Subject: Multi-country Study Regional Coordinator

for EU Southern Neighbourhood Partners

(Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Tunisia, Mauritania)

CUP B57G23000450006

BACKGROUND AND 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 Poland Main School of Fire Service (SGSP), 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 Partners: Albania, Bosnia and Herzegovina, the Republic of North Macedonia, Montenegro, Serbia, Türkiye, and Kosovo.
- Eastern Neighbourhood Partners: Armenia, Azerbaijan, Georgia, the Republic of Moldova, and Ukraine.
- Southern Neighbourhood Partners: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, and Tunisia. Mauritania as part of the Union for the Mediterranean is also included in the scope of the study.

www.cimafoundation.org
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 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 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 regions, including cross-border risks and climate change projections.
- Task 4: Map/identify major capacity and capability gaps related to addressing identified major hazards and risks.
- Task 5: Collect and analyse information on all phases of the Disaster Risk Management and Disaster Risk Reduction, finally producing the country and regional risk profiles, with operational and policy recommendations on capacity gaps and needs.
- 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 disaster risk management which can include interactive technical workshops, training courses and training of trainers.

**SCOPE OF THE POSITION**

The Regional Coordinator will lead the local experts in each country of the Region to ensure the liaison in representation of the Consortium with the national institutions and agencies involved in the project implementation. He/she will also liaise with other ongoing projects in the Region to avoid duplication of requests to the countries and to facilitate a unified approach to the collection of information.
The Regional Coordinator is expected to manage operationally all the project activities in the Region during both the inception and the implementation phase of all Tasks.

The Regional Coordinator will be involved in the project M&E activities.

The Regional Coordinator will be also in charge of the proper storage and mapping of the collected information in the Region.

The Regional Coordinator reports to the Project Manager, to the Deputy and to the Consortium Coordination Unit.

The activities will be implemented, and the outcomes will be delivered in agreement with the Consortium and the National Institutions.

**SPECIFIC DUTIES**

- Provide general assistance to program management and consortium partners in the Region.
- Harmonize and make operational the planning of country and regional of activities implemented in the Region (fact finding missions/missions/trainings/workshops calendar) based on initial proposals of the consortium experts.
- Prepare and keep updated the field missions/trainings/workshops calendar in the Region.
- Support and facilitate the implementation of the activities implemented in the Region (fact finding missions/missions/trainings/workshops calendar) in close collaboration with the Deputy, the WP coordinators and CIMA back office.
- Participate, when necessary, in the field fact-finding missions (4 field days per country in at least 5 countries) and country visits (3 field days per country in at least 5 countries), and support the drafting of the mission reports.
- Coordinate the activities of the Local Experts in the countries and liaise with other projects in the region including OSA, establishing, when necessary, contacts with National Institutions.
- Inform the Deputy of possible synergies with other on-going regional and international initiatives.
- Support and monitor the Local Experts’ activities during the inception and the implementing phases, supervising the on-going work.
- Ensure efficient and collaborative coordination between the Local Experts and the Consortium experts.
- Ensure effective and timely reporting by the Local Experts.
- Monitor the implementation of the activities, prepare monitor reports and inform the Deputy and the project manager on the status of activities’ implementation and their
Support the drafting of the inception report, workplan, M&E plan.  
Facilitate and participate in the Project Regional Steering Sub-Committee (2 per year).  
Facilitate and participate in the Project Steering Committee (2 per year).  
Participate in the Consortium meetings.  
Facilitate and participate in the expert meetings (OExM).  
Revise all the reports delivered by the Consortium in the Region.  
Participate to the Evaluation Board, in charge of the approval of the reports delivered by the project, according to the procedures that will be defined in the M&E plan.  
Support to interim and final report.  
Support on the content of disseminating communication materials for visibility platforms at Regional level.

QUALIFICATIONS/REQUIREMENTS

The ideal candidate should have the following expected profile:

Education

• A Master’s degree or equivalent in the field of disaster risk reduction or disaster risk management.
• A first-level university degree in combination with five additional years of qualifying experience in the project’s sector may be accepted in lieu of the university degree in the relevant academic field.

Languages

• Fluency in English (written and spoken) is a mandatory requirement. Working knowledge of the main second languages spoken in the countries of the Region (e.g., Arabic or French) is considered an asset.

Personal skills

• Pro-active attitude.
• Extreme availability, flexibility and adaptability.
• Ability to work in a team and multi-cultural environment.
• Capacity to work under pressure and meet short deadlines.
• Strong work organization and coordination skills.
• Liaison and facilitation skills.
• Analytical and reporting skills.
• Detail oriented.
• Excellent skills in communication, including the use of digital tools (Zoom etc.).
• Excellent command of office automation tools (Word, Excel, Power Point).
• Willingness to travel to the Partner countries within the Region.
• Cultural, gender and conflict sensitivity are essential for the position.
• Knowledge of project cycle management is a merit.

**Experience**

• At least 5 years of relevant working experience in DRR/DRM national and international projects.
• Experience in coordinating with National Institutions.
• Familiarity with disaster management systems.
• Good technical knowledge of Disaster Risk Management.
• Experience in team management.
• Experience in M&E and reporting.
• Experience in ECHO project is an asset.
• Experience in conducting assessments and/or research is an asset.

**We offer:**

• an interesting job in an interdisciplinary environment;
• the opportunity for professional growth and know-how acquisition;
• the opportunity to work in motivated teams;
• the opportunity to work in an international initiative.

**OVERVIEW OF THE ASSIGNMENT**

• Position: Multi-country Study Regional Coordinator (Southern Neighbouring Countries);
• Location: Home with field missions in the countries;
• Estimated Duration: 30 months;
• Expected starting date: 1 month after completion of the selection procedure
• Reporting and responding to: Project Manager, Deputy Managers and CIMA Foundation;
• Contract: Consultancy position;
• Compensation range: gross amount from 35,000,00 to 40,000,00 euro.

**The Regional Coordinator 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 including insurance.**
**The Regional Coordinator must not be in any situation of conflict of interest or professional conflict of interest.**

Interested candidates should submit their CV to the email ricerca.personale@cimafoundation.org (cover letter and reference letters can be attached) within **15.09.2023**. The subject of the email should be: **Multi-country Study Regional Coordinator.**

The successful candidates, after CV evaluation, will be contacted for an online interview. Based on the interview outcomes, a proposal for the position and remunerations within CIMA will be made to the candidates.

Any questions related to this call can be directed in English to Lia Romano via email at: 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, 08 August 2023

Managing Director

Luisa Michela Colla

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