



Senior Capacity Building Specialist CAREC Institute Terms of Reference

The Central Asia Regional Economic Cooperation (CAREC) Institute is looking for a **Senior Capacity Building Specialist**.

The CAREC Institute (CI) is an intergovernmental organization dedicated to promoting economic cooperation and integration in CAREC region and along the Silk Road through knowledge generation and sharing. It is headquartered in Urumqi, Xinjiang Uygur Autonomous Region, the People's Republic of China (PRC).

The CAREC Institute is jointly shared, owned, and governed by eleven member countries: Afghanistan, Azerbaijan, the PRC, Georgia, Kazakhstan, Kyrgyz Republic, Mongolia, Pakistan, Tajikistan, Turkmenistan, and Uzbekistan. It serves as the knowledge support arm of the CAREC Program. Acting as a knowledge connector, the CAREC Institute integrates the efforts of the five CAREC clusters (Economic and Financial Stability, Trade, Tourism, and Economic Corridors, Infrastructure and Connectivity, Agriculture and Water, and Human Development) to ensure coherence in the design and implementation of policies, programs, and projects to promote regional economic cooperation and integration.

Functions and Responsibilities

- Identify policy challenges in the field of economic cooperation and sustainable development, as well as capacity building and training needs of government officials from CAREC member countries and stakeholders, aligning with CI's priorities and focus areas.
- Develop and implement trainings, workshops, policy dialogues, conferences, and other capacity building events.
- Develop training materials, training needs and effectiveness assessments, and knowledge products such as case studies, manuals, handbooks, policy briefs, and e-learning courses.
- Monitor and evaluate the effectiveness and impact of CI capacity building programs, including establishing and maintaining a monitoring and evaluation system with appropriate tools for data collection to draw lessons and recommendations.

- Build and leverage strong working relationships and networks among policymakers, experts from think tanks, universities, international organizations, and others.
- Assist in the preparation of annual workplan, budget and progress reports, and fundraising for CI's capacity building services.
- Coordinate activities with CI's research team to further strengthen research-based approach in capacity building.
- Present at capacity building events and contribute to other CI's activities.
- Provide capacity building support for in-house professional skills development of the division's staff.
- Any other relevant duties as assigned by the supervisor or CI's management.

Qualifications and Selection Criteria

- A master's degree, preferably a PhD, in public administration, education, socioeconomic development, or other related fields.
- At least 10 years of experience in capacity building, designing and delivering training programs, and facilitating workshops, and conferences, preferably in an international or regional organization, or a governmental agency.
- Knowledge of adult learning methodologies, curriculum development, and innovative approaches and best practices in capacity building.
- Strong interpersonal skills to maintain professional working relationships with internal and external colleagues.
- Excellent communication and presentation skills in written and oral English, knowledge of Chinese and Russian language is an additional asset.
- Applicant should be a national of the CAREC member country.

Immediate Reporting Relationships

- The Senior Capacity Building Specialist reports to the Chief of the Capacity Building Division.

Other Information

- This is a 3-year fixed-term appointment with the possibility of extension.
- The CI offers an internationally competitive compensation package and flexible work arrangements.