

**COST-SHARING AGREEMENT BETWEEN
THE UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)
AND NATIONAL FOUNDATION FOR CIVIL SOCIETY DEVELOPMENT
(THE FOUNDATION)**

WHEREAS the United Nations Development Programme (hereinafter referred to as "UNDP") based in Zagreb, Radnička 41, represented by UNDP Louisa Vinton, Resident Representative, and the National Foundation For Civil Society Development (hereinafter referred to as the "Foundation") based in Zagreb, Štrigina 1a, represented by Cvjetana Plavša Matić, Executive Director, have agreed to co-operate on the project "**Programme Development of the European Centre for Cross-Sector Partnership – IMPACT**" (hereinafter referred to as "Project"), which is described in Annex 1 to this Agreement;

WHEREAS the Foundation has informed UNDP of its willingness to contribute funds (hereinafter referred to as "the contribution") to UNDP on a cost-sharing basis towards execution/implementation of the project,

WHEREAS the UNDP is committed to provide co-financing to the project budget in the amount of 20 000 USD, as well as in-kind contribution of Zagreb main office and Zadar local office required administrative and other services,

WHEREAS UNDP is prepared to receive and administer the contribution for the execution/implementation of the project,

WHEREAS the Government of Croatia has been duly informed of the contribution of the Foundation to the project,

WHEREAS UNDP shall designate an Executing Entity or Implementing Partner for the execution/implementation of the project (hereinafter referred to as the "Executing Entity/Implementing Partner"),

NOW THEREFORE, UNDP and the Foundation hereby agree as follows:

Article I. The Contribution

1. (a) The Foundation shall, in accordance with the schedule of payments set out below, contribute to UNDP the amount of 100 000 US dollars. The contribution shall be deposited at: **UNDP – UNITED NATIONS DEVELOPMENT PROGRAMME – RESIDENT REPR. OFFICE IN CRO, ONE UNITED NATIONS PLAZA, NEW YORK, NY, 10017 USA; Account No. 5190005506; IBAN: HR 1323600005190005506, Zagrebačka banka d.d., 10000 Zagreb, Savska 60.**

Schedule of payments

Amount

Immediately upon the signing of the Agreement	50 000 USD
15 June 2011	25 000 USD
15 September 2011	25 000 USD

(b) The Foundation will inform UNDP when the contribution is paid via an e-mail message with remittance information to contributions@undp.org

2. The above schedule of payments takes into account the requirement that the payments shall be made in advance of the execution/implementation of planned activities. It may be amended to be consistent with the progress of project delivery.

3. UNDP shall receive and administer the payment in accordance with the regulations, rules and directives of UNDP.

4. All financial accounts and statements shall be expressed in United States Dollars (USD).

Article II. Utilization of the Contribution

1. The execution/implementation of the responsibilities of UNDP and of the Executing Entity/ Implementing Partner pursuant to this Agreement and the project document shall be dependent on receipt by UNDP of the contribution in accordance with the schedule of payment as set out in Article I, Paragraph 1, above.

2. If unforeseen increases in expenditures or commitments are expected or realized (whether owing to inflationary factors, fluctuation in exchange rates or unforeseen contingencies), UNDP shall submit to the Foundation on a timely basis a supplementary estimate showing the further financing that will be necessary. The Foundation shall use its best endeavors to obtain the additional funds required.

3. If the payments referred to in Article I, paragraph 1, above are not received in accordance with the payment schedule, or if the additional financing required in accordance with Paragraph 2 above is not forthcoming from the Foundation or other sources, the assistance to be provided to the project under this Agreement may be reduced, suspended or terminated by UNDP.


4. Any interest income attributable to the contribution shall be credited to UNDP Account.

Article III. Administration and Reporting

1. Project management and expenditures shall be governed by the regulations, rules and directives of UNDP and, where applicable, the regulations, rules and directives of the Executing Entity/Implementing Partner.

2. UNDP headquarters and country office shall provide to the Foundation all or parts of the following reports prepared in accordance with UNDP accounting and reporting procedures.

2.1 For Agreements of one year or less:



- (a) From the country office (or relevant unit at Headquarters in the case of regional and global projects) within six months after the date of completion or termination of the Agreement, a final report summarizing project activities and impact of activities as well as provisional financial data;
- (b) From UNDP Bureau of Management/Office of Finance and Administration, an annual certified financial statement as of 31 December to be submitted no later than 30 June of the following year;
- (c) From UNDP Bureau of Management/Office of Finance and Administration, on completion of the project, a certified financial statement to be submitted no later than 30 June of the year following the financial closing of the project.

