



**Subject: Two Local Consultants on Disaster Risk Management for Bosnia and Herzegovina.**

**PROJECT "Multi-country study for comprehensive analysis of disaster risk landscape and capacity to respond – CANDIDATE".**

**CUP Code B57G23000450006**

## **CONTEXT**

The international consortium established by the Italian Civil Protection Department (ICPD), jointly with the Romanian Department for Emergency Situations of Ministry of Internal Affairs (DSU), the International Center for Environmental Monitoring (CIMA), the European Centre for Training and Research in Earthquake Engineering (EUCENTRE), the Geological Survey of Slovenia (GeoZS), the Fire University (APoz) and the Romanian National Center for Disaster Management Foundation (CN APELL-RO), is implementing the 3-year "**Multi-country study for comprehensive analysis of disaster risk landscape and capacity to respond – CANDIDATE**", program under the service contract agreement signed with the European Commission Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG ECHO).

The multi-country study is based on a comprehensive analysis of the disaster risk landscape and capabilities/capacities of the countries in the targeted regions to respond to disasters. It will provide evidence on where the main national, cross-border, regional risks, and gaps in addressing those risks are. The study will help define priorities for future actions/programmes and partnerships in the targeted regions and support the overall external strategy of the Union Civil Protection Mechanism.

The involved regions are:

- IPA beneficiaries: Albania, Bosnia and Herzegovina, the Republic of North Macedonia, Montenegro, Serbia, Türkiye and Kosovo<sup>1</sup>.
- Eastern Neighbourhood countries: Armenia, Azerbaijan, Georgia, the Republic of Moldova and Ukraine.
- Southern Neighbourhood countries: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine<sup>2</sup> and Tunisia. Mauritania as part of the Union for the Mediterranean is also included in the scope of the study.

The main objectives of the study are:

- To produce in-depth, country-specific risk management analysis covering all phases of disaster risk management and disaster risk reduction (identifying and mapping main risks, mapping of response capacities and identifying capacities gaps) in the area of civil protection with a cross-sectoral cooperation component, including detailed analysis of similar initiatives.
- To support building disaster risk management capacities of the beneficiary countries to ensure sustainability of the knowledge transfer.
- To promote the development of regional civil protection cooperation structures complementary or similar to the UCPM model.

The project evolves in the following tasks:

- Task 1: Kick-off meeting with ECHO to formally initiate the project.
- Task 2: Inception phase, through field fact-finding mission, which outlines the overall project strategy at the country, as well as the country engagement approach and the methodology outlining how tasks will be accomplished and sequenced.
- Task 3: Map/identify a short list of the 5 major hazards and risks faced by the countries and the

<sup>1</sup> This designation is without prejudice to positions on the status, and in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence

<sup>2</sup> This designation shall not be construed as recognition of a State of Palestine and is without prejudice to the individual positions of the Member States on this issue.

---

[www.cimafoundation.org](http://www.cimafoundation.org)

Fondazione CIMA • CIMA Research Foundation

Centro Internazionale in Monitoraggio Ambientale • International Centre on Environmental Monitoring

Campus Univesitario • Via Armando Magliotto, 2 • 17100 Savona (Italy)

Tel. +39 019 230271 • [info@cimafoundation.org](mailto:info@cimafoundation.org) • [cimafoundation@pec.it](mailto:cimafoundation@pec.it)

P.IVA / VAT 01503290098 • C.F. / F.C. 92085010095

regions, including cross-border risks and climate change projections. Identify key gaps and best practices in risk assessment.

- Task 4: Map/identify the main gaps and best practices in response capacities to address the major identified hazards and risks.
- Task 5: Gather and analyze information/identify key gaps and best practices in activities covering all phases of disaster risk management and reduction.
- Task 6: Map initiatives, programmes and projects related to Disaster Risk Management and Disaster Risk Reduction in the regions and proposed capacity building activities.
- Task 7: Explore ways for promoting existing regional civil protection structures or capacities and the Union Civil Protection Mechanism as a regional model.
- Transversal Task: Capacity building in the field of disaster risk management based on EU good practices, and EU Member States' and partner countries' experience, which can include interactive technical workshops, training courses, and training of trainers.

