



## Europass Curriculum Vitae

### Personal information

First name(s) /  
Surname(s) GORDANA FORČIĆ

Address(es) 3 Štefanićeva, 10 000 Zagreb, Croatia

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Nationality Croat

Date of birth 29.03.1968

Gender Female

### Desired employment / Occupational field

**Training/consultant /Executive co- director**

### Work experience

Dates July 1999 onwards

Occupation or position held Training/consultant /Executive director

Main activities and responsibilities

- Project leader in different projects mainly funded by EU funds(IPA Human Resources Development Component in Croatia 2007 to present)
- Providing consultation in strategic planning processes to non –profit organizations**
- Providing the training/technical assistance** to the different eligible organizations to the EU funds civil society organizations, institutions, local/regional government.
- External evaluation of the project “Through education towards the reintegration and employability of youth with behavioural problems”**. Project funded by Ministry of health and social care with financial support provided by World Bank Programme for social innovation and learning
- Project management; developing programme and fundraising strategy; researching/identifying potential donors and fundraising for the projects**
- Producing written materials** (project proposals, narrative project reports, training manuals etc.)
- co-operation with different sectors (media, local government, business);establishing and maintaining contacts with international/national non-profit organizations and donors
- Assessor in project evaluation** - During 2011 to 2012 assessor within IPA Human Resources Development Component in Croatia 2007-2009,2010., from 2004 to 2006 evaluation of the small scale projects as a part of CroNGO program for Istarska, Primorsko-goranska i Ličko-senjska County. Contractual authority: Academy for Educational Development, Evaluation of the medium scale projects as a part of CroNGO program in area of Istarska, Primorsko-goranska and Ličko senjska County, 2004 to 2006. Contractual authority Academy for Educational Development ; Evaluation of large projects as a part of CroNGO program, 2003, Contractual authority Academy for Educational Development ; Member of evaluation committee for Initiatives in local communities, Contractual authority Zagrebačka banka
- Work in supervisory boards/ Working groups** - - participation in national development strategies preparation; participation in preparation of different laws related to civil society development; participation in preparation of Strategic Coherence Framework 2007 - 2013; participation in programming EU assistance programmes
- mentor for quality assurance system for nonprofit organizations SOKNO

Name and address of employer Association for Civil Society Development SMART, Blaža Polića 2/4, 51 000 Rijeka

Type of business or sector	Non profit sector
Dates	October 200 - April 2002
Occupation or position held	Team Leader, National Observatory (part-time)
Main activities and responsibilities	<b>Collecting data</b> on, commissioning research and carrying out structured assessments of specific aspects of VET in Croatia; <b>Project management</b> ; distribution of the funds for the projects in vocational education and training area (VET). Coordination of the projects: "Teacher's and Trainers' training in vocational education and training"; "Decentralization and financing of vocational education in the Republic of Croatia"; Production of the Report on the Vocational Education and Training system; <b>Clearing house function</b> (disseminating information and good practice in the field of VET and related fields from European Union Member States and other countries to Croatia and vice-versa, developing co-operation with international organisations and networks of EU and non-EU countries, including donor initiatives in VET field, co-operating closely and participating in the activities of the National Observatories Network); <b>Producing written materials</b> ( newsletter, project proposals etc); establishing a national and regional network of experts in VET and strengthening the links between different VET institutions in the public and private sector; <b>Events organisation</b> related to the VET field(seminars, workshops, conferences, planning meetings); running a small documentation / publication reference centre related to the VET field;
Name and address of employer	European Training Foundation, Turin, Italy
Type of business or sector	European institution
Dates	September 1999 - September 200
Occupation or position held	Assistant Director
Main activities and responsibilities	<b>Providing the supervision to different professionals including the social workers, pedagogues, psychologists within the project "Psychosocial Support with Elements of Education for Preschool Children and their Mothers - Integration of Minorities"</b> . The main aim of the project was to provide support to socially deprived groups in order to lower the risks of social isolation. <b>Events organisation related to the provision of psychosocial support with elements of education – integration of minorities</b> (seminars, workshops, planning meetings) ensuring communication and synergy among the projects; project management researching/identifying potential donors and fundraising for the projects; establishing and maintaining contacts with international/national NGOs and donors
Name and address of employer	Association Children First, Ulica hrvatskog proljeća 34/II · 10040 Zagreb, Croatia
Type of business or sector	Non profit sector
Dates	March 1992 - September 1999
Occupation or position held	<b>Social worker/Coordinator of psycho-social activities in refugee camps in Croatia/Regional Director</b>
Main activities and responsibilities	<b>organizing and coordinating psycho-social support activities</b> for preschool children, school children, teenagers elderly people and women in refugee camps in Gašinci, Slavonija and refugee/displaced people camps in the area of Zagreb and Varaždin <b>establishing and leading psycho-support group for refugee women</b> in Gašinci <b>team leader</b> – coordination of work of international and domestic volunteers in refugee/displaced people camps in Gašinci and Zagreb area <b>setting up the supervision support for the psycho-social support providers</b> in refugee/displaced people camps in Slavonia, Varaždin and Zagreba area project management; ensuring communication and synergy among the projects; training and supervision for the field staff developing programme and fundraising strategy; public relations
Name and address of employer	"Suncokret" Centre for grassroots relief work, Šeferova 10, 10 000 Zagreb, Croatia
Type of business or sector	Non profit sector