2.2 For Agreements of more than one year:

- (a) From the country office (or relevant unit at Headquarters in the case of regional and global projects) an annual status of project progress for the duration of the Agreement, as well as the latest available approved budget.
- (b) From UNDP Bureau of Management/Office of Finance and Administration, an annual certified financial statement as of 31 December every year to be submitted no later than 30 June of the following year.
- (c) From the country office (or relevant unit at headquarters in the case of regional and global projects) within six months after the date of completion or termination of the Agreement, a final report summarizing project activities and impact of activities as well as provisional financial data.
- (d) From UNDP Bureau of Management/Office of Finance and Administration, on completion of the project, a certified financial statement to be submitted no later than 30 June of the year following the financial closing of the project.

3. If special circumstances so warrant, UNDP may provide more frequent reporting at the expense of the Foundation. The specific nature and frequency of this reporting shall be specified in an annex of the Agreement.

Article IV. Administrative and Support Services

1. In accordance with the decisions and directives of UNDP-s Executive Board reflected in its Policy on Cost Recovery from Other Resources, the Contribution shall be subject to cost recovery for indirect costs incurred by UNDP headquarters and country office structures in providing General Management Support (GMS) services. To cover these GMS costs, the contribution shall be charged a fee equal to 5%. Furthermore, as long as they are unequivocally linked to the specific project(s), all direct costs of implementation, including the costs of executing entity or implementing

partner, will be identified in the project budget against a relevant budget line and borne by the project accordingly.

2. The aggregate of the amounts budgeted for the project, together with the estimated costs of reimbursement of related support services, shall not exceed the total resources available to the /project under this Agreement as well as funds which may be available to the project for project costs and for support costs under other sources of financing.

Article V. Evaluation

All UNDP programmes and projects are evaluated in accordance with UNDP Evaluation Policy. UNDP and the Government of Croatia in consultation with other stakeholders will jointly agree on the purpose, use, timing, financing mechanisms and terms of reference for evaluating a project including an evaluation of its contribution to an outcome which is listed in the Evaluation Plan. UNDP shall commission the evaluation, and the evaluation exercise shall be carried out by external independent evaluators.

Article VI . Equipment

Ownership of equipment, supplies and other properties financed from the contribution shall vest in UNDP. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.

Article VII. Auditing

The contribution shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules and directives of UNDP. Should a biennial Audit Report of the Board of Auditors of UNDP to its governing body contain observations relevant to the contributions, such information shall be made available to the Foundation.

Article VIII. Advertisement of the Contribution

1. The Foundation shall not use the UNDP name or emblem, or any abbreviation thereof, in connection with its business or otherwise without the express prior written approval of UNDP in each case. In no event will authorization be granted for commercial purposes, or for use in any manner that suggests an endorsement by UNDP of [the Foundation], its products or services.

2. The Foundation acknowledges that it is familiar with UNDP-s ideals and objectives and recognizes that its name and emblem may not be associated with any political or sectarian cause or otherwise used in a manner inconsistent with the status, reputation and neutrality of UNDP.

3. The Foundation may make representations to its shareholders and internal budget officials as required about the fact of the contribution to UNDP. Any other use of



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the UNDP name or emblem, and any other form of recognition or acknowledgement of the contribution of the Foundation are subject to consultations between the Parties, and the prior written agreement of UNDP.

4. UNDP will report on the contribution to its Executive Board in accordance with its regular procedures regarding contributions from foundations. Other forms of recognition and acknowledgement of the contribution are subject to consultations between the Parties, but the manner of such recognition and acknowledgement shall be determined at the sole discretion of UNDP.

Article IX. Completion of the Agreement

1. UNDP shall notify the Foundation when all activities relating to the project have been completed.

2. Notwithstanding the completion of the project, UNDP shall continue to hold unutilized payments until all commitments and liabilities incurred in the execution/implementation of the project have been satisfied and project activities brought to an orderly conclusion.

3. If the unutilized payments prove insufficient to meet such commitments and liabilities, UNDP shall notify the Foundation and consult with the Foundation on the manner in which such commitments and liabilities may be satisfied.

4. Any payments that remain unexpended after such commitments and liabilities have been satisfied shall be disposed of by UNDP in consultation with the Foundation.

