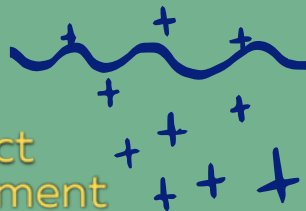


# THE HOPE PROJECT

## SKILLSET



### WHAT TO FIND WHERE?

1. Introduction	1
2. Crucial concepts for the skillset	2-3
3. The skills of the project coordinator in international or european development projects	4-7

### WHAT IS THE HOPE PROJECT ABOUT?

HOPE is a project funded by the Erasmus+ Programme (cooperation partnerships in vocational education and training) of the European Commission. It aims to create a common vision of what a project coordinator/manager working in international cooperation does, taking into account perspectives and experiences from around Europe. The project will also carry out extensive in-person and virtual training sessions to be based around the needs identified in a survey also designed by the project. This survey will be taken by people from around Europe who work in international development and will be used to identify common strengths and areas for improvement for people working in the sector, helping us deepen and enrich the skills and competencies of future and current development project managers/coordinators.



### PARTNERS



IFAID Aquitaine (Institut de Formation et d'Appui aux Initiatives de Développement - FRANCE) [www.ifaid.org](http://www.ifaid.org)



ASOCIACIÓN NAVARRA NUEVO FUTURO ( Derechos de la Infancia - SPAIN) [www.nuevo-futuro.org](http://www.nuevo-futuro.org)



AIDLEARN (Consultoria em Recursos Humanos - PORTUGAL) [www.aidlearn.pt](http://www.aidlearn.pt)

The Skillset is the third Project Result of the HOPE project. This Skillset is a common grid of the skills required for being project coordinator in international or european development projects, taking into account the context of each country, the evolution of the sector (multiplication of finances, reinforcement of security rules, environmental and digital transition etc.) and the results of the survey (PR2). The framework will be useful for training institutes as well as organisations that carry out development projects in their framework for job postings.



DISCLAIMER: This publication reflects the views of the authors, and the Commission cannot be held responsible for any use, which may be made of the information contained therein.



Co-funded by the European Union

# SKILLSET

## CRUCIAL CONCEPTS FOR THE SKILLSET

### KNOWLEDGE

#### What is Knowledge?

Knowledge means the outcome of the assimilation of information through learning. Knowledge is the body of facts, principles, theories and practices that is related to a field of work or study.

#### Examples:

Know-how, Tacit Knowledge, Experiential Knowledge, Innate Knowledge, etc.

### SKILLS

#### What are Skills?

Skills means the ability to apply knowledge and use know-how to complete tasks and solve problems. In the context of the European Qualifications Framework, skills are described as cognitive or practical.

#### Examples:

Time management, Effective communication, Emotional intelligence, Conflict management, Problem-solving, etc.

### COMPETENCE

#### What is Competence?

Competence means the proven ability to use knowledge, skills and personal, social and/or methodological abilities, in work or study situations and in professional and personal development.

#### Examples:

Digital competence, Learning to learn, Entrepreneurship, Cultural expression, Multilingual competence, etc.

# SKILLSET

## CRUCIAL CONCEPTS FOR THE SKILLSET

### SOFT SKILLS VS HARD SKILLS

What is the difference between soft skills and hard skills?

**Soft skills** are defined as the intra and interpersonal (socio-emotional), essential for personal development, social participation, or behavioral skills needed to apply technical skills and knowledge in the workplace.

**Hard skills** are skills related to technical aspects to do some tasks in the job and frequently take account of the acquisition of knowledge, which consist of technical skills and conceptual skills.

Examples:

**Soft skills:**

Communication, Collaboration, Adaptability, Leadership, Negotiation, Problem-solving, Decision-making, Punctuality, Organisation, etc.

**Hard skills:**

Marketing skills, IT skills, Ability to use some software and internet, Capacity to operate some equipment, Language skills, Analytical skills, Management skills, etc.

### TO KNOW MORE

To learn more about the job of a development project manager and the terms related to this position go see the glossary we made! It is available in english, french, portuguese and spanish and you can download it for free at:

<https://laboeduca.org/glosario-de-conceptos-sobre-cooperacion-internacional-hope-erasmus/>

Or you can scan the QR code:



The year 2023 is the European Year of Skills, by the European Commission. To know more please visit:

[https://commission.europa.eu/strategy-and-policy/priorities-2019-2024/europe-fit-digital-age/european-year-skills-2023\\_en](https://commission.europa.eu/strategy-and-policy/priorities-2019-2024/europe-fit-digital-age/european-year-skills-2023_en)

Or you can scan the QR code:



# SKILLSET

## THE SKILLS OF THE PROJECT COORDINATOR IN INTERNATIONAL OR EUROPEAN DEVELOPMENT PROJECTS

### CROSS-CUTTING SKILLS

These "cross-cutting" skills are ones that are necessary for every project manager, as they are needed, at least, for more than half of the activities mentioned.