## **SCOPE OF THE POSITION**

The two local consultant will support the implementation of the project activities in the Bosnia and Herzegovina. One consultant will be based in Sarajevo, working on the Federation of Bosnia and Herzegovina, while another will be based in Banja Luka, working on the Republika Srpska. Both consultants will be coordinated to work on Brcko District and at State level. The local consultants will facilitate the state, entities and Brcko District experts' participation in the project's activities, regarding technical aspects, collection and analysis of information and overcoming language barriers. They will support the National Project Coordinator (NPC) in fostering and maintaining effective relationships between the consortium and the relevant institutions involved in project activities within the country.

The local consultants will perform all the tasks of the assignments in close coordination with both the Project Consortium and the National Project Coordinator (NPC). According to the Work Plan of the project, the Project Management will decide jointly with the NPC the activation of the local expert for the activities to be carried out, defining the related timelines. All information collected by the local consultants will first be shared with the NPC for verification. Upon NPC validation, the verified information will then be communicated to the Project Consortium. Local consultants will be engaged for activities only in the country for which s/he is engaged and will not be engaged in Project tasks taking place in other countries. The consultants will act in accordance with the specific responsibilities and provide the deliverables, both of which are described below.

## **SPECIFIC DUTIES**

- Facilitate the development and analysis of a comprehensive mapping of legal frameworks for five risks following a methodology established by the consortium and agreed with Partner Countries
- Facilitate the development and analysis of a comprehensive stakeholders mapping for five risks, following a methodology established by the consortium and agreed with Partner Countries
- Facilitate the preparation of Portfolio of past and ongoing projects on risk assessment, operational capacities, and DRR/DRM activities, for five risks prepared according to the project's methodology
- Facilitate filling out of the questionnaire for quantitative assessment of status of practice on risk assessment, operational capacities and DRR/DRM measures, for five risks, following a methodology established by the consortium and agreed with Partner Countries, including the adaptation of similar existing questionnaires and studies into the project's questionnaire
- Facilitate assessment of status of practices, gaps and recommendations for risk assessment, operational capacities, DRR/DRM measures
- Collect of existing information and documentation at state, entity and Brcko District levels, related to i) risk assessment, ii) operational capacities, iii) DRR and DRM activities, iv) ongoing DRR and DRM projects, to be done for 5 risks per country, based on a methodology developed by the Consortium and agreed with Partner Countries. Example of documentation is: National Disaster Risk Assessment, Risk Maps (Floods, Landslides, Earthquake...), Civil protection/DRR related legislation, Protection and Rescue Plans, DRR Capacity Assessments, DRR Strategy,

- National Adaptation Plan, finalized and ongoing Projects' reports/assessments/analysis, etc.
- Review the results of the qualitative and quantitative assessment with the relevant state, entity and Brcko District institutions. This may include holding meetings and/or interviews with relevant agencies and institutions.
  - Participate in-person and online meetings of Consortium experts with relevant institutions and other local stakeholders as well as on-site events (training, workshops, seminars, etc.), including logistic support when implemented.
  - Support the Consortium's experts on the elaboration of meeting minutes and project reports (field mission report, workshop and training report, country report, interim and final report) as well as any other relevant documents including drafting and disseminating communication materials for visibility platforms.
  - Inform the Multi-country Project Management of possible synergies with other on-going national and international initiatives.
  - Support the logistic in case activities are implemented in the country through identification of service providers, collection of lists of participants and receipts of services.
  - Support other ad hoc tasks that might occur during the implementation of the projects.
  - Understand, respect and act in the spirit of the mandate and core values of the EU and the Consortium.

## **DELIVERABLES**

- Legal frameworks and analysis for five risks, following the project's methodology
- Stakeholders map and analysis related to five risks, prepared according to the project's methodology
- Portfolio of past and ongoing projects on risk assessment, operational capacities, and DRR/DRM activities, for five risks in prepared according to the project's methodology
- Collected existing documentation on status of practice and recommendations on risk assessment, operational capacities, DRR/DRM activities
- Completed quantitative assessment questionnaire on risk assessment, operational capacities, and DRR/DRM measures for five risks, including the adaptation of similar existing questionnaires and studies into the project's questionnaire.
- Minutes of meetings or interviews with local institutions to validate qualitative and quantitative assessment findings
- Report on potential synergies with ongoing national and international initiatives
- Reviewed country report
- Documentation of logistics activities, such as trainings and workshops, including service provider identification, participant lists, and receipts for services of events held in the country, when applicable.

