



Funded by
the European Union

EU4Youth



Terms of Reference — Project Coordinator | IPA EU4Youth 2022

TERMS OF REFERENCE

Project Coordinator

IPA EU4Youth Programme 2022

Reference: ACT-61341 / JAD.1030030

1. Background

The National Youth Agency of Albania (NYA) has received €1,500,000 from the European Union under the IPA EU4Youth 2022 Programme to support youth empowerment across the country. Through this funding, NYA is implementing a national grant scheme that will award sub-grants to between 31 and 38 civil society organisations working directly with young people aged 15 to 29, with the aim of reaching over 10,000 youth across Albania.

Funded organisations will implement projects across two thematic areas: youth civic participation, volunteering, and leadership on one hand, and inclusive sports, wellbeing, and recreation on the other. Activities will span awareness-raising campaigns, community events, youth-led civic actions, and school- and community-based sports initiatives, with a strong focus on inclusion — particularly for girls, youth with disabilities, and young people from minority and rural communities.

2. Objective of the Position

The Project Coordinator plays a central role in ensuring the coherent, timely, and high-quality implementation of the EU4Youth project. Reporting directly to the NYA Director, the Project Coordinator is responsible for the overall coordination and day-to-day operational management of the project, acting as the primary liaison between NJA's internal units, the project team, sub-grantees, and external stakeholders including the EU Delegation and the Contracting Authority. The role requires a proactive, solutions-oriented professional capable of managing a complex multi-actor environment while maintaining full compliance with EU/IPA rules and NJA's institutional standards.

3. Key Responsibilities

Project Management & Coordination

- Lead the day-to-day operational coordination of the project, ensuring all activities are delivered on time, within scope, and in line with the approved work plan.
- Coordinate closely with the Grant Officer on the implementation and monitoring of the grant scheme, ensuring alignment between grant management processes and overall project planning.



- Liaise regularly with NJA's finance, legal, communications, and monitoring units to ensure internal coherence and institutional compliance throughout the project cycle.
- Prepare and maintain updated work plans, implementation schedules, and risk registers, flagging issues proactively to the NYA Director.
- Organise and chair internal coordination meetings with the project team, ensuring decisions are documented and followed up.

Stakeholder & External Relations

- Serve as the primary operational point of contact with the EU Delegation and the Contracting Authority, ensuring timely and professional communication.
- Coordinate with sub-grantees and civil society partners to support smooth implementation, resolve operational issues, and ensure compliance with grant conditions.
- Represent NYA in project-related events, working groups, and inter-institutional meetings as required.
- Facilitate knowledge exchange and lesson-sharing among sub-grantees, partners, and national institutions.

Reporting & Compliance

- Oversee the preparation and timely submission of interim and final narrative reports to the Contracting Authority, in coordination with the Grant Officer and finance team.
- Ensure full compliance with EU visibility requirements, procurement rules, and IPA procedures across all project activities.
- Monitor the overall progress of the project against the logframe and work plan, flagging deviations and proposing corrective measures.
- Ensure accurate and complete project documentation is maintained in line with audit requirements.

Grant Scheme Oversight

- Provide strategic and operational oversight of the national grant scheme, supporting the Grant Officer in the organisation of calls for proposals, evaluation processes, and contracting of sub-grantees.
- Ensure that gender equality, social inclusion, and EU visibility principles are mainstreamed across all funded activities.
- Support the design and delivery of capacity-building support to sub-grantees where needed.



4. Performance Objectives

The Project Coordinator will be expected to achieve the following key results throughout the assignment:

- Timely and quality delivery of all project activities in accordance with the approved work plan and logframe.
- Effective coordination across all project team members, NJA units, and external stakeholders.
- Accurate and on-time submission of all narrative reports to the Contracting Authority.
- Full compliance of the grant scheme and project activities with EU/IPA rules and visibility requirements.
- Maintained and updated project documentation available for monitoring and audit purposes at all times.

