



Subject: Consultant for Assistant Project Manager specializing in Early Warning Systems (EWS) and disaster risk management. PROJECT Opérationnalisation du Centre National des Opérations d'Urgence du Togo – UNDP Togo _ 10346565

Background and context

Togo faces growing risks from natural disasters, particularly floods, droughts, and high winds. Between 2007 and 2013, severe floods exposed the country's limited capacity to manage emergencies. In response, the government, with international support, has been working to strengthen disaster prevention and management.

The National Civil Protection Agency (ANPC) engaged with UNDP and UNDRR during the Africa Working Group on Disaster Risk Reduction (AWGDRR) in 2023 to discuss establishing a national emergency operations center (Situation Room)—a key priority. While the US Government is funding its construction, resources for equipment are still needed. The UNDP, through the EDF 11 project, seeks to bridge this gap, enhancing disaster preparedness, response, and risk management.

Additionally, UNDRR plans to develop a disaster risk profile for Togo in 2024/2025, but the ANPC requires equipment and technical expertise to utilize it effectively. UNDP's support aligns with its mission to empower national disaster resilience and foster government-led management initiatives.

By coordinating with the US Government, UNDP, and UNDRR, this initiative strengthens Togo's disaster response framework. Drawing from previous EDF 11 project experiences with AMHEWAS and ECOWAS, UNDP ensures the Situation Room integrates effectively at national, regional, and continental levels.

Objective of the project

The objective of this initiative is to equip and set up the ANPC Situation Room, working alongside the US Government and other partners to strengthen Togo's disaster risk management.

Key actions include:

- Conducting a needs assessment to guide equipment and software purchases.
- Establishing the Situation Room in alignment with regional and continental structures.
- Developing Standard Operating Procedures (SOPs).
- Providing training on hardware and software use and maintenance.
- Ensuring interoperability with sectoral rooms at the national level.
- Testing integration with ECOWAS and AUC.

Position Description

CIMA is seeking an external consultant to support the Project Manager (PM) in the implementation of the four Milestones of the project:

- Milestone 1: A comprehensive needs assessment and feasibility study was conducted to identify operational protocols, infrastructure requirements and capacity gaps for the establishment of the Togo National Situation Room.



- Milestone 2: Install and configure equipment and software procured by UNDP based on the assessment and required for data and information management.
- Milestone 3: Standard Operating Protocols (SOPs), communication protocols and a maintenance plan were developed and ANPC staff were fully trained on equipment and software, operations, emergency response protocols and data management in accordance with AUC standards and regional guidelines
- Milestone 4: Simulation exercise conducted to test the interoperability of the Togo National Situation Room with ECOWAS and AUC Situation Rooms

The external consultant is expected to act as a liaison among CIMA, National Civil Protection Agency (ANPC) and UNDP Togo staff and consultants.

The activities position is from remote with potential missions.

Major Duties and Responsibilities:

The Assistant Project Manager will support the establishment and operationalization of the Togo's National Emergency Operations Center (Situation Room). The primary responsibilities will include overseeing supporting the coordination, and execution of project activities while ensuring compliance with regional and continental disaster management standards.

1. Project Planning and Coordination

- Lead the needs assessment and feasibility study, identifying operational protocols, infrastructure requirements, and capacity gaps.
- Ensure alignment with regional and continental frameworks such as ECOWAS and AUC.
- Coordinate with key stakeholders, including government ministries, emergency services, UNDP, CEDEAO, and other partners.

2. Infrastructure and Technology Implementation

- Monitor the integration of communication and data management systems, ensuring real-time data processing and decision-making tools.
- Ensure infrastructure compliance with security, energy, and sustainability requirements.

3. Development of Standard Operating Procedures (SOPs)

- Ensure that SOPs integrate national preparedness plans and anticipatory action mechanisms.
- Participate to the training of ANPC personnel on SOP implementation.

4. Capacity Building and Training

- Organize and oversee technical training for ANPC personnel, covering equipment usage, emergency protocols, and crisis management strategies.
- Codevelop a long-term maintenance and training plan to ensure operational sustainability.

5. Simulation and Testing

- Supervise the organization of a simulation exercise to test the Situation Room's interoperability with ECOWAS and AUC.
- Assess performance, identify gaps, and refine operational strategies.



Other duties

- Promote coordination and dialogues among stakeholders for learning and knowledge sharing.
- Participate actively in meetings/discussions with program and project partners, whenever required.
- Other duties as assigned by the CIMA's Project Coordinator.
- The consultant may also be involved in similar projects, where duties like those listed above are required.

Minimum Qualifications:

Education

- At least a master's degree in political science, geography, environmental engineering, water sciences or a closely related field, a PhD is a preferential qualification.

Experience

- At least 5 years of solid professional experiences in disaster risk management, developing civil protection planning systems, prior experiences in program coordination in developing Countries and Africa would be considered a strong plus.
- Experience with the assessment and development of Early Warning Systems.
- Experience in managing multi-cultural teams.

Skills

- Ability to work effectively with a wide range of international stakeholders, including development agencies.
- Previous working experiences in Togo is a strong asset.
- Flexibility, teamwork skills, professional and personal integrity.
- Working knowledge of Geographical Information Systems (GIS) and Microsoft Office Applications.

Language:

- Excellent knowledge of English and French (both oral and written).

Personal qualities:

- Self-motivated, flexible and able to work independently.
- Excellent work ethic and constructive attitude.
- Conscientious and efficient in meeting commitments, observing deadlines, and achieving results.

Overview of the assignment:

- Position open to: International Experts.
- Position: External Consultant – Assistant PM.
- Location: From remote, home based (potential missions).
- Duration: 3 months. Possibility of a contract extension subject to the availability of funds



and pending satisfactory performance.

- Contract: Consultancy position.
- Compensation range: gross amount from 13.500,00 €
- Expected starting date: as soon as possible.
- Responding to: Project Coordinator CIMA.

Interested candidates should submit their CV together with a one-page cover letter to selezioni.togo@cimafoundation.org by 20/02/2025 – 23:59 PM (UTC+1- Rome time). ANY DELAYED SUBMISSION WILL NOT BE CONSIDERED. The subject of the email should be **Consultant for Assistant Project Manager specializing in Early Warning Systems (EWS) and disaster risk management. PROJECT Opérationnalisation du Centre National des Opérations d'Urgence du Togo – UNDP Togo _ 10346565.**

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, based on the cost-effectiveness and the proposed Cvs, for the CIMA Foundation.

The Consultant must have a status of self-employed/legal entity. It will be his/her sole responsibility to comply with all legal requirements for self-employment as well as to cover all related taxes and charges.

The Consultant must not be in any situation of conflict of interest or professional conflict of interest.

Any questions related to this call can be directed in English via email at: Simone Gabellani (simone.gabellani@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, February 11, 2025

Managing Director

Luisa Michela Colla

A handwritten signature in black ink, appearing to read "Luisa Michela Colla".

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