Formalized procedure to tender for Regional coordinator of QUDRA 2 project - position in Amman

Invitation to tender launched in an open tender procedure in accordance with Article 1° art R. 2124-2 of Public Procurement Code

TECHNICAL SPECIFICATIONS

Document no. 1
1. **About CFI and the QUDRA program:**

CFI is the French media development agency, mainly funded by the French Ministry for Europe and Foreign Affairs, responsible for implementing public aid policy in the media sector in developing countries. CFI works alongside players operating in the media industry (TV, radio, written press, social media), whether state-owned or private owned as well civil society organizations. CFI is currently involved in around thirty projects that fall within three major programs: Media & Pluralism, Media & Enterprise and Media & Development.

In the frame of a multisectoral program implemented by a German, Spanish, Hungarian, Belgian and French consortium, CFI is contracted as an implementing partner to improve a direct access to information for both Syrian refugees and vulnerable host communities in Jordan and Lebanon. The goal of the project is to product and disseminate information flow to the Syrian beneficiaries and host communities in both countries, particularly regarding protection and legal aid. This will imply to design, set-up, and run a services-oriented information collection system across both countries, and disseminate information through different channels.

In the frame of this project, CFI is recruiting a Regional Coordinator, whose roles and responsibilities are detailed below.

2. **Line Management:**

The Regional Coordinator works under the direct responsibility of the *Méditerrannée-Asie Director* based in Paris.

3. **Functional links:**

- The Regional coordinator works closely with the geographic Direction and Administration and Finance coordinator in Paris HQ.

4. **Tasks and responsibilities:**

Under the direct supervision of the Director *Méditerrannée-Asie* the Regional coordinator is responsible for the following tasks:

Plan and coordinate operational (administrative, financial, procurement, human resources) procedures and systems and devise ways to streamline processes. Assisting whenever needed the Project Director with the implementation of activities.

4.1 **Service description:**

- To supervise the overall CFI regional project in Jordan and Lebanon, i.e. ensure its implementation and monitoring in accordance with the project proposal and annexes, and with EF and CFI procedures;
- To coordinate and manage the project’s team and ressources as well as CFI regional coordination office in Lebanon or Jordan;
- To represent CFI and coordinate with consortium members (firstly EF – Expertise France, GIZ - Deutsche Gesellschaft für Internationale Zusammenarbeit, AECID - Spanish Agency for International Development Cooperation, HIA – Hungarian Interchurch Aid, ENABEL – Belgian Development Agency), national authorities, international organizations and regional stakeholders through regular missions if need be;
- To ensure the project’s reporting and communication;
To be responsible of CFI project team’s security in Lebanon and Jordan, and of CFI’s premises and facilities in the country of affectation;
To contribute to the development of CFI activities in the region.

4.2 Project team organization:
➢ To supervise the overall CFI regional project in Jordan and Lebanon, i.e. ensure its implementation and monitoring in accordance with the project proposal and annexes, and with EF and CFI procedures;
➢ To coordinate and manage the project’s team and resources as well as CFI regional coordination office in Lebanon or Jordan;
➢ To represent CFI and coordinate with consortium members (firstly EF – Expertise France, GIZ - Deutsche Gesellschaft für Internationale Zusammenarbeit, AECID - Spanish Agency for International Development Coorperation, HIA – Hungarian Interchurch Aid, ENABEL – Belgian Development Agency), national authorities, international organizations and regional stakeholders through regular missions if need be;
➢ To ensure the project’s reporting and communication;
➢ To be responsible of CFI project team’s security in Lebanon and Jordan, and of CFI’s premises and facilities in the country of affectation;
➢ To contribute to the development of CFI activities in the region.

Functional links:
- The Regional Coordinator works closely with the program’s consortium member’s representatives (EF in priority, GIZ, AECID, HIA, ENABEL staff) and with local stakeholders;
- The Regional Coordinator works closely with CFI HQ (Mediterranean region and Asia management, Administration/Finance/Accounting services).

CFI HQ:
➢ takes part to the definition of the Project Coordinator’s objectives and validates the main aspects of the project.
➢ needs to validate any strategic commitment towards main project’s partners, specifically consortium members’ representatives.

