

## Terms of Reference (ToR)

<b>Position:</b>	Team Leader 100% (F/M/D)
<b>Project:</b>	Strengthening Social Cohesion through Civil Society and Mass Media in Moldova (COSMA)
<b>Duration:</b>	July 2026 – June 2030 (4 years)
<b>Duty Station:</b>	Chisinau, Moldova (with regular in-country travel)

## 1. Background

The COSMA project aims to strengthen social cohesion in Moldova by supporting civil society organisations (CSOs) and independent mass media to contribute to inclusive public discourse, democratic governance, and peaceful coexistence in a context of political polarisation, disinformation, and societal fragmentation.

The project will work with a wide range of stakeholders, including CSOs, media actors, public institutions, and citizens, applying conflict-sensitive and do-no-harm approaches. The intervention requires strong leadership, contextual understanding, and the ability to facilitate complex change processes and manage diverse partnerships.

The position is subject to SKAT being awarded the tender.

## 2. SKAT Consulting

Skat Consulting Ltd. (www.skat.ch) is a Swiss consulting company with over 45 years of experience in international development cooperation and humanitarian aid. We are recognised as an independent resource centre and consultancy working across four core thematic areas: Governance, Water, Building, and Energy & Climate. Skat has a strong track record in designing and implementing complex development programmes, including the SDC-funded MĂ IMPLIC “Citizen Engagement for Local Governance” project in Moldova, with a local presence since 2019.

## 2. Overall Purpose of the Position

The Team Leader (TL) is responsible for the overall strategic leadership, technical quality, and operational management of the COSMA project. The TL ensures the achievement of project objectives in line with contractual obligations, donor requirements, and conflict-sensitive principles, while maintaining strong relationships with national stakeholders and partners.

## 3. Key Responsibilities

### 3.1 Strategic and Technical Leadership

- Provide overall vision, strategic direction, and adaptive leadership for the COSMA project.
- Ensure coherence and integration across governance, social cohesion, media, and civil society components.
- Lead the application of conflict-sensitive programming and do-no-harm principles throughout implementation.

- Guide partners in managing change processes and fostering sustainable institutional and societal outcomes.

### 3.2 Programme Management and Quality Assurance

- Oversee planning, implementation, monitoring, evaluation, and learning (MEL) in line with the approved results framework.
- Ensure high technical quality of activities, outputs, and deliverables.
- Lead adaptive management processes in response to contextual changes and learning.
- Ensure cross-cutting issues (gender equality, inclusion, conflict sensitivity) are mainstreamed throughout the project.

### 3.3 Financial and Grant Management Oversight

- Provide overall oversight of CSO and media grant mechanisms, ensuring transparency, accountability, and effectiveness.
- Ensure compliance with donor financial, procurement, and reporting requirements.
- Work closely with finance and grants teams to manage risks and ensure sound financial stewardship.

### 3.4 Stakeholder Engagement and Representation

- Serve as the primary point of contact with the donor, government counterparts, civil society, media actors, and other key stakeholders.
- Leverage convening power to foster dialogue, collaboration, and trust among diverse and sometimes polarised actors.
- Represent the project in national and international forums as required.

### 3.5 Team Leadership and Management

- Lead, mentor, and supervise the project management team and senior technical staff.
- Foster a collaborative, inclusive, and high-performing team culture.
- Ensure effective coordination among consortium partners and local implementing organisations.

### 3.6 Reporting and Communication

- Ensure timely, accurate, and high-quality narrative and financial reporting to the donor.
- Contribute to strategic communication and visibility efforts, ensuring alignment with conflict-sensitive communication principles.

## 4. Required Qualifications and Experience

### Education

- Advanced university degree (master's or higher) in political science, international relations, governance, development studies, social cohesion/peacebuilding, public administration, civil society, media, or a related field.

## Professional Experience

- Minimum 10 years of relevant professional experience in governance-related areas, preferably in the context of social cohesion, media or civil society strengthening. Strong track record in conflict-sensitive programming and application of do-no-harm principles.
- Proven experience as Team Leader in complex, multi-year, multi-partner, donor-funded programmes management (> CHF 3'000'000) and in the management of a team comparable in size and scope
- Confirmed experience in facilitation of change processes and working in politically sensitive and polarised environments.
- Proven experience of high-level facilitation and mediation skills, enabling projects/programs to realise a facilitation rather than a direct implementation role, and in establishing effective coordination/collaboration with other projects/programs.
- At least five years of professional experience in the Eastern European region.
- Experience in approaches to involving stakeholders in different stages of the PCM, in order to build ownership and contribute to systemic change.
- Knowledge in handling grant mechanisms for CSOs and local/regional media organisations is an advantage
- Good knowledge of civil society and mass media sectors in Moldova.
- Awareness of the process of EU accession and how this translates into a transformation of the governance system in Moldova, incl. development of civil society and media.

## Skills and Competencies

- Strong strategic thinking and leadership skills.
- Excellent stakeholder engagement and convening abilities.
- Proven people management and team leadership capacity.
- Strong financial and operational oversight skills.
- Excellent communication, negotiation, and reporting skills.

## Languages

- Excellent English skills, proven working knowledge of Romanian and/or Russian is an advantage.

## 6. Duration and Level of Effort

The position is full-time for the duration of the project, subject to satisfactory performance and contractual arrangements.

## 7. Application

Please send your application, including a CV highlighting the experience relevant for the assignment, by email and with the subject “**Application team leader (COSMA)**” to [jobs@skat.ch](mailto:jobs@skat.ch) as soon as possible, but **latest on 18.02.2026**.

Further information about the project can be obtained from [fabienne.hugi@skat.ch](mailto:fabienne.hugi@skat.ch) or [saskia.bauner@skat.ch](mailto:saskia.bauner@skat.ch)