

**Terms of Reference  
Europe and Central Asia (ECA) Network Management Intern**

*This document is used to agree terms, work plan, list of tasks to be completed, for internships and volunteer posts*

**Period of this ToR:** 6 Months, April – September 2023

**Job Type:** 4-5 days a week internship

**Remuneration:** Intern Monthly Stipend provided: 270 EUR Net/Month (based on 4 days/week) OR 350 EUR Net/month (based on 5 days/week)

**Supervision of work:** Programme Manager ECA

**Work Station:** Amsterdam or Remote

**Essential:** Fluency in English and Russian (oral and written). Another European language is a plus.

## **I. Introduction**

Aflatoun International is an NGO based in the Netherlands offering social and financial education to children and young people worldwide. Through a strong network of 300+ partners. The organisation reaches 8.6million children and young people each year in more than 100 countries. Aflatoun International creates high-quality curricula, for different age groups, which can be contextualised to local needs or specific circumstances. In addition, teachers are provided with training and we conduct research to evaluate the quality and effectiveness of our programmes.

These Terms of Reference (ToR) have been developed with the objective of facilitating the organisation of the Regional Meeting for ECA Region. Develop a strategic mapping for engagement of new partners in the ECA region. Assist in the planning and coordination of upcoming in-person and online training of trainers, and support the ongoing projects in the region. The ToR will structure the process and outline the procedures to follow and roles of the parties involved in the oversight and management of the project.

## **II. Background**

The complex and rapidly changing world of today presents unique challenges for new generations preparing to enter adulthood. It is more important than ever that all children and youth, including the most vulnerable, access opportunities to develop practical skills that empower them to navigate the complexities of their working and social lives. Financial education is essential to empowerment, and fosters meaningful learning and development of key competencies. It also ensures that learners acquire the capacity and motivation to engage in all aspects of social and economic activities.

With the mounting emphasis on social and financial education, the ECA region has increasingly received donor attention over the last few years; there are more and more countries and organizations, both governmental and non-governmental, expressing their interest to join the global partner network of peers so to reach the ultimate beneficiaries: children and youth. Thus, there is a need to identify an intern who can support the division to ensure optimal support to Aflatoun International's regional implementing partners. In liaison with the ECA Programme Manager (PM), the Intern will undertake the following activities:

## **III. Specific Objectives**

### **1. Coordination and planning of ECA Regional Meeting**

- Coordinating logistics related to the event
- Mapping organisations who can attend the Regional Meeting
- Researching relevant SFE topics to address during the Regional Meeting
- Reporting and taking minutes of meeting

## **2. General Support**

- Supporting ongoing regional activities as requested
- Providing additional partner engagements on the Partner Platform
- Researching relevant opportunities in the region

## **3. Support Programme Manager in planning and coordination of Aflatoun training of trainers**

- Coordinating training logistics
- Assisting training design
- Supporting technical delivery of online trainings

## **4. Strategic Mapping**

- Supporting the Programme Manager in the strategic mapping of institutions and regional bodies working on topics related to social and financial education in the region
- Supporting the Programme Manager in the mapping of potential partners in priority countries
- Supporting the Programme Manager in the engagement of strategic partners.

## **5. Support Projects in the ECA Region**

- Providing logistical and digital support for online trainings – 9 Courses on the platform
- Translating and proofreading materials

## **IV. Expected outcomes**

- Virtual Regional Meetings successfully delivered
- Trainings successfully delivered
- Final strategic mapping ready for use
- Partner network further engaged
- ECA Regional Virtual trainings supported on the platform

## **V. Required Skills and Qualifications**

- A Bachelor or Master degree in Education or social sciences and experience in working with children.
- Ability to work in small team with motivated, multicultural co-workers.
- Fluency in English and Russian (oral and written). Another European main language is a plus.
- Strong computer skills, including sound knowledge of Windows and Microsoft Office applications, including Outlook, Word, Excel and PowerPoint.
- Advanced digital skills are a plus.

## **VI. Other Relevant Information**

The intern/volunteer must keep confidential any and all unpublished information made known during the course of the internship and not publish any reports or paper on the basis of information obtained except with the written approval and authorization of his supervisor.



### **Sounds like you?**

We would like to hear from you. Please send your CV and a letter of motivation, latest by 17<sup>th</sup> of March 2023 to this link <https://aflatoun.bamboohr.com/careers/172>. If you have any questions, please reach out to [saida@aflatoun.org](mailto:saida@aflatoun.org).