



**Ministry of Science Education and Sports
of the Republic of Croatia**

ERI SEE

**EDUCATION REFORM INITIATIVE
OF SOUTH EASTERN EUROPE**

**Regional seminar on writing project proposals
- Preparation of Terms of Reference (ToR) and Project Fiche -**

27-28 March 2009

Zagreb, Croatia

Venue: Hotel Dubrovnik, conference room Stradun IV

Gajeva 1, Zagreb

Background and justification:

1. Human resources development will be in the focus of the development of the SEE countries in the period 2007-2013. In this period, the Western Balkans countries will be covered with the European Community Instrument for Pre-Accession Assistance (IPA), and Moldova will be covered with the European Neighbourhood and Partnership Instrument (ENPI). The IPA and ENPI instruments support the preparations of the countries for participation in the European Social and Regional Funds. In the multiannual planning documents 2007-2009 and 2009-2011, the respective ERI SEE countries have identified Employment and Education as a priority area. Effective inter-ministerial cooperation and involvement of social partners & civil society; enhancement of the skills of the population for work in market economies and support to the most vulnerable groups of the society are to be developed in the coming years. Intensive activities are on-going for development and implementation of projects in this priority area.
2. Currently, the Western Balkans countries and Moldova participate in the European Community Programme Tempus.
3. As candidate countries, Croatia and the Republic of Macedonia have adopted the legal frameworks of the national agencies for administering the Community Action Programme in the field of Lifelong Learning 2007-2013 (LLL Programme) and are in the process of staffing and capacity building of the new structures. The complexity of the relationships and responsibilities between the European Commission, the National Authorities and the National Agencies calls for regional cooperation and support from the European countries previously involved in the Community programmes for education and training with the objective for capacity building of the national authorities and different categories of experts for taking over the obligations emerging from the participation in the Community LLL Programme.
4. Realisation of different projects in the vast area of education and training will be one of the main approaches to achieving the objectives of the SEE countries presented under the points 1-3. Preparation of good quality Terms of Reference (ToR) and project fiches are preconditions for successful projects with sustainable results. This fact justifies the work on capacity development in SEE for proper preparation, implementation and monitoring of projects in education and training.

Participants to the seminar:

Having in view that the process of writing project proposals is based on use of the Logical Framework Approach (LFA), it is necessary the participants to the seminar to have knowledge on LFA. Aiming to achieve continuity of the capacity building measures, participants to the seminar will be:

- Members of the network of SEE experts which was established with the ERI SEE capacity building measures on Project Cycle Management based on use of LFA (seminars, workshops and study visits organised in the period 2005-2008);
- Staff members of the respective structures of the SEE Ministries/agencies/centres involved in planning and implementation of projects funded with IPA and ENPI funds.

Methods of work:

- The work of the seminar will be organised around concrete terms of reference/project fiches which are currently under development (preferably for IPA or ENPI funds) in the SEE countries. These documents will be brought by the representatives of the Western Balkans countries and Moldova and will be used for further development and improvement. Following the *introduction* provided by the *seminar facilitator* Mr. Ton Farla, the participants will split in *groups* and will work on different aspects of writing project proposals by using the national working documents of terms of reference/project fiches.
- *Presentations* of the results of the group work and *plenary discussion* will take place after each session of the working groups.
- *Review of existing Terms of Reference* of a project which has been implemented, or will be implemented in one SEE country will also take place.

Expected outcomes:

- Knowledge acquired and improved capacity for proper development of Terms of Reference and writing project fiches;
- Case studies collected for dissemination at regional level;
- Recommendations for future regional cooperation.

Seminar Agenda

Friday, 27 March 2009

9:00-9:30 Official opening - Welcome addresses

Ms. Alida Matković, Senior Adviser, Directorate for International Cooperation, Ministry of Science, Education and Sports of the Republic of Croatia

Ms. Aspasija Hadzisce, Director, ERI SEE Agency, Croatia

9:30-9:45 Terms of Reference in the Project Cycle Management

Mr. Ton Farla, educational expert and seminar facilitator, The Netherlands

9:45-10:30 Preparing the Terms of Reference (ToR) for a project

- *Key features of a sound project*
- *Format and content of ToR*
- *Plenary discussion*

- 10:30-11:00** Coffee break
- 11:00-13:00** **Drafting ToR with focus on background and rational**
- *Introduction by Mr. Ton Farla, educational expert and seminar facilitator*
 - *Activities in working groups*
 - *Plenary discussion*
- 13:00-14:30** Lunch
- 14:30- 15:30** **Drafting ToR with focus on objectives and requested services**
- *Introduction by Mr. Ton Farla, educational expert and seminar facilitator*
 - *Activities in working groups*
 - *Plenary discussion*
- 15:30-16:00** Coffee break
- 16:00-18:30** **Drafting ToR with focus on the methodology and output**
- *Introduction by Mr. Ton Farla, educational expert and seminar facilitator*
 - *Activities in working groups*
 - *Plenary discussion*
- 19:30-22:00** **Dinner hosted by the Ministry of Science, Education and Sports of the Republic of Croatia: Traditional restaurant “Ivica i Marica”**

Saturday, 28 March 2009

- 9:00 – 9.15** **Feedback on the first day**
- 9.15-10:30** **Drafting ToR with focus on experts input and requirements**
- *Introduction by Mr. Ton Farla, educational expert and seminar facilitator*
 - *Activities in working groups*
 - *Plenary discussion*
- 10:30 - 11:00** Coffee break
- 11:00 – 11:45** **Presentation of the structured approach of the Kosovo¹ Ministry of Education, Science and Technology towards projects which support reforms in the area of education and training**
- Mr. Xhafer Ahmeti, senior adviser for project implementation of the Ministry of Education, Science and Technology of Kosovo*
- Presentation of a project aiming to support the establishment of a new national institution**
- Mr. Ton Farla, educational expert and seminar facilitator*

¹ Under the United Nations Security Council Resolution 1244.

Discussion

11:45-13:00 Writing a project fiche

- *Introduction by Mr. Ton Farla, educational expert and seminar facilitator*
- *Activities in working groups*
- *Plenary discussion*

13:00-13:30 Discussion on future regional cooperation and closing remarks

Facilitator: Aspasija Hadžišće, Director, ERI SEE Agency, Zagreb, Croatia

13:30-15:00 Joint lunch and farewell