Dates Nov 1994 - July 1995  
Occupation or position held **Part-time Social Worker,**  
Main activities and responsibilities visiting refugees/displaced people and providing psycho-social help  
Name and address of employer Association Children First, Ulica hrvatskog proljeća 34/II · 10040 Zagreb, Croatia  
Type of business or sector Non - profit sector

### Education and training

Dates October 2004 - April 2007  
Title of qualification awarded **Master of Arts in Non-profit Management and Social advocacy**  
Principal subjects/occupational skills covered Non profit management and social advocacy  
Name and type of organisation providing education and training Catholic Theological Faculty, University of Zagreb, Croatia  
Level in national or international classification National classification

Dates October 1988 - June 1992  
Title of qualification awarded Bachelor of Social Work  
Principal subjects/occupational skills covered Social work in community, with groups and individuals, Labour and Social Law issues, Psychology  
Name and type of organisation providing education and training School for Social Work, Faculty of Law, University of Zagreb  
Level in national or international classification National classification

Name and type of organisation providing education and training	The Central Office for Development Strategy and Coordination of EU funds; Metis; GTZ
Level in national or international classification	National and international classification
Dates	October 2008
Title of qualification awarded	<b>Cost-benefit analysis and feasibility study</b> - certificate of attendance
Principal subjects/occupational skills covered	<b>Costs benefit analysis</b> - option analysis, financial evaluation of the project, cash-flow analysis. economic analysis, risk analysis <b>Feasibility study</b> - proposals -RFP and TOR's, pre-feasibility and feasibility study -TOR, methodology of demand forecast assessment, ranking of project variants using multi -criteria analysis
Name and type of organisation providing education and training	The Central Office for Development Strategy and Coordination of EU funds; Metis; GTZ

Level in national or international classification	National and international classification
Dates	October 2008
Title of qualification awarded	Certification of attendance
Principal subjects/occupational skills covered	<b>Monitoring and evaluation</b> of the grants for civil society projects and programmes distributed by the governmental bodies,

## Personal skills and competences

Mother tongue(s)

**Croatian**

Other language(s)

Self-assessment

*European level (\*)*

**English**

**Serbian**

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Independent user	C2	Proficient user	C1	Proficient user
C2	Proficient user	C2	Proficient user	C2	Independent user	C2	Proficient user	C1	Basic user

(\*) [Common European Framework of Reference for Languages](#)

Social skills and competences

Acquainted with legal framework and strategic documents related to the adult learning and vocational education (e.g. Law on adult learning, National policies related to VET, Strategy for development vocational training 2008.-2013, Strategy for preparation and development of national curriculum, Plan for development of education and upbringing etc.)

knowledge of VET and labor market issues in the country

team work: I have worked in various types of teams from research and projects teams to volunteering working camps teams. For 2 years I was working as a team leader of the group of volunteers in refugee camps in Croatia

communication skills gained through my experience in working with group of international volunteers in refugee camps in Croatia

comprehensive experience in designing and providing training to various groups and stakeholders in the area of organizational development and non-profit management

Organisational skills and competences

leadership skills (currently leading National Board for volunteering Development with 19 people); sense of organization (experience in logistics)

good experience in project of team management (over the 12 years of working experiences being responsible for the implementing national or international projects)

experience in Project Cycle Management

Computer skills and competences

Competent with most Microsoft Office programmes (Word, Excal, Power Point)

Driving licence

Category B

**Additional information**

PUBLICATIONS:

- Forčić, G., Novota, S., Vugrin, Z., (2003.), Capacity building of Women Human Rights Organizations, Rijeka, Association for Civil Society Development SMART.
- Forčić, G., Novota, S., (2004.), "Frame your idea" - Manual in Project Cycle Management and Log-frame approach, Rijeka, Association for Civil Society Development SMART.
- Forčić, G., Novota, S., (2005), "Step by step towards successful project proposal writing, Rijeka, Association for Civil Society Development SMART
- Forčić, G., S. Novota, (2006), Roles of local councillors, Rijeka, Association for Civil Society Development SMART
- Forčić, G. (2006.) "Volunteering and local community development- Research on civil participation in the community initiatives through volunteering"
- Forčić, G., Škrbić, N., (2006), Guide for training and consultancy for training/consultancy services in non-profit sector, Association TREF
- Forčić, G., Vakanjac, N., Cvetko, S., Zloić, J., (2007), "Inovative approaches to fundraising", Rijeka, Association for Civil Society Development SMART.
- Forčić, G. Culum B., Šehić, L. (2007) "How to find them? How to keep them? Guidelines for work with volunteers", Rijeka, Association for Civil Society Development SMART

PERSONAL INTERESTS

Enjoy all sports particularly bicycling and mounting walking. Love to travel and experience different cultures.

References

- Morana Smodlaka Krajnović, Chief of Party| Building Local Capacity for Development (BLCD) Chemonics/USAID Contractor, SAT Plaza, 10th Floor, B. Safaroglu 133, Baku, Azerbaijan; Mob.: +994 51 321 3460; msmodlaka@azerbaijanblcd.com
- Blanka Žic, Psychologist, Ministry of Labor and Social Welfare, Zagreb, +385 1 6169 247 (W)