



Terms of Reference – Local project coordinator on the Support to Palestine Public Finance Institute Phase II project

The Project: Support PPFI – Phase 2

Following more than 10 years of cooperation between the French Team (including French Treasury, AFD and Expertise France) and PPFI, a new phase of funding has been agreed in 2021 between Expertise France and AFD, which has dedicated a grant of 1,4M€ from the Fund for Technical Expertise and Experience Transfers (FEXTE) to finance a new Technical Assistance (TA) project, started in March 2022 (PPFI 2 – 2022-2024). This TA, which is operated by Expertise France, will support the implementation of the PPFI's strategic framework 2021-2024.

The objectives of this new phase are to broaden and deepen partnerships with French experts from public administrations, mobilize more widely international expertise from the public and the private sector, and develop regional and international partnerships, particularly with universities. This project also aims to broaden the audience of PPFI beyond the Palestinian administration, in order to pursue raising awareness of public financial management issues among other sectors including the private sector and civil society. The project is built upon activities achieved during the previous phase.

The project is based on three main components:

- **Component 1** – Support the implementation and the development of reforms related to Public Finance Management giving a special attention to the gender mainstreaming as developed in Palestine.
- **Component 2** – Strengthen vocational trainings and academic curricula.
- **Component 3** – Enhance the Palestinian Public Finance Institute as a PFM Centre of Excellence.

JOB DESCRIPTION

Missions

The Project Coordinator will support the implementation of the project activities on a day-to-day basis, under the supervision of Expertise France Project Director and in close cooperation with PPFI teams.

Based in PPFI offices in Ramallah, he/she will support PPFI and EF Project Director in the operational, administrative, financial and logistical organisation of the activities (including short-terms missions, events (seminars, workshops...)).

He/She will be responsible for the coordination of the activities of the project and, under the supervision of PPFI DG, will take part in the institutional relations with PFI partners, including the Ministry of Finance, Palestinian Universities, local economic partners (partnerships to be developed) as well as foreign public finance institutes (PPFI counterparts).

He/she will be in charge of the Project's financial reporting and responsible for the logistical aspects of missions taking place in Ramallah under the supervision of Expertise France Project Director. He will be responsible for the monitoring of the indicators of the project. In addition, he will highly contribute to the bi-annual reporting on the project progresses to the AFD.

Specific tasks

- **Daily technical, operational, administrative and logistic support to the project team such as:**
 - Co-ordination of travel plans and diary arrangements for the project team and short-term experts trips and missions (definition of agenda, orientation of technical meetings, flight booking, hotel booking, local transport booking, visa management processes, etc.);
 - Plan and organise the project's event (launching seminar, conferences, workshops etc.)
 - Support for the preparation and formatting of all the project documentation;
 - Support in the logistics management for all the events related to the project (Invitations management, purchases processes, etc.)
 - Support in the management of the procurement processes with the providers (Recruiting and selection processes, contracting, follow-up and evaluation, etc.)
 - Support in communication activities and visibility plan implementation: newsletter, goodies, communication material and press releases, etc.
- **Daily financial management:**

- Pro-forma requests with local providers, payment of local expenses, classification and archiving of all supporting documents related to local expenses
- Management of local tasks related to procurement processes in coordination with HQ
- Management and updating of the journal of local expenditures and periodic sending to HQ (quarterly) and ensuring efficient allocation of funds within budget constraints.

- **Support for the reporting tasks:**
 - Support in the consolidation of all technical reports and deliverables of the project for the consolidation of contractual interim reports;
 - Support in gathering the different reporting documents provided by the local partners;
 - Support of the follow-up and management of the Monitoring and Evaluation system, gathering the project indicators on a bi-annual basis;

- **Support in public relations and institutional partnerships:**
 - Support in daily communication and coordination of activities with MoF partners, under supervision of PPFi DG,

 - Support in development of new partnerships with local economic actors (explore areas of cooperation, propose training themes to be developed, etc.), and international counterparts, under the supervision of PPFi DG.

- **Specific support to EF Project Director:**
 - Support in writing terms of reference for the project activities and on the programming of activities for 2024 and 2025,
 - Support in writing minutes of meeting with external partners and for important events or meetings,
 - Follow-up and coordination of local experts work.

Profile

Education and experience:

- University Degree in Economics, Management and/or Accounting
- At least 3 years of experience on a similar project management experience is a must
- Experience in organizing meetings/events and manage the related logistics is a must
- Experience in accounting management is a must

- Experience in international project management and/ or with international organization is a plus

Competences and skills:

- Ability to work effectively as a team member and independently
- Ability to manage multiple priorities under pressure and to meet short- and long-term deadlines
- Personal initiative and ability to prioritize, monitor and evaluate progress
- A high degree of integrity and the ability to deal with confidential information is required
- Proven experience in budget and financial management
- Excellent written and verbal communication and negotiation skills
- Proven computer skills including Word, Excel and PowerPoint
- Fluent in Arabic and English, French is a plus

Other information:

Type of contract: fixed-term contract, directly hired by the PPFI for the coordination of this EF project

Period: starting from October 2023 until March 2025

Place: Ramallah, Palestine