

# **NATIONAL COUNTRY ADVISOR – TURKMENISTAN (Consulting Agreement Contract) (M/W)**

Under the supervision of the Team Leader, the National Country Advisor will support the implementation of the EU-funded project implemented by Expertise France in Turkmenistan.

The National Country Advisor will act as the primary liaison with national authorities and local stakeholders in Turkmenistan to facilitate institutional dialogue, coordinate local activities, and support the visibility of project actions.

The role requires excellent interpersonal and communication skills, and the ability to work independently under remote supervision within an international and multicultural environment. The position is part-time (on average 10 days per month), with specific assignments defined through purchase orders. It could be extended to a full time position if the new responsibilities will appear.

Under the coordination of the Country Advisor and the overall supervision of the Team Leader, and in close collaboration with the consortium partners, the National Country Advisor will be responsible for:

## **Strategic and Operational Coordination in Turkmenistan**

- Identify opportunities for new activities in support to Turkmen stakeholders in the relevant fields.
- Lead the operational planning, coordination, and delivery of all project activities in Turkmenistan in line with the project strategy.
- Monitor the political, institutional, and legal environment in Turkmenistan to anticipate risks and identify opportunities for project advancement.
- Ensure that activities are implemented in line with the project's objectives, work plans, and timelines, as set by the Team Leader and the Deputy Team Leader.
- Contribute to strategic discussions on project adjustments and operational decisions affecting Turkmenistan.
- Actively contribute to the creation of synergies and implementation of activities at regional level.

## **Institutional Dialogue and Stakeholder Engagement**

- Maintain regular communication with national authorities (ministries, agencies, regulatory bodies), local institutions, civil society, and private sector stakeholders.
- Facilitate consultations, meetings, and information sharing between the project and Turkmen stakeholders.
- Support alignment of project activities with national strategies and priorities.

## **Support to Project Implementation**

- Establish close coordination with the Component Coordinators and consortium partners to ensure smooth delivery of technical activities to Turkmen stakeholders and counterparts;
- Coordinate the mobilization and supervision of short-term experts, consultants, and service providers for Turkmenistan activities;
- Support the preparation and implementation of international missions inside and outside of Turkmenistan;
- Monitor technical quality, timelines, and deliverables of all activities implemented in Turkmenistan;
- Collect and consolidate data, progress updates, and financial information from Turkmenistan activities for inclusion in project reports;
- Draft and submit regular updates to the Team Leader on achievements, challenges, and mitigation measures;
- Support the preparation of terms of reference and procurement and finance-related documentation, ensuring compliance with EF procedures;
- Provide administrative support to ensure compliance with internal policies, donor requirements, and national regulations, including proper documentation and coordination with relevant administrative units;
- Provide logistical and organizational support for various local-level project activities in Turkmenistan, including but not limited to workshops, capacity-building events, expert missions, and field visits;
- Facilitate the participation of Turkmen stakeholders in regional events and exchanges.

### **Communication and Visibility**

- Contribute to the project's visibility in Turkmenistan by collecting and transmitting communication materials (meeting reports, success stories, interviews, photos).
- Support the Communication Officer in ensuring consistent messaging and branding at local level.

### **Reporting and Monitoring**

- Provide regular updates on developments in Turkmenistan relevant to the project's themes (digital connectivity, innovation, cybersecurity, etc.).
- Submit brief activity reports, stakeholder lists, meeting minutes, and other deliverables as required in each purchase order.
- Support the Monitoring and Evaluation Officer with data and feedback from local activities.

### **Risk Management and Problem Solving**

- Identify and report on any operational, political, or logistical risks that may affect project delivery in Turkmenistan
- Propose mitigation strategies in coordination with the Team Leader and the Deputy Team Leader

This job description is not exhaustive and may evolve. Mobilization on other EF project in the Central Asia region should be expected.

## **Project or context description**

The Team Europe Initiative (TEI) on Digital Connectivity in Central Asia is a Global Gateway flagship project between the EU and Central Asia to be implemented in the five countries of Kazakhstan, the Kyrgyz Republic, Tajikistan, Turkmenistan and Uzbekistan. The TEI aims to bridge the digital divide, enhance cybersecurity, and stimulate economic and social inclusion across Central Asia through two main components: Hard Pillar and Soft Pillar. The Connectivity for Central Asia (C4CA) Project represents the Soft Pillar of the TEI and it is focused on capacity building, policy harmonisation, and inclusive use of connectivity.

Launched in January 2025, the project aims to promote digital connectivity and the development of the digital economy in Central Asia, tackling the connectivity gap in the region by developing a high-capacity internet network and by supporting investment in satellite constellations and the deployment of ground infrastructure. It seeks to mitigate the digital divide and generate positive side effects for the wider economy, especially for people in remote and marginalized communities.

The Project has four specific objectives implemented under four components with the cross-cutting activities such as Gender Mainstreaming and Human Rights.

- Specific Objective 1 – Foster the development and use of ICT connectivity through the development of policies and regulations, designed and validated in a multi-stakeholder approach.
- Specific Objective 2 – Improve transparent and inclusive access to public and private connectivity services, with a focus on rural areas, gender equality and marginalised rightholders.
- Specific Objective 3 – Promote the use of satellite-based technologies to foster local digital innovation and tackle local challenges..
- Specific Objective 4 – Build cybersecurity capacity and awareness among stakeholders and establish comprehensive cybersecurity frameworks

The C4CA project unfolds in a context in which EU-Central Asia relations have strengthened significantly, built on a multi-dimensional partnership. Recent initiatives, including the EU Strategy for Connecting Europe and Asia and the Digital Decade Policy Programme provide valuable models and expertise to support the region's digital transformation. The consortium of EU member states' implementing agencies will align with the EU's strategic vision, ensuring that the project implementation reflects core EU values of security, sustainability, and respect for fundamental rights.

## Required profile

- University degree in international relations, political science, public administration, communications, project management, or related fields.
- Minimum 5 years of experience in development projects, institutional liaison, stakeholder engagement, or public communications.
- Familiarity with Turkmenistan's institutional, regulatory and digital landscape.
- Excellent interpersonal and networking skills.
- Strong organisational and reporting abilities.
- Languages: Proficiency in English and Turkmen required; Russian desirable; French is an asset.
- Ability to work independently and coordinate closely with a remote, multicultural team.

## Additional information

- Location: Ashgabat, Turkmenistan
- Average workload: 10 working days per month with possibility to extension to the full time position
- Contract type: Framework Agreement with individual expert, mobilised via purchase orders
- Deliverables will be defined in each purchase order (indicative: stakeholder lists, meeting notes, mission reports, communication materials).
- Team Leader will provide validates all deliverables and timesheets after the pre-approval of Country Advisor.
- Expected start date: to be agreed (February 2026)