MS Office, One Drive, MS Teams, Doodle, Canva, WordPress);
- Excellent communication, presentation, organizational and writing skills;
- Knowledge of written and spoken English;
- High level of understanding, gender-sensitivity and use of the principle of non-discrimination.

## APPLICATION PROCESS

Please send your CV and motivation letter to [crpm@crpm.org.mk](mailto:crpm@crpm.org.mk) with the title “Application for GBWN Grants and Learning Officer” **no later than 05.04.2024.**

The application process in CRPM is competitive and goes through 3 phases: eligibility check, assignment/test, interview.

The organization operates in English, Macedonian and Serbian. We encourage Albanian speakers to join our team.

Diversity and multicultural policies are pillars of CRPM values as an organization and thus are highly respected and nurtured. Any individual applying for this position should share them. CRPM is an equal opportunity employer, men applicants are strongly encouraged to apply.

### **CONTRACTUAL STATUS**

All CRPM employees work on employment contracts with full benefits package.

Contract with **3 months' probation period from 01.05.2024** with possibility to extend the contract for full period of engagement under the program until 30.10.2026.

Salary is defined based on the qualification, experience and in accordance with the CRPM Salary policy and ranges between 61000 MKD and 75000 MKD gross.