Formalized procedure to tender for Head of Project for QARIB project - Based 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 QARIB program:
A subsidiary of the France Medias Monde group, CFI, the French media cooperation agency, supported by the French Ministry of Europe and Foreign Affairs, is in charge of the coordination and implementation of public aid policy to promote and enhance media in developing countries. CFI is currently involved in around thirty projects that fall within three major programs: media and governance, media and development, and media and enterprise.

The QARIB program is a regional initiative focused on Lebanon, Jordan, Palestinian territories and Iraq. Funded by AFD (Agence Française de Développement - French Development Agency) and implemented by CFI, this program will run from 2020 to 2024.

The QARIB program aims to help the media and citizens reconnect with each other, and is structured around five key components:

- Promoting the production of journalistic content that is close to citizens’ concerns (environment, health, education, justice, gender equality, economy, etc.)
- Increasing citizens’ trust in the media (combating fake news, media literacy)
- Making the media more independent economically
- Developing synergies and networks between the media and journalists in the region
- Stimulating public debate on the role, methods and place of the media in society

The program will be rolled out by a CFI project team based in Jordan, who will be supported by partners and service providers in the region and liaise with AFD agencies in the area, including the Regional Directorate based in Lebanon.

2. Tasks and responsibilities:
CFI is looking to recruit a Head of Project for the duration of the regional project, about five years, being carried out in Iraq, Jordan, Lebanon and Palestinian territories, the aim of which is to encourage social cohesion and the inclusion of citizens, in particular women, in society and public debate through improved media coverage.

Hierarchical positioning: The Head of Project reports either to the Director of the CFI Department for the Mediterranean Region and Asia or to one of his team member (both based at the headquarters in Paris) and manages the five-person project team on the ground.

The position is based in Amman (Jordan).

Strategic management
- Developing the strategy for implementing the project using the existing plan of action;
- Representing CFI so as to guarantee the follow-up of the project, maintain relationships with local authorities, AFD agencies, embassies and the project service providers and to report to the CFI Department for the Mediterranean Region and Asia;
- Applying and ensuring that others apply the principles and mechanisms established for the program, in terms of ethics, transparency and compliance;
- Ensuring the correct implementation of the rules of visibility and implementing the communication/visibility plan.
**Operational supervision**
- Recruiting the local project team: a project leader/deputy project manager; an editorial coordinator; an administrative/finance officer; a community manager; and a logistics officer;
- Team management: coordinating, organizing and leading the tasks and the workload for the entire project team;
- Planning the schedule of activities and ensuring those activities are implemented in a compliant and consistent manner, in particular with regard to coordination between the regional action plan and the national action plans;
- Contributing to the preparation of competitive procedures (drawing up terms of reference), to the selection of service providers and to the outcome of calls for tenders in accordance with the Procurement Plan established for the project;
- Contributing to the monitoring of contracts with the various service providers in close collaboration with the administrative officer; Ensuring good coordination of activities between the different service providers and the various participants involved in the project;
- Together with the project leader, initiating the identification of the beneficiaries on the basis of the results of the inception phase.

**Contribution to monitoring and evaluation**
- Contributing to developing M&E mechanism tools using, in particular, the work carried out during the inception phase;
- Providing information for the M&E mechanism tools, in particular, by collection information from lessons learnt;
- Ensuring the quality of the program results and the efficiency of the resources deployed to achieve those results;
- Monitoring all risks identified across the program and analyzing their effects on the program;
- Contributing to the good financial management of expenses incurred throughout the project both in France and on the ground, in close collaboration with the administrative officer at headquarters;
- Contributing to leading project governance bodies, in particular by providing secretarial services for the monitoring committees;
- Preparing (interim and final) narrative reports and finalizing them in conjunction with headquarters;
- Contributing to the preparation and performance of the annual external financial audits in close collaboration with the administrative officer.

3. **Experiences and Competences:**
The person recruited for this position must have proven experience in managing an international development project, preferably in the Arab world.
He/she must have at least 15 years’ experience in this area, with at least eight of those years spent in positions of responsibility, from which he/she must have gained excellent knowledge of the mechanisms and procedures involved in Official Development Aid (AFD or EU in particular).

**Skills and experience**
- Project management;
- Managing multicultural teams;
- Monitoring/evaluation, accountability and learning;
- Knowledge of the governance sector, possibly including the fields of media and journalism;
- Experience in precarious security or post-conflict settings;
- Leadership and strategic vision;
- Analysis and synthesis skills;
- Organisational skills, discipline, independence;
- Communication and representation skills.
- Higher education Bac+5/Master’s level or equivalent.

Languages: English essential, French highly preferable, Arabic desirable.

**We encourage any interested female candidates to apply.**

4. **Conditions**

Based in Amman, the Head of Project will travel throughout the countries covered by the project (Lebanon, Jordan, Iraq and Palestinian territories) at least twice a month to follow up with service providers, AFD agencies, diplomatic posts and authorities.

They will also travel to the CFI headquarters at least twice a year, in particular when preparing reports and organizing steering committees.

Type of contract: Service agreement. Targeted candidates: Consultant or Umbrella Company.

Estimated volume of work: 210 days/year

The contract will be signed for 1 year, automatically renewed on a yearly basis up to the end of the project. The last year contract will be linked to the end of the project and may be therefore shorter than one full year.

5. **Termination, collateral and transfer if contract:**

5.1. **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, and all documents related to the project, as well as any developments that may have been made in accordance with the guarantee of future-proofing.

5.2. **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.

5.3. Collateral and transfer of contract:
No transfer of the contract is authorized

5.4. Termination of the contract
Two months’ prior notice is required to end annual contract.

6. 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

[Place] Issy-les-Moulineaux
[Date] [Date]
Stamp and signature Stamp and signature