#### Soft skills:

Autonomy, Adaptability, Communication, Interpretation, Organisation, Resourcefulness (efficient searching techniques, ability to find information, etc), Responsibility, Rigourness, Rapport Building.

#### Hard skills:

IT skills, Writing skills.

#### Knowledge:

Gender equality, Intercultural awareness, Sustainable Development Goals, Human Rights, Sector specific knowledge (health, education,...).



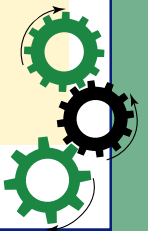
# PROJECT DESIGN

ACTIVITIES	HARD SKILLS	SOFT SKILLS
Project identification	<ul style="list-style-type: none"> <li>To identify new project ideas</li> <li>Problem identification</li> <li>Capacity to find information and to stay informed</li> </ul>	<ul style="list-style-type: none"> <li>Creativity</li> <li>Sense of observation</li> <li>Ability to have a systemic approach</li> </ul>
	<ul style="list-style-type: none"> <li>To identify project stakeholders, funders and beneficiares</li> <li>To design and conduct a survey</li> </ul>	<ul style="list-style-type: none"> <li>Ability to have a systemic approach</li> <li>Listening capacities</li> <li>Ability to dialogue and debate</li> <li>Ability to convince</li> </ul>
Needs evaluation	<ul style="list-style-type: none"> <li>To design an evaluation methodology</li> <li>To implement an assessment</li> <li>Data analysis</li> <li>To communicate the results</li> <li>Meeting facilitation</li> </ul>	<ul style="list-style-type: none"> <li>Organisation skills</li> <li>Methodological skills</li> <li>Capacity of analysis</li> <li>Capacity of synthesis</li> </ul>
Drafting	<ul style="list-style-type: none"> <li>To define with project partners the role of each organisation</li> <li>Meeting facilitation</li> <li>To write down a project proposal</li> <li>To plan activities</li> </ul>	<ul style="list-style-type: none"> <li>Ability to influence</li> <li>Ability to network</li> <li>Capacity of synthesis</li> <li>Organisation skills</li> <li>Methodological skills</li> </ul>
Budget preparation	<ul style="list-style-type: none"> <li>To elaborate a forecast budget</li> <li>Ability to translate activities into budget</li> <li>To be aware of financial and accounting rules</li> </ul>	<ul style="list-style-type: none"> <li>Attention to detail</li> <li>Being methological</li> <li>To be aware of couting and financial skills</li> </ul>



# PROJECT MANAGEMENT

ACTIVITIES	HARD SKILLS	SOFT SKILLS
<b>Implementa- tion and monitoring</b>	<ul style="list-style-type: none"> <li>• Project planning</li> <li>• Organising activities</li> <li>• Management of monitoring tools</li> <li>• Financial management</li> <li>• Data analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Stress management</li> <li>• Creativity</li> <li>• Problem solving</li> <li>• Objectivity</li> </ul>
<b>Human Resources management</b>	<ul style="list-style-type: none"> <li>• Team management (individuals and group)</li> <li>• Conflict management</li> <li>• Training techniques</li> <li>• Mediation techniques</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Active listening</li> <li>• Teamwork</li> <li>• Emotional intelligence</li> <li>• Stress management</li> <li>• Problem solving</li> </ul>
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>• To design and conduct a survey</li> <li>• Data analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Objectivity</li> <li>• Ability to see the big picture</li> <li>• Critical thinking</li> </ul>
<b>Reporting and Dissemination</b>	<ul style="list-style-type: none"> <li>• Ability to collect and organize the information</li> <li>• Ability to communicate the progress reports and results to the donors and to the society</li> </ul>	<ul style="list-style-type: none"> <li>• Capacity to synthesise</li> </ul>



## LESSONS LEARNT / DOCUMENTING EXPERIENCE

ACTIVITIES	HARD SKILLS	SOFT SKILLS
<b>Archiving</b>	<ul style="list-style-type: none"> <li>• Handling documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Organizational skill</li> </ul>
<b>Learning from experience</b>	<ul style="list-style-type: none"> <li>• Data analysis</li> <li>• Identification of good practices</li> </ul>	<ul style="list-style-type: none"> <li>• Interdisciplinary outlook</li> <li>• Observation skills</li> </ul>
<b>Awareness Raising</b>	<ul style="list-style-type: none"> <li>• Creating and editing communication materials and publication</li> </ul>	<ul style="list-style-type: none"> <li>• Sense of style and aesthetics</li> </ul>
<b>Preparation for future project development</b>	<ul style="list-style-type: none"> <li>• Project drafting</li> <li>• Identification of key issues</li> <li>• Draw connections and parallels to other topics and contexts</li> </ul>	<ul style="list-style-type: none"> <li>• Capacity of synthesis</li> <li>• Capacity of analysis</li> <li>• Interest in social and geo-political issues.</li> <li>• An enquiring mind and openness to the interrelation of ideas, concepts and information.</li> <li>• Empathy</li> </ul>