Article X. Termination of the Agreement

1. After consultations have taken place between the Foundation, UNDP and the programme country Government, and provided that the payments already received are, together with other funds available to the project, sufficient to meet all commitments and liabilities incurred in the execution/implementation of the project, this Agreement may be terminated by UNDP or by the Foundation. The Agreement shall cease to be in force 30 (thirty) days after either of the Parties have given notice in writing to the other Party of its decision to terminate the Agreement.

2. Notwithstanding termination of this Agreement, UNDP shall continue to hold unutilized payments until all commitments and liabilities incurred in execution / implementation of all or the part of the project, for which this Agreement has been terminated, have been satisfied and project activities brought to an orderly conclusion.

3. Any payments that remain unexpended after such commitments and liabilities have been satisfied shall be disposed of by UNDP in consultation with the Foundation.

Article XI. Amendment of the Agreement



The Agreement may be amended through an exchange of letters between the Foundation and UNDP. The letters exchanged to this effect shall become an integral part of the Agreement.

Article XII. Settlement of Disputes

1. The parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this agreement or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with UNCITRAL Conciliation Rules then obtaining, or according to such procedure as may be agreed between the parties.

2. Any dispute, controversy or claim between the Parties arising out of or relating to this agreement or the breach, termination or invalidity thereof, unless settled amicably under the preceding paragraph within (60) sixty days after receipt by one Party of the other Party's request for such amicable settlement, shall be referred by either party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The arbitral tribunal shall have no authority to award punitive damages. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

Article XIII- Privileges and Immunities

Nothing in this agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including UNDP.

Article XIV. Entry Into Force

This Agreement shall enter into force upon signature and deposit by the Foundation of the first contribution-payment to be made in accordance with the schedule of payments set out in Article I, paragraph 1 of this Agreement and the signature of the project document by the concerned parties.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have signed the present Agreement in the English language in two copies.

For the National Foundation for Civil Society Development:
Cvjetana Plavša-Matić
Executive Director of the National Foundation for Civil Society Development
Date: 16/5/2011

For the United Nations Development Programme (UNDP):
Louisa Vinton
UN Resident Coordinator and UNDP Resident Representative
Date: 16/IV/2011



Annex I: Project Brief

Programme Development of the European Centre for Cross-Sector Partnership - IMPACT

1. BACKGROUND INFORMATION


<u>Project title:</u>	Programme Development of the European Centre for Cross-Sector Partnership - IMPACT
<u>Implementing partners:</u>	UNDP Croatia in direct co-operation with the National Foundation for Civil Society Development
<u>Project duration:</u>	12 months (with possibility of extension, depending on availability of funds)
<u>Location</u>	As required: NFCSD / IMPACT / UNDP Zagreb Headquarters / UNDP Zadar Field office
<u>Indicative budget:</u>	USD 120.000,00 Contributions: NFCSD: USD 100.000,00 UNDP: USD 20.000,00

The concept of cross-sector partnership has gained significant political importance in recent times. It is regularly included in policy documents at all levels, and is gradually becoming an essential term in the European Union and UN vocabulary of socio-economic development, environmental protection and corporate social responsibility. Cross-sector partnerships speak to a new frame of how society begins to organize and respond to common issues and concerns. Social development and social cohesion are no longer seen as the exclusive responsibility of governments. Increasingly actors from the business community and civil society are becoming actively involved as well. It is becoming widely accepted that no sector can or should dominate public life, and no sector has sufficient resources or capability to adequately address or resolve common social issues. Cross-sector collaboration is being promoted as the new development model of our time and is becoming part of policy-making at all levels.

In Croatia, the task of promoting and strengthening cross-sector partnerships has been primarily given to the National Foundation for Civil Society Development. One of the key tasks of the Foundation is the contribution to establishment of strategic cross-sector partnerships and the prompting of a more balanced regional and local development of the non-governmental sector, networking and education. In the first year of its functioning the Foundation undertook efforts to increase the knowledge of grass-root organizations, municipalities and businesses about the opportunities that the local cooperation provide for and to help local CSO-s develop their skills to become active participants in partnership processes.

Among other important initiatives, the Foundation implemented a large multi-year EU CARDS project "Strengthening Capacities of Non-profit Sector in Croatia in Social Service Delivery". The aim of this project was to extend the range and scope of social services provided by the non-profit sector in partnership with and co-funded by institutional providers and government at national and local level. The achievement of this objective is an important part of the process of reform and decentralization in service delivery to which Croatia is committed and which it is required to achieve as part of its pre-accession process.

