



**Call for Expressions of Interest**  
**ROMACT Facilitators**  
***Application deadline: 18 February 2016***

**The Council of Europe is establishing a pool of Facilitators to work with public administration services and the Roma communities in the municipalities included in the ROMACT Programme in the CZECH REPUBLIC**

## **1. Background of the ROMACT Programme**

The Council of Europe and European Commission launched the ROMACT Programme at the end of 2013, a joint initiative seeking to assist mayors and municipal authorities in working cooperatively with local Roma communities to develop policies and public services that are inclusive of all, including Roma.

ROMACT promotes the cooperation between the Roma communities and the public authorities, through mutual working strategies, shared ownership and commitment to an open dialogue. ROMACT provides support to local administration to implement inclusive good governance practices and sustainable plans of development. It facilitates the access to relevant resources, including better use of EU funds. ROMACT is implemented presently in 6 countries: Bulgaria, Hungary, Italy, Romania, Slovak Republic and Czech Republic.

In each of the countries mentioned above, the ROMACT Programme is implemented by a National Support Team composed of:

- National Program Officer (NPO);
- National Focal Point(s) (NFP);
- Facilitators (acting in one or more municipalities);
- Experts in public administration and EU funding.

ROMACT is looking for proactive and competent facilitators with a solid practical understanding and experience of working with local authorities and Roma communities.

The present Call targets facilitators only from Czech Republic and aims to renew the pool of facilitators to work, according to the need, in the municipalities of the Programme.

For ***Czech Republic***, the current municipalities are Budisov nad budisovkou, Litvinov, Rokycany and Vitkov.

## **2. Profile of the applicant**

### **Professional and technical competencies:**

- good knowledge of the institutional framework in national and local administration and of the relevant administrative and legal issues concerning the Roma communities;
- experience in working with the public administration;
- coaching skills with a particular focus on public administration at local level (urban and rural administrative entities)
- experience of cooperation with Roma communities and organisations and understanding of the Roma social, cultural and traditional environment;
- ability to draft analytical reports related to the working agenda he/she is appointed for; in-depth knowledge of issues related to the field of training (democratic participation, good governance, local

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policies, sectorial policies (school, health, youth or employment), including legislation in the target country;

- previous experience of training on Roma issues, preferably in the areas of inclusive good governance, community mobilisation and development, local policies, democratic participation, education, health or employment, intercultural and human rights issues;
- knowledge of training and working methods, particularly in the field of non-formal education;
- Ability to adapt and develop training programmes will represent an advantage.

**Interpersonal skills:**

- Teamwork skills, ability to build and maintain relationships and networks, diplomacy.

**Communication and linguistic skills:**

- very good knowledge (oral and written) of English;
- very good knowledge of the respective country language;
- knowledge of the Romani language could be an advantage;

**Personal attitude:**

- initiative and responsibility, result orientation and sense of continuous improvement, concern for quality and efficiency, adaptability, self-management and development.

**Personal values:** integrity, loyalty, discretion, respect for human rights and diversity.

### **3. Tasks and role**

Under the authority of the Special Representative of the Secretary General of the Council of Europe for Roma Issues the ROMACT Programme Management team in Strasbourg and the ROMACT National Support Team in the country, the Facilitator will perform his/her tasks in accordance with priorities set up in the ROMACT Programme and with a concern for quality, efficiency and accuracy.

- Work closely with the representatives of the municipalities in the Programme;
- Identify jointly the most suitable methods and venues for the implementation of the Programme;
- Mobilize the community, through the establishment of Community Action Group (CAG) and support its joint work with the Local Authorities (LA) representatives;
- Promote the activities of the ROMACT Programme at local level;
- Assist the CAGs and the LAs, in elaborating relevant activities and development plans, based on needs and specificities of the targeted communities;
- Conduct capacity assessment and baseline surveys;
- Support the intervention experts for planning & proposal development towards accessing available sources of funding.

### **4. Required Availability**

**Applicants should be available to:**

- ✓ commit to a consultant contract signed with the Council of Europe; The contract will be proposed to successful applicants, based on the needs of the Programme and
- ✓ travel regularly to the assigned localities and to national and potential international meetings related to ROMACT.

### **5. Contractual format and Fees for the Facilitator**

In return for the fulfillment of the tasks and obligations established in the consultant contract, the Council of Europe will pay an agreed fee. This fee will be determined by the Council of Europe depending on the concrete action plan established with the ROMACT National Support Teams, *on inter alia* the number of selected

municipalities in the country and the existing support structures for the successful implementation of the Programme.

## **6. Conditions and Application Procedure**

This call is open for expressions of interest for applicants from the CZECH REPUBLIC exclusively.

The Facilitator should be a citizen and/or resident of the CZECH REPUBLIC.

Applicants interested in this call should send the following documents to the Council of Europe Secretariat **no later than 18 February 2015**:

- An updated CV (**2 pages maximum**);
- A short motivation letter outlining how you consider fulfilling the required qualifications and experience to perform the tasks highlighted in this call.

**If you are interested in submitting your materials for review and entry into the pool of ROMACT facilitators, please send your application in full to [romact@coe.int](mailto:romact@coe.int), specifying in the Subject Field "SURNAME/FAMILY NAME, Country, Facilitator". Your submission will not be considered as an application for an open position (job). Contracts shall be offered to selected candidates only according to the actual needs in the field.**

**Please note that late applications will not be taken into consideration and no personal correspondence can be entered into.**

## **7. Selection Procedure**

Selection shall be made by the Council of Europe Secretariat (Support Team of the Special Representative of the Secretary General for Roma Issues). The Council of Europe may require telephone interviews with pre-selected applicants.

Applicants will be notified of the success of their application no later than 15 March 2016.

Please note that only successful candidates will be included in the pool of experts.

**Visit ROMACT Website: [www.coe-romact.org](http://www.coe-romact.org)**

*NB: successful applicants from previous calls for expression of interest for facilitators do not need to apply again.*