



Terms of Reference (ToR)

Title: SO3 Coordinator (H/F)- Innovation - TEI Digital Connectivity in Central Asia (H/F)

Project: Connectivity for Central Asia (C4CA)

Component: 3 – Innovation

Location: Central Asia – Kazakhstan - Astana

Duration: Full-time position, 18 months

Reporting to: Expertise France Team Leader

Expected Start Date: May, 2, 2026

- **Language Requirements:**

- Excellent command of English and Russian is required; Central Asian languages or French would be an advantage.

1. Background

Expertise France is the French public international cooperation agency. It designs and implements projects which aim to contribute to the balanced development of partner countries, in line with the Sustainable Development Goals (SDGs) of the 2030 Agenda and the priorities of France's external action.

The Connectivity for Central Asia (C4CA) action is part of the wider Team Europe Initiative on Digital Connectivity in Central Asia, funded by the European Union (DG INTPA) for a period of 4 years. C4CA embodies the "Soft pillar" of this initiative, while the TEI additionally includes a hard pillar dedicated to deploying satellite connectivity infrastructure across remote areas in the region.

The C4CA action is implemented by a consortium of leading European development agencies, including CFLA (Latvia), CPVA (Lithuania), e-Governance Academy (Estonia), Expertise France, and HAUS Institute (Finland). Expertise France is leading the consortium.

This action is implemented under the Digital for Development (D4D) Hub umbrella, a European platform aimed at strengthening efforts toward an inclusive, safe and sustainable digital world in partner countries.

The project aims to bridge the digital connectivity divide in Central Asia, through the development of an enabling, safe and inclusive environment for satellite connectivity use, with the overall objective of increasing equal access to basic public services and socio-economic inclusion. The project activities will be implemented with a regional approach and cover Kazakhstan, Uzbekistan, Kyrgyzstan, Tajikistan and Turkmenistan.

The TEI Digital Connectivity Soft Pillar will be implemented in four main Specific Objectives (SOs):



1. Policies and regulations: support in the development of enabling policy and regulatory environments for digital reforms including digitalization, connectivity and personal data protection;
2. Connectivity: improve access to public and private connectivity services and strengthen users' capabilities to benefit from digital public services, with a specific focus on rural areas, gender equality and inclusion;
3. Digital innovation: foster the creation of a dynamic regional innovation ecosystem and support the development of