Despite many improvements and a number of new training programmes launched in the recent years, cross-sector partnership approach to development in Croatia still remains very limited, mainly due to the lack of understanding between different actors of society and limited skills and mechanisms to facilitate this interaction. As a result, the Government has

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granted the Foundation a building sized 1500 m², located in Zadar on the for the founding of an European Centre for Cross-sector Partnership (hereinafter: Centre) - aimed at offering high quality learning programmes and promoting the exchange of know-how and best practices in the field.

After successful reconstruction and adaptation of the building, it has been one year now since the Centre has officially opened its doors. The Centre is equipped with 20 accommodation units, personal computers, modern teaching aids and a well stocked Learning Resource Centre.

The Centre is expected to provide, throughout the year, a blend of professional development opportunities - training courses, conferences, e-learning programmes, summer schools, lectures organized in cooperation with prestigious international think-tanks and consultancies. Apart from Croatia, the Centre will be focused on countries of Central and Eastern Europe. Taking into account the fact that Croatia, among the countries of the Western Balkans, has probably made the biggest step forward so far in creating policy, institutional and legal preconditions for sustainable development of civil society and for the development of cross-sector cooperation, it is expected that the activities of the Centre should have a positive influence on the other countries of the region.

2. PROJECT INTERVENTION LOGIC

2.1. Project overall objective

The overall objective of this project is to provide a conceptual framework for programme development of the Centre in order to allow it to become fully operational in 2011 and 2012. Another key objective is to develop the Centre's organizational capacities and to introduce the programme agenda to potential beneficiaries, stakeholders and the wider public. This project fits into the overall context of UNDP past and current efforts to improve democratic governance in Croatia, through policy advice and technical support, capacity development of institutions, promoting dialogue, and sharing of knowledge and best practices.

2.2. Specific objectives

Key beneficiary of the project is the Centre as an institution. However, the project should contribute to the achievement of a range of specific objectives, all leading to the creation of positive socio-economic effects and improvement of the capabilities of local authorities, civil society actors and business leaders to engage in meaningful partnerships for development. The Centre aspires to become an internationally oriented centre of excellence, offering competitive training programmes and promoting the exchange of know-how and best practices in the field of cross-sector partnerships:

- The Centre should serve civil society, public and business sectors on partnership related issues, thus helping strengthen local democratic structures, by creating enabling environment for the development of partnerships, enhancing the ability of grass-root organizations to co-operate with local governments, businesses, and the media, in order to address community needs.
- The Centre should contribute to the fight against poverty and inequality as well as to the culture of dialogue, democratization and the development of civil society by effective partnership models in the region.
- The Centre should facilitate cross-border exchange of expertise and regional cooperation on partnership themes, with special emphasis on empowering grass-root organizations, local governments and businesses from South East European countries to create enabling legal and institutional framework for partnerships based on international best practice. In doing so, particular attention will be given to contents related to EU accession process needs, e.g. project management, EU funds and assistance programmes (cross-border co-operation), EU policies, etc.

2.3. Indicators of achievement

The following should be considered as indicators of achievement (at the end of the project implementation period) of the above listed objectives:

- Centre internal rules and procedures, including the Statutes and staff organigramme developed and approved by the relevant authorities
- Centre training and education programme (incl. fund-raising strategy) and multi-annual budget (projections) developed and submitted for approval to the relevant authorities. In developing funding strategy, particular attention will be given to the dimension of sustainability. Therefore the following models of co-financing the Centre's activities will be explored:
 - *Tuition fees: apart from the project budget, an important source of Centre's funding should come from tuition fees for participation in the training programme offered by the Centre. The income of the tuition will be transferred to the project budget and used as further seed funds for organization of the Centre's activities. Upon project closure, the remaining funds collected through fees will be transferred to the Foundation.*
 - *Corporate partner funding: the Centre's corporate partners might allocate funding for collaborative projects. The project team should raise awareness amongst all categories of its corporate partners of the value of the programmes and activities proposed. Also, corporate partners may pay an annual fee, the amount of which would depend on the level of partnership category (gold, silver or bronze). These resources will be channeled directly back into the Centre's operations to support networking and activities.*
 - *Academic 'in kind' contributions: the Centre's academic partners should contribute time and resources to develop and promote the Centre's activities through their networks.*
 - *European Union funding: the Centre should establish close links to the EU and work actively with its partner institutions to shape project proposals for EU funding.*
- Centre work-plan developed and approved (for 2011) and submitted for approval (for 2012) to the relevant authorities. The work-plan (in principle training programme) should be developed as professional, intensive and interactive in style covering the following key development priority areas:
 - *Adaptive Leadership*
 - *EU Funding*
 - *Management for Development*
 - *Public Policy and Governance*
- Training programme delivered as per approved plan (at least 5 training events for 2011)

