



**Project title**      **Emergency Early Childhood Development Support for Ukrainian Refugees (ECDUR)**

**Organisation**      **Keystone Moldova**

**Job Title**          **Local Project Coordinator**

### **Terms of Reference**

<b>Project Background</b>	<p>Since the invasion of Ukraine by the Russian Federation began in February 2022, the current crisis in Ukraine has created the greatest refugee surge to EU countries since World War II. To incorporate inclusion and accessibility into humanitarian response plans, in an effort to protect persons with disabilities who risk to be left behind during this unfolding crisis, became an imperative. The European Association of Service providers for Persons with Disabilities (<a href="#">EASPD</a>) became active in supporting the refugees with disabilities coming from Ukraine through its members across Europe. EASPD is a European NGO active in 41 countries representing over 20.000 service providers for persons with disabilities. Its objective is to promote equal opportunities for people with disabilities through effective and high-quality service systems, in line with the principles of the UN Convention on the Rights of Persons with Disabilities.</p> <p>To respond to the challenges faced by young children with disabilities, developmental or behavioural challenges or at risk of developmental difficulties affected by the war and their families, in July 2022, UNICEF and EASPD signed a partnership agreement to provide Emergency early childhood development action to support this target group of Ukrainian refugees. This regional multi-country initiative is taking place in Moldova, Poland, Slovakia, Romania and Bulgaria and aims to reach 12.000 families via increasing the availability of trained Early Childhood Development Family Consultants who will provide parental counselling and support to young children.</p> <p>In the Republic of Moldova, <a href="#">Keystone Moldova</a> is EASPD partner for ECDUR project implementation. Keystone Moldova is a non-profit, nongovernmental organization working to create opportunities where people can grow, exercise self-determination, and be participating, contributing and valued members of their society. As one of the leading Moldovan nongovernmental organization offering support to persons with disabilities, Keystone Moldova is pro-actively involved in the coordination of the emergency response to the refugee crisis, through a set of synchronized interventions targeting the particular needs of Ukrainian refugees with disabilities.</p>
<b>Job Level</b>	Mid-Level Management (The Local Project Coordinator reports to EASPD Project Coordinator and to Keystone Moldova Refugee Preogram Manager; The local project team reports to the Local Project Coordinator)
<b>Main Objectives</b>	<ul style="list-style-type: none"><li>• Ensuring project management according to the assumed objectives and results;</li><li>• Ensuring targeted support to Ukrainian displaced families with young children with disabilities, developmental or behavioural challenges or at risk of developmental difficulties affected by the war and accommodated in the Republic of Moldova;</li><li>• Coordinating the project team and facilitating communication with all partners and stakeholders;</li></ul>
<b>Specific requirement for the job</b>	Experience in coordination and project management of at least 3 years, including co-financed or international projects



<b>Education</b>	University Degree in management, nursing, medicine, education, public health, social work, psychology, sociology or other relevant field
<b>Training</b>	Training in the field of project management
<b>Computer skills</b>	Microsoft Office usage: Word, Excel, PowerPoint, Outlook, Google docs, and Internet search engine
<b>Languages</b>	English, Romanian and Russian; Ukrainian would be an asset
<b>Skills required</b>	<ul style="list-style-type: none"> <li>• Ability to coordinate</li> <li>• Ability to plan and organize</li> <li>• Ability to ensure efficient management of human and financial resources</li> <li>• Strategic vision and planning</li> <li>• Organizational and associative leadership</li> <li>• Ability to take flexible decisions</li> <li>• Good communication and interpersonal skills</li> <li>• Excellent analytical and problem solving abilities</li> </ul>
<b>Core values</b>	Care, Respect, Integrity, Trust, Accountability
<b>Responsibilities</b>	<p><b>Related to the organisation and management</b></p> <ul style="list-style-type: none"> <li>• Prompt delivery of tasks in line with deadlines</li> <li>• Keeping documentation about the support provided to families and children</li> <li>• Planning, monitoring and reporting</li> <li>• Coordination of the procurement of goods within the project</li> <li>• Clear communication and transparency with EASPD</li> <li>• Regular updates on the project implementation progress</li> <li>• Partnership cooperation with UNICEF Moldova country office in accordance with agreed project modalities</li> <li>• Attendance of the meetings with EASPD, other national coordinators, UNICEF Moldova country office</li> <li>• Co-organisation and participation at project events</li> <li>• Raising awareness of different needs and achievements of the project</li> </ul> <p><b>Related to support to displaced Ukrainian refugee families</b></p> <ul style="list-style-type: none"> <li>• Support with identification of project beneficiaries (parents/caregivers and young children with disabilities, developmental or behavioural challenges or at risk of developmental difficulties affected by the war) , pre-assessment of the cases and their assignment to peer counsellors and family consultants</li> <li>• Dissemination of information, advocating, positioning of the organization as key support for targeted audience</li> <li>• Support to peer counsellors and family consultants through monitoring, supervision, provision of additional support when necessary</li> </ul>
<b>Employment period</b>	15 months (October 2022 - December 2023)
<b>Job conditions</b>	The work activity will be carried out in the Keystone Moldova office in Chisinau, with the condition of moving to different districts and communities where Ukrainian refugee families are accommodated/located. Keystone Moldova will provide the Local Project Coordinator with a decent salary, social package, arranged workplace, computer, internet, payment for business phone calls, transport in case of trips to the field. In justified cases, there is the possibility of carrying out the activity in a mixed regime (office and online).

**Application process:**

Please send us your CV (in English) and a short motivation letter (up to 300 words) to [nciocan@khs.org](mailto:nciocan@khs.org) by the 7<sup>th</sup> of October 23:59. Please add “ECDUR Local Project Coordinator” in the subject of your email.