## **QUALIFICATIONS/REQUIREMENTS**

### *Education*

- A Master's degree or equivalent in the field of disaster risk reduction or disaster risk management, engineering, architecture, geology, law, economics.
- A first-level university degree in combination with two additional years of qualifying experience in the project's sector (disaster risk assessment, disaster response operational capacities, DRR/DRM measures) may be accepted in lieu of the Master's degree in the relevant academic field.



#### *Languages*

- Excellent knowledge written and spoken of the local language (mother tongue) and fluency in English (written and spoken) are a mandatory requirement.
- Working knowledge of the second languages spoken in the country is considered an asset.

#### *Personal skills*

- Pro-active attitude.
- Ability to work in a team and multi-cultural environment.
- Capacity to work under pressure and meet short deadlines.
- Good organizer and planner.
- Liaison and facilitation skills.
- Analytical and reporting skills.
- Excellent skills in communication, including the use of digital tools (Zoom etc.).
- Excellent command of office automation tools (Word, Excel, Power Point).
- Cultural, gender and conflict sensitivity are essential for the position.

#### *Experience*

- At least 3 years of relevant working experience in DRR/DRM national projects.
- Experience in DRR/DRM international projects.
- Familiarity with the national disaster management system and the actors within the system
- Experience in reporting
- Experience of work with volunteering organization and /or Civil Society Organizations involved in Civil Protection initiatives is an asset.
- Experience in conducting assessments and/or research is a merit.

### **OVERVIEW OF THE ASSIGNMENT**

**Position A:** Local Consultant - **Duty location:** Sarajevo

**Position B:** Local Consultant - **Duty location:** Banja Luka

**Duration:** Approximately 75 working days (each consultant), ending on 2026 March 31.

**Expected starting date:** 2025 February 1 or 2-4 weeks after completion of the selection procedure

**Supervisor:** Project Management Board, National Project Coordinator

**Contract:** Consulting service contract

The service will be entrusted pursuant to Article 50 paragraph 1 letter b) of Italian Legislative Decree 36/2023 et seq. and pursuant to paragraph 4 of Article 13 of Italian Legislative Decree 36/2023 and paragraph 2 letter a) of Article 7 of Italian Ministerial Decree 192/2017 et seq.

**Compensation:** maximum gross amount 7.500 €

### **APPLICATION**

Interested candidates should submit their CV and their own economic quote prepared on the attached template<sup>3</sup> to the email **[selezioni@cimafoundation.org](mailto:selezioni@cimafoundation.org)** (cover letter and reference letters can be attached) **within 03.12.2024. The subject of the email must be: MCS Local Expert – BiH, [indicate the position A or B of the application]**

---

<sup>3</sup> [https://www.cimafoundation.org/trasparenza/open-calls/2024/MCS\\_EO\\_Local-Consultant\\_nov24.doc](https://www.cimafoundation.org/trasparenza/open-calls/2024/MCS_EO_Local-Consultant_nov24.doc)



The successful candidates, after CV evaluation, will be contacted for an online interview. The award will be done, following the comparison of the quotes received and the analysis of the CVs by the technicians supporting the RUP for the CIMA Foundation.

The Consultant will act as Individual Consultant and it will be his/her sole responsibility to comply with all national legislation, including covering all related taxes and charges, as well as insurance. The Consultant must not be in any situation of conflict of interest and professional conflict of interest.

Any questions related to this call can be directed in English via email at: Lia Romano (**[lia.romano@cimafoundation.org](mailto:lia.romano@cimafoundation.org)**). All clarification questions and the responses provided will be shared with all possible candidates on the website of CIMA Foundation/Open calls/Vacancies.

Savona, November 19, 2024

Managing Director  
Luisa Michela Colla

A handwritten signature in black ink that reads 'Luisa Michela Colla'.

Privacy: with this document, CIMA Foundation is authorized to process the personal data of the subjects involved in the relationship referred to in the object, exclusively for the purpose of carrying out administrative procedures, pursuant to EU Reg. 2016/679 and D.Lgs 101/2018. In compliance with the principle of minimization of processing, the data will be collected and stored by the CIMA Foundation, preferably in digital format, through systems owned or placed under its control. The maximum data retention time will not exceed the time necessary for the performance of administrative functions. The provision of data is mandatory. The data controller is CIMA Foundation. For any need, you can contact the Data Protection Officer at the address: [dpo@cimafoundation.org](mailto:dpo@cimafoundation.org)