2.4. Activities

An appointed project manager should be held accountable for the achievement of the above listed objectives (according to the related indicators of achievement) and therefore responsible for the implementation of the following activities:

- Designing, promoting and implementing the training programme. Managing the content produced by the project, ensuring that its quality always meets required standards, supervising content codification, systematic storage, accessibility, translation, potential application and re-application.
- Contracting and overseeing the work of international and local experts, providing them with inspiration and guidance on quality assurance mechanisms, packaging" of knowledge and information in ways that best enables its adaptation and contextualization to specific stakeholder's needs.
- Liaising closely with partner organizations and other stakeholders to inspire their active participation in the activities of the project.
- Resource mobilization: preparing complementary funding proposal documents and budgets, presenting and negotiating project funding with potential sponsors.

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- Training activities conducted on a regular basis in cooperation with international and local partner institutions
- Public debates and awareness raising campaigns
- Publishing activities and interdisciplinary research
- Technical assistance and consultancy

2.5. Partners, target groups and clients

The Centre will work through a collaborative network of partner organizations, associate trainers, mentors and experts to deliver the training programme, and to attract interest from both geographical and thematic communities.

The target groups and beneficiaries of the Centre should primarily include:

- Civil society organization leaders
- Public sector representatives
- Business companies representatives
- Academics
- Media representatives

The Centre's activities will be primarily intended for experts and executives who are active in their regions and influence sustainable development.

2.6. Indicative, non-exhaustive list of training and other knowledge transfer modules

Adaptive Leadership

- Strategic management for leaders of non-governmental organizations
- Social enterprise
- Cross-sector partnership

EU Funding

- EU basics and EU funds overview (focusing on IPA, Cohesion and Structural Funds)
- Project Cycle Management (PCM) and Development of project pipeline for EU funding
- Cost-benefit analysis, feasibility studies (for works, investment projects etc.)
- Monitoring and evaluation as required for EU funded projects
- Rural development – LEADER approach

Management for Development

- Cross-sector partnerships and upgrading municipal and county development structures and institutions' absorption capacity towards national and donors' (primarily EC) funds.
- Budget management
- Strategic planning (incl. spatial planning)
- Internal control framework
- Utility and communal service management (incl. renewable energy resources and waste management)
- Diversification of rural economy – emphasizing rural development, sustainable tourism and rural infrastructure
- Public private partnerships – PPP
- E – services
- Innovative social service delivery

Public Policy and Governance

- Public policy analysis
- Policy dialogue about consequences of social exclusion; policy options for inclusion and related legal changes; procedures and practices in different sectors: social welfare, employment, education, etc.

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- Potential for deinstitutionalisation: identification of institutions that can be transformed in order to provide community-based services; identification of required capacity of civil society organisations and private sector to take over certain components of social service delivery
- Decentralization and local governance
- South East Europe and the European Union – prospects and challenges
- Forums and public dialogue development
- Civil society participation in decision-making process

3. MANAGEMENT ARRANGEMENTS

The Project Manager will be responsible for the overall management of the project and the coordination of its activities. The Co-ordination Office is responsible for all executive functions of the Project and the co-ordination of its activities. It should be led by the Project Manager who is directly responsible to Project Board.

During the project implementation period, the operational costs of the Centre (e.g. Local office costs as stipulated in the project budget) will be financed upon receipt of the written request from the Foundation based on detailed monthly expenses (request for direct payment), and paid directly to the facility management company designated by the Foundation, up to the amount foreseen by budget.

The Project Board makes key decisions on all matters pertaining to the achievement of Project's objectives and specifically the management of project activities and the allocation of funding. The Project Manager attends all sessions of the Project Board and reports on the overall functioning of the Project/Centre.

The Project board shall consist of the appointed representatives of the National Foundation for Civil Society Development and the UNDP Croatia.