5. Duration of Assignment

This is a full-time staff position governed by Albanian labour legislation. The initial employment contract will be for a period of 24 months. Extension beyond the initial period is subject to satisfactory performance, as assessed through a formal performance review, and continued availability of project funding and need.

6. Qualifications and Experience

Required

- University degree in social sciences, economics, public administration, computer science law, international relations, or a related field. A Bachelor's degree combined with at least 2 years of directly relevant experience will be considered equivalent.
- Proven experience in stakeholder coordination and management of multi-actor partnerships.
- Solid understanding of EU project management principles, reporting requirements, and compliance standards.
- Excellent written and spoken English and Albanian, including strong drafting and reporting skills. English proficiency at a minimum of C1 level.
- Good knowledge of MS Office applications; familiarity with project management tools is an asset.

Advantageous

- Direct experience with IPA-funded programmes or EU grant schemes.



- Experience working with or within public institutions, national agencies, or civil society organisations.
- Knowledge of youth policy, civic participation, or social inclusion programming.

7. Equal Opportunities and Non-Discrimination

The National Youth Agency is committed to equal opportunities in employment. All candidates will be considered regardless of gender, age, disability, ethnic origin, religion, or any other protected characteristic, in accordance with the Albanian Labour Code (Law No. 7961/1995, as amended) and applicable EU principles. Applications from women and underrepresented groups are particularly encouraged.

8. Conflict of Interest

All shortlisted candidates will be required to complete and sign a Conflict of Interest Declaration prior to the written test phase. The selected candidate will be required to disclose any actual or potential conflict of interest at any point during their assignment and must act in accordance with the project's ethics and integrity policies.

9. Reporting Line

The Project Coordinator will report directly to the NYA Director. For the operational management of project activities, the Project Coordinator will work in close and continuous coordination with the Grant Officer, the finance team, and all relevant NJA internal units. The Project Coordinator will also serve as the primary operational interface with the EU Delegation and the Contracting Authority.

10. Location

The position will be based in Tirana, Albania. Periodic travel within the country will be required for field monitoring visits, regional events, and stakeholder meetings. Travel costs incurred in the performance of official duties will be covered in accordance with NJA's internal policies and project budget provisions.

11. Application Procedure

Interested candidates must submit the following documents by email:

- Updated Curriculum Vitae (CV) in Europass format or equivalent, in English.
- Cover letter (maximum 1 page) outlining relevant experience and motivation, in English.
- Copy of highest academic degree/diploma.
- Proof of relevant work experience (e.g. reference letters, employment certificates, or equivalent).



Applications must be submitted to: info@rinia.gov.al

Application Deadline: 13 April 2026

Only complete applications received by the deadline will be considered. Applications submitted after the deadline or missing required documents will be declared ineligible at the B1 stage.

12. Evaluation Process

Applications will be evaluated by an independent Evaluation Committee in three successive phases. Candidates must meet the minimum threshold at each phase to proceed to the next. Only candidates scoring a total of at least 75 points will be considered for appointment.

Phase	Assessment Method	Criteria	Max Points
B1	Administrative & Eligibility (Dossier Review)	Completeness of application; proof of qualifications; proof of at least 3 years of relevant experience; copy of relevant degree; proof of EU-funded project experience	15
B2	Written Test	Knowledge of EU project management and IPA procedures; planning and coordination skills; understanding of grant management cycles; drafting and reporting proficiency; knowledge of monitoring and evaluation principles	60
B3	Interview	Leadership and coordination capacity; stakeholder management and communication skills; motivation and alignment with project objectives; ability to manage complex multi-actor environments; problem-solving under pressure	25
TOTAL			100

Candidates who do not meet the minimum qualifying score of 75 points in total will not be considered for appointment, regardless of their ranking relative to other candidates.

All members of the Evaluation Committee will sign a Conflict of Interest Declaration prior to the commencement of the evaluation process.