The Regional Coordinator regularly comes to Paris for monitoring missions in link with CFI HQ team.

4.3 Except results
1) To supervise the overall CFI regional project in Jordan, and Lebanon, i.e. ensure its implementation and monitoring in accordance with the project proposal and annexes, and with EF and CFI procedures:
- To ensure the project’s objectives, results, activities, and targets are achieved. This mainly implies:
  ➢ delivering an information sharing channeling vital service-based information for the Syrian refugees and host communities in the 2 targeted countries;
  ➢ distributing vital service-based information for the Syrian refugees and host communities via various communication channels;
  ➢ ensuring service-based information are narrated into clear and understandable messages to the Syrian refugees and host communities and continuously updated;
  ➢ Bringing his/her input in the revision of results, activities, and targets to adapt to the changes of the operational context if need be, taking into account the existing global project’s framework and EU/EF guidelines.
- To ensure human, financial, logistic resources are well managed and allocated to contribute to the project’s success;
- In coordination with CFI HQ, to set up the activities and ensure their implementation in accordance with the project proposal, the validated budget, the workplan, and CFI contractual commitments with EF;
To elaborate and/or fine-tune project’s implementation and monitoring tools (schedule, detailed action plan, logical framework, procurement plan, budget) and update them in close coordination with CFI HQ, in accordance with the project development and progression;

- Keeping CFI Director updated on a weekly and monthly basis regarding activities implemented; ensure a good communication flow regarding the project’s progress on the ground;

- To regularly conduct field visits in both countries to make sure the activities are being implemented properly;

- To capitalize on knowledge developed during the project (contribution to communication documents annual reports, etc. if need be);

Budget and financial management:

- The project coordinator is responsible, with the help of the local admin/fi officer, of managing and monitoring local expenses in the country of affectation which he/she will monthly send to CFI HQ along with corresponding receipts.

- The project coordinator supervises the 2 national project managers in doing the same.

- The project coordinator is responsible of authorizing expenses in Jordan, and Lebanon according to the project’s budget and expenses’ approval grid.

2) To coordinate and manage the project’s team as well as CFI regional coordination office in both countries:

- Supervise and manage team members under his/her responsibility (priorities’ management,

- absences’ follow-up, etc.);

- To ensure the project staff complies with CFI and EF procedures;

- The Regional Coordinator is responsible of all aspects related to the regional coordination office: finance, local regulations, office organization charts, and logistics, in line with CFI/EF procedures.

- To guarantee the respect of the countries’ legislation and administrative regulation.

3) To represent CFI and coordinate with consortium members (firstly EF, GIZ, AECID, HIA, ENABEL), national authorities, international organizations and regional stakeholders through regular missions if need be:

- To represent CFI and ensure good relations with the project’s partners, organizations, and authorities in Lebanon and Jordan, and ensure that representation and good relations are well maintained.

- To take part to all meetings organized by the authorities and project’s consortium members, partners.

- To ensure necessary agreements with Lebanese, and Jordanian authorities for the activities’ implementation, to elaborate and formalize, and send them to CFI HQ for validation.

- Validate any strategic commitment towards main project’s partners, specifically consortium members’ representatives with CFI HQ in Paris.

4) To ensure the project’s reporting and communication:

- To coordinate reporting related activities in Jordan, and Lebanon by liaising with the national project managers and ensure the good quality of reports in line with the donor’s standards, guidelines, and deadlines;

- To ensure there is a good communication and visibility of the project in the 2 countries;

- To ensure the donors’ visibility;

- To write a final report at the end of the mission.

5) To coordinate the flow of information regarding security situation in Lebanon, and Jordan, and in link with EF, of CFI’s premises security in Lebanon:
- To analyze potential risks and threats on the team members’ security and on CFI activities on the ground (information collection and analysis, networking with local actors).
- Inform team members and CFI HQ of potential issues related to security, and manage this on a daily basis.
- Brief team members regarding security and monitor accordingly their practices (ensure they comply with CFI/EF procedures).
- Ensure briefing of team members according to any specific security guidelines from the HQ.

