

Ref # STE 1 : Social Services ST Expert

For the implementation of all activities related to social services throughout the province (All services and contributions through low-income people, children, youth, women, handicapped, and people in need of protection)

- Knowledge and experience on community-based studies and service provision models
- Knowledge and experience on service provision models for the rehabilitation of disadvantaged groups (handicapped and drug-addicted)
- Knowledge and experience on service provision models through children and youth
- Knowledge and experience on service provision models through women
- Excellent training skills
- Hands-on training experience
- At least 5 years of experience on social services planning and management

University or Social Services Vocational School Graduates

Ref # STE 2 : Research Expert

- At least 1 year experience on analysis
- Excellent research skills
- Experience in Qualitative and Quantitative research methods analysis
- Experience in Questionnaire preparation
- Experience in needs analysis
- Excellent reporting skills
- Relevant EU projects experience
- At least 5 years of professional work experience

University Graduate of Sociology, Psychology, Economics, Business Administration and other similar departments

Ref# STE 3: Human Resource Development ST Expert

- Experience in Staff Management (job description preparation, recruitment) at least 2 years for Junior Experts or at least 5 years for Senior Experts
- Experience on working with public, private and civil society
- experience on human resource planning and development
- Experience on institutional analysis and improvement
- Knowledge on public and local administration staff regulations
- Excellent Reporting Skills
- Professional work experience; at least 5 years for Junior Experts and at least 10 years for Senior Experts

University Graduates

Ref# STE 4 : Health Services ST Expert

- Experience in health services through women, children and youth
- Knowledge and experience in community-based health services
- Knowledge and Experience in mobile health services
- Knowledge and Experience in basic health training for service users
- Excellent Training Skills
- Hands-on training experience
- At least 5 years of experience in health services planning and management

Graduate of Medical Faculty (preferably having Public Health Specialty or Family Health Specialty)

Ref# STE 5: Career and Counselling ST Expert

- Knowledge on the priorities of National and EU plan and policy on human resource development and vocational education
- Knowledge and experience on migration, poverty and employment
- Knowledge and experience on youth and women employment
- Excellent training skills
- At least 5 years of experience in human resource planning
- Hands-on training experience

University Degree (vocational education, psychological counseling and guidance, psychology, business economics etc...)

**Ref# STE 6 : Strategic Planning ST Expert
(For Senior Experts)**

- Planning experience for economic and social development and regional development
- Knowledge and experience on strategic planning methodology
- Knowledge and experience on participatory decision-making process and management
- Work experience related to local administrations
- Experience on parallel work implementation in different fields
- Excellent Training Skills
- At least 10 years of professional work experience
- University Graduate

(For Junior Experts)

- Work experience in the field of economic and social development is an asset.
- Work experience related to local administrations
- Strategic planning and data process experience
- Knowledge on economic and social development and regional development (Experience in those fields is an asset)
- Excellent Training Skills
- At least 3 years of professional work experience
- University Graduate

Ref# STE 7: Environmental Impact Assessment (EIA) Training ST Experts

For the implementation of the necessary trainings of EIA activities for infrastructure projects;

- At least 2 years of experience in the management of Environmental Information System (EIS)
- Experience in Geographical Information System (GIS)
- Full Computer Literacy, Ms Windows, MS Office and especially ArcGIS and other similar applications
- Short Term Expert experience at least in 1 EU-funded project
- At least 5 years of professional work experience
- Excellent Training skills and training of trainers is an asset

Ref# STE 8: Visibility and Publicity Expert

- Experience in EU Visibility rules
- Experience in the preparation of project visibility and publicity materials
- Experience in media, CSO and social networking
- Knowledge on communication techniques, methods and tools
- Excellent knowledge on management bodies, social and private sectors and CSOs in Turkey
- Experience in working with public and civil society sectors is an asset.
- Experience in working with media and organization of public relation activities.
- University Graduate

Ref# STE 10 : Urban Planning ST Expert

- At least 3 years of experience in urban and regional planning
- Knowledge and experience on migration, urbanization and poverty
- Knowledge and experience related to service provision of local administrations
- A proficient user of AutoCAD
- Excellent graphical presentation skills
- University graduate from the department of Urban and Regional Planning

Ref# STE 11 : Feasibility Training Expert

For the implementation of the necessary trainings of the feasibility activities for infrastructure projects;

- Experienced in the preparation of project budget
- At least 2 years of experience in the feasibility activities of infrastructure projects
- Full Computer Literacy,
- At least 5 years of professional work experience
- Excellent Training Skills
- University Graduate

Ref# STE 12 : Field Experts (Various Fields)

For making population increase and service needs projections on the basis of needs analyses.

service provision – related data and local qualified available data

- Experience in demographic analysis, anticipations, expenditure analysis related to social policies and benefit-cost analysis
- Knowledge on Local economic development
- At least 5 years of professional work experience
- Economist or having graduate/postgraduate degree from other similar departments

For implementing needs analysis related to provincial infrastructure (roads, water, sewerage, transportation and etc...)

