

Terms of Reference (ToR)

For Project Coordinator

Project title: ECW 13260

Contracting authority:

Finn Church Aid (FCA), MriyDiy Educational Foundation

Contact person: Artur Proidakov

E-mail: fundacja.mriydiy@gmail.com

1. Introduction & Background

FCA BRANCH OF THE FINN CHURCH AID FUND IN UKRAINE is looking for service providers for **Project Coordinator** under/as part of The Multi-Year Ukraine Recovery Program (MYRP) during 1.07.2024 - 31.10.2025 in Ukraine.

Finn Church Aid (FCA) is the largest Finnish international aid organization, operating in 13 countries where humanitarian needs are most urgent. FCA supports the most vulnerable populations regardless of their religion, ethnicity, or political background. Our work is grounded in human rights and guided by principles of equality, non-discrimination, and accountability.

MriyDiy is implementing activities under the ECW 13260 project, aimed at supporting access to quality education for affected populations.

2. Purpose of the Assignment

The Project Coordinator will ensure the timely, effective, and high-quality implementation of the educational components of the ECW 13260 project under the MriyDiy Foundation. The Coordinator will liaise with FCA and other partners, provide technical and organizational leadership, and oversee all phases of project delivery and reporting.

3. Scope of Work and Responsibilities

The MD Project Coordinator will be responsible for:

- Coordinating the implementation of all project activities under MriyDiy's responsibility.
- Supervising the preparation, launch, and completion of educational products and training sessions.
- Ensuring the development and quality assurance of educational materials and lesson plans.
- Organizing and leading team meetings, including agenda setting and minute-taking.
- Communicating and collaborating with FCA project managers and donor representatives when needed.
- Monitoring and reporting on progress, challenges, and success stories related to the project.
- Supporting visibility and communication efforts.
- Managing documentation, reporting, and evaluation processes as required by FCA and the donor.
- Ensuring compliance with donor regulations and quality standards.

4. Deliverables

The Coordinator is expected to deliver the following:

- Detailed work plans and activity updates.
- Documentation of training sessions and workshops.
- Narrative reports on project progress, challenges, and lessons learned.
- Communication and visibility inputs (stories, quotes, photos with consent, etc.).
- Final report with qualitative and quantitative indicators achieved under the MriyDiy component of the ECW 13260 project.

5. Skills and Competencies Required

- Proven experience in managing educational or social projects.
- Strong organizational and leadership skills.
- Excellent written and oral communication skills in Ukrainian; working knowledge of English is desirable.
- Ability to manage deadlines and work independently.
- Familiarity with the Ukrainian educational context and working with vulnerable populations is an asset.
- Experience in working with international NGOs or donor-funded projects is highly desirable.

6. Reporting Line

The Coordinator will report directly to the MriyDiy Foundation Executive Director and maintain regular communication with FCA's Education Advisor and Project Manager.

7. Payment Terms

Payment will be made within **10 calendar days** after the submission and approval of relevant deliverables and invoices. However, in certain cases and by mutual agreement between the parties, payment timelines may slightly vary due to donor disbursement schedules or technical reasons (e.g., temporary withholding of donor funds for reporting validation). The parties will stay in open communication regarding any such delays.

8. Duration of Contract

16 months (01.07.2024 – 31.10.2025)

9. Duty Station

The assignment will be carried out remotely, in accordance with the agreed work plans.

10. Technical Proposal Package Must Include

- Service Proposal
- Candidate CV
- Registration documents
- Bank account details