4. INDICATIVE BUDGET

BUDGET (year 1: Management costs only (excl. Income generated through Centre activities))	
budget item/contract	amount (USD)
Project manager (SC,)	26.000,00
Local office costs (Centre)	30.000,00
communication costs (web, marketing and publications)	10.000,00
travel	4.000,00
training logistics costs (translation, equipment, etc)	8.000,00
training costs - seed investment	37.000,00
general management costs (GMS @ 5%)	5.000,00
TOTAL:	120.000,00

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United Nations
Development Programme
Resident Representative Office
in Croatia

TERMS OF REFERENCE

Project Manager

Programme Development of the IMPACT Centre for Cross-Sector Partnership

Location :	Zagreb and Zadar
Application Deadline :	29 March 2011
Type of Contract :	Service Contract
Languages Required :	English, Croatian
Starting Date : (date when the selected candidate is expected to start)	15 April 2011
Duration of Initial Contract :	One year

Address: Kestercanekova 1
10 000 Zagreb
Tel: +385 1 23 61 666
Fax: +385 1 23 61 620
Web: www.undp.hr

Background Info

UNDP Croatia is a key partner to the European Centre for Cross-Sector Partnership in Zadar (IMPACT), which has been recently set up by the National Foundation for Civil Society Development (hereinafter: Foundation) aimed at becoming a centre of excellence in cross-sector partnerships, offering high quality learning programmes and promoting the exchange of know-how and best practices in the field. Key topics might include: European Funding, Public Private Partnerships (PPP-s), Social Entrepreneurship, Principles of Change Management, Corporate Social Responsibility, Cross-sector Partnership in Policy Making, Adaptive Leadership and so forth.

The Centre is expected to provide, throughout the year, a blend of professional development opportunities - training courses, conferences, e-learning programmes, summer schools, lectures organized in cooperation with prestigious international think-tanks and consultancies. Apart from Croatia, the Centre will be focused on countries of Central and Eastern Europe.

Duties and Responsibilities

Under the overall supervision of the UNDP Deputy Resident Representative and in close cooperation with the Director of the Foundation, the Project Manager will be responsible for the following:

IMPACT related activities:

- Represent and promote the Centre's programmes at local and international levels; develop and maintain relationships with partner organizations, think tanks, donors, key government officials.
- Identify and support key actions to increase the visibility of the Centre; design the Centre's website.
- Contribute to the development of a sustainable international cooperation policy of the Foundation; coordinate international programme activities.
- Design and implement the Centre's training programme taking into account professional development and technical support needs, effective learning processes, trainer styles, technology and resources.
- Oversee the work of designated trainers, consultants and experts; provide them with advice and guidance on quality assurance mechanisms, 'packaging' of knowledge and information in ways that best enables its adaptation.

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- Establish, document, and monitor programme metrics to measure productivity and ensure key learning objectives are met. Assess the effectiveness of learning programmes and make recommendations for improvements.
- Design and implement a sustainable income generation strategy; identify funding opportunities from the EC and other international donors (government and private); prepare project proposals and coordinate implementation of activities funded by the EC and/or other donors.
- Manage procurement, including contractor pre-qualification, preparation of scopes of work, proposal and quote review, leading meetings, managing document control and files maintenance, and preparation of bid packages.
- Financial management - analyze budgets, expenditure and cash flow forecasts, balance budgets, conduct budget revisions and implement ERP best practice, prepare financial progress reports.

Address: Kestercanekova 1
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Key Qualifications

- University Degree in international development, business administration, economics or social sciences
- Minimum 5 years of relevant experience in managing advisory projects in a multi-cultural setting
- Professional expertise related to capacity building, knowledge management, corporate learning, training and consultancy
- Professional experience related to the work of foundations at European and/or international levels
- Knowledge of the civil society arena in Croatia and the wider region
- Knowledge of the EU Institutions, Instrument for Pre-accession assistance (IPA) and other EC Funding mechanisms
- Proven project management experience; ability to motivate and manage a team of high-level practitioners and experts
- Highly developed coordination and facilitation skills and the ability to negotiate complex agenda with a broad range of international partners are essential
- Proven analytical skills, strong numerical and financial skills, ability to interpret financial information and to design and use financial models
- Proficiency in English, good knowledge of at least one other EU language is an asset
- Significant international exposure/professional experience will be considered an advantage

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