- Knowledge/experience on Qualitative and Quantitative research methods,
- Previous experience in provincial infrastructure planning/ construction,
- Able to work under time constraints,
- Urban Planners, Civil Engineers, Environmental Engineers, Infrastructure Specialists

For Capacity Building

- Previous experience as a facilitator, coordinator, consultant in strategic planning preparation studies of local governances,
- Experience in budget preparation in local governances
- Knowledge on strategic modeling, plan, programme and budget cycle
- Able to work under time constraints
- At least having university graduate or postgraduate degree

Ref# STE 13 : Geographical Information System ST Expert

- Full computer literacy, MS Office Applications, MS Access, MS SQL and related database design and implementation tools
- Familiarity and working knowledge of popular GIS software and hardware currently used in municipalities, especially in the project region
- Minimum 2 years of experience in GIS implementations
- Familiarity with GIS use in urban and regional planning
- Experience in working with socio-economic data
- Experience in training of GIS experts and technical end-users
- Minimum 5 years of professional experience
- University Graduate

Ref# STE 14A : IT Data Expert

- *Experience in constituting and managing databases in at least 2 projects*
- *Experience in GIS and MIS software is an asset*
- For junior experts; at least 3 years of experience, for senior experts; at least 5 years of experience in database management
- At least 5 years of professional work experience
- University Graduate

Ref# STE 14 : IT Software Expert

- Software needs analysis
- Design and organization of the database in the light of available data
- Development of necessary software
- Preparation of user manual for sustainable and reliable use
- Design and application of a back-up system
- At least 5 years of professional work experience
- University Graduate

Ref# STE 15 : Project Development ST Experts (Finance, Technical, Management, Budgeting, Feasibility Studies and other Thematic Fields)

For project design through local governances in collaboration with local stakeholders (public institutions, civil society organizations, occupational associations and etc...)

- In depth experience in Project Cycle Management

- Provides the preparation of project proposals through coordinating the contributions of local stakeholders and technical experts
- Knowledge on works, supply, technical assistance and grant contracts issues of international donor institutions and national funds and able to prepare proposal/tender files
- Able to give on-job training through experts working in local governances on project development
- Able to work under time constraints
- At least 5 years of professional work experiences
- At least having graduate or postgraduate degree

For the implementation of pilot projects' feasibility studies

- At least 3 years of experience in monitoring and evaluation of the projects developed for disadvantaged groups in the field
- Experience in the social income, cost-effective, benefit-cost estimations
- Knowledge and experience on migration, urbanization and poverty
- Knowledge and experience on social policy
- University Graduate

For giving Project Cycle Management training to Pilot Project (PP) teams and implementing other PP activities

- At least 3 years of experience on PCM Training for social projects, project development, project monitoring and evaluation
- Excellent Training Skills
- Knowledge and experience on migration, urbanization, poverty, social and economic development
- Experience in EU social, economic and regional development projects
- At least 2 years of experience on Project Cycle Management Training
- University Graduate

Ref# STE 16 : Social Statistics ST Expert

- At least 5 years of working experience in social statistics field
- Experience in development and management of socio-economic information systems and databases
- Experience in socio-economic studies including migration issues
- Experience in using TURKSTAT information system
- Knowledge on Turkish and EU Statistics Systems
- At least 5 years of professional work experience
- Graduate degree from relevant departments

Ref# STE 17: Strategic Planning Training St Expert

- Working experience in social and economic development fields is an asset
- Working experience with local governances
- Experience in strategic planning and data process
- Knowledge on planning for economic and social development and regional development (Working experience is an asset)
- Excellent training skills - training of trainers is an asset.
- At least 5 years of work experience
- University Graduate

Ref# STE 18: Field Survey Expert

- At least 1 year of experience in Field Survey
- Experience in data entry and data process
- Full computer literacy and good command of English
- At least 5 years of professional work experience
- University degree

Ref# STE 19 : Training Needs Analysis ST Expert

- At least 3 years of experience in training needs analysis for pre-service, in-service and on-job training
- Experience in knowledge, attitude, application and skills measurement
- Experience in adult learning methodologies
- Previous experience in training implementations at local governances
- Experienced in defining training priorities and preparing training plans
- At least 5 years of professional work experience
- University graduate from the departments of training planning, vocational education, adult education, local administrations and other similar departments

Ref# STE 20 : Training ST Expert

- At least 3 years of experience in the field of adult learning (planning, programme design, content definition, material development)
- Working experience with mixed local groups in the fields of economic and social development
- At least 2 years of experience in EU project cycle and implementations
- At least 5 years of professional work experience
- University graduate – preferably from education departments

Ref# STE 21 : Training Field Survey ST Expert

- Advanced reporting skills including SPSS and/or reporting in excel
- At least 1 year experience of field survey
- Experienced in data entry and data process
- Experience in tabulating and reporting
- At least 5 years of professional work experience
- University Degree from Social Fields (Education, sociology, psychology, business economics etc...)

Ref# STE 24 : Community Development ST Expert

- At least 3 years of experience on planning and management of community-based studies
- Knowledge and experience on human resource development of disadvantaged groups (women, youth and children)
- Excellent Training Skills
- Hands-on training experience
- At least 5 years of field experience on community development
- University graduate

Ref# STE 27 : Project Cycle Management ST Expert

- Advanced level knowledge of EU Project Cycle Management and Project Management
- Excellent EU PRAG knowledge
- Excellent reporting skills
- Relevant EU projects experience
- Knowledge on migration, urbanization, poverty, social and economic development
- At least 5 years of professional work experience
- University graduate from Sociology, Economics, Business Administration and other similar departments...

Ref# STE 28: Project Monitoring ST Expert

For the implementation of various monitoring and evaluation activities within the project

- Excellent knowledge and experience on Project Cycle Management, monitoring and evaluation tools and methods
- Able to share his/her knowledge and experience with relevant experts working in local governances within a training programme integrity
- Able to work under time constraints
- At least 5 years of professional work experience
- At least graduate or postgraduate degree

Ref# STE 29 : Project Cycle Management Training ST Expert

- At least 3 years of experience on PCM Training for social projects, project development, project monitoring and evaluation
- Excellent Training Skills
- Knowledge and experience on migration, urbanization, poverty, social and economic development
- Experience in EU social, economic and regional development projects
- At least 5 years of professional work experience