6) To contribute to the development of CFI in the region:
- To take part to discussions related to CFI strategy in the region if needed in close cooperation with CFI HQ, which can lead to writing or input project documents/proposals.

5. Language skills:

   English: full professional proficiency.
   Arab: full professional proficiency highly appreciated.
   French: highly appreciated.

6. Experiences and Competences:

This mission position requires a minimum of 3 years’ experience in information sharing and management projects (community-based information methods, refugees’ and/or community-based information flow management on multisectoral issues, etc.).

The Regional Coordinator has to be experienced, for minimum 8 years’ experience, in carrying out international humanitarian/development projects preferably EU-funded, or at least having worked in the humanitarian/development field on refugees and/or information sharing and management for minimum 8 years.

The mission also requires:
- Experience/knowledge of the Arab countries;
- Experience/knowledge in the media/journalism field;
- High capacity to adapt to changing environments and contexts;
- Strong analytical and practical problem-solving skills;
- Very good inter-personal and writing skills;
- Experience in team management and cross-cultural management leadership;
- Excellent skills in coordination with the relevant actors (communication and representation);
- Experience in budget monitoring and accounting (basic), logistics is desirable;
- Proficient in computers (Windows, spreadsheets, Word, Excel) and interest for online platforms/applications;
- Sense of integrity and responsibility;
- Valid international driving license preferred.

Qualifications:
Relevant educational background in communication, journalism, media-related project/media platform management; project’s management, international relations, international law, political sciences.
7. Termination, collateral and transfer if contract:

7.1. Receivership or compulsory liquidation:

In the event that the service provider goes into receivership or compulsory liquidation, the contract shall be terminated ipso jure after a period of one month from the date of a letter sent by registered post with acknowledgement of receipt to the official receiver or debtor in the case of simplified receivership or to the liquidator in the case of compulsory liquidation, who, in accordance with the provisions of article L.621-28 of the commercial code, has the sole power to demand that the current contract be continued.

If the contract is declared to have been terminated, this shall become effective on the date on which the official receiver or liquidator decides not to continue the performance of the contract or upon expiry of the period of one month stipulated above.

This shall not entitle the service provider to any compensation.

If it is established that there is a risk that the service provider's business may be liquidated, the service provider shall take all necessary steps to provide CFI with the computer codes required for operation of the equipment and software supplied, as well as any developments that may have been made in accordance with the guarantee of future-proofing.

7.2. Termination owing to non-performance:

In the event of non-performance by one of the parties of one of its obligations as set out in the contractual documents, the other party may, if it wishes, terminate the contract 15 clear days after sending a registered letter with acknowledgement of receipt to which there has been no response, without prejudice to any action that may be taken for damages.

CFI may provide for the performance of the service at the service provider’s expense and risk, either in the event of non-performance by the latter of a service that, due to its nature, cannot be delayed, or after formal notice has been given by registered letter with acknowledgement of receipt to provide the service within eight days and this has proved unsuccessful. Any increase in expenses in relation to market prices resulting from performance of the services at the service provider’s expense and risk shall be borne by the service provider.

7.3. Collateral and transfer of contract:

No transfer of the contract is authorized.

8. Legal disputes:

Except in the event of interim proceedings, the parties undertake to seek an amicable solution in the event of any legal dispute or disagreement between them before considering referring the case to a court of any kind.
To this end, any disagreement between the service provider and CFI must be the subject of a complaint report drawn up by the parties, which must be communicated within thirty days from the date on which the disagreement arose.

The parties shall then have 2 months in which to respond to this complaint.

If the disagreement persists after this amicable procedure, the parties may commence litigation.

The contract concluded between CFI and the service provider shall be subject to the provisions of French commercial law.

The language of this contract is English.

Any translation is provided for information purposes only and has no contractual value. In the event of any conflict between the two versions, only the English version of the contract documents shall prevail.

Any dispute relating to the implementation or breach of the contract shall be referred to an ordinary judge and more specifically to the Commercial Court of Nanterre.

Approved by the company                        Approved by the representative of CFI
CEO
Mr Marc Fonbaustier
Issy-les-Moulineaux