

TOR FOR COUNTRY FACILITATORS

The Roma Education Fund Country facilitator first task is to provide support to requesting and implementing organization for REF financed projects. This support is provided on request of the organizations to facilitate smooth processing of project thru the approval, contracting, implementation and evaluation cycle. The second task of the facilitator is to provide information to REF on Roma education issues in the concerned country and help REF identify major policy or program and project implementation issues including areas for potential REF support. The third task of REF country facilitators is to provide information on REF to local stakeholders and facilitate communication and coordination between REF and other organizations involved in Roma Education.

The Country Facilitator does not take decisions on projects or on policies on behalf of REF but ensures smooth flow of information between REF and all country based stakeholders and builds up capacity of local institutions as requested by REF. This means that he or she needs to have not only solid project management skills but very strong diplomatic skills and a good appreciation of when to refer an issue to REF and where to directly interact with the concerned organization. This also means that the Country Facilitators need to remain in very close contact with REF headquarters.

More precisely the tasks of the REF country facilitator are as follows:

- Help REF identify project opportunities with local stakeholders including donors such as EU, OSI and World Bank**
- Provide advice and information on REF and on how to prepare a proposal to organizations preparing proposals for REF financing**
- Provide training and advice on participatory preparation of Project Implementation Plans (A module will be designed for this purpose).**
- Provide training and support to organizations implementing REF projects and on designing and implementing good monitoring programs.**
- Provide assistance to the organizations implementing REF financed projects when requested, on using the reporting format, on assessing progress and on getting prepared for monitoring visits by REF.**
- Support REF efforts to gather data on Roma and education in country. Collect reports, statistical data and results of surveys and assessments and provide this information to REF.**
- Provide inputs for updating REF country strategies**
- REF updated on any events has to do with Roma Education in country and policy issues that might affect Roma Inclusion in education systems.**
- Produce short, lively stories on REF financed projects for REF web site.**
- Provide information on REF at meetings, seminars, conferences on Roma inclusion or Education reforms**

- **Facilitate in country coordination between various organizations implementing REF projects and other stakeholders through regular meetings and when requested by REF organization of seminars, training sessions or other events.**
- **Provide standard training to Roma NGOs on education policies and on project preparation and implementation.**

The Country facilitator will agree each month on a work program with the senior REF staff in charge of his or her work program. The country facilitator will provide a short activity report at the end of each month. The country facilitator will come to Budapest about every three months for training and participation in REF headquarters activities. The REF will negotiate with a local institution, if possible the office of the Roma decade coordinator an office space with a computer and communication facilities. The REF will finance field trips and some local operational costs to ensure that the Country Coordinator has the means to carry out its task. The country facilitator will remain in regular touch with REF through EM and phone (Skype).

All travel and field visits require prior approval of REF's Executive Director. The approval should be requested by sending an email explaining the purposes, the place and duration of the trip. Field visits lasting more than 24 hours will be reimbursed (Hotel room less than 60 EUR, per diem of 15 EUR and transportation). Reimbursement will be made based on receipts for hotel, transportation and other allowable business expenses. International travel will be reimbursed on the same basis as for REF staff (see REF/ROA Staff Manual) Expenses for travel meals and in-city transportation are to be covered through the provision of a per diem allowance of 60 EUR per day in CEE countries and 80 EUR per day in western European countries, Russia and USA. If Country facilitator spends 32 hours on travel (which includes plus one hour at arriving and departure) may calculate with two days per diems.

The Country facilitators' operating expenditures (landline phone, cell phone, internet) will be reimbursed to a maximum of 75 EUR per month. All expenses have to be justified by providing a receipt or an invoice and to be approved by the Executive Director and Finance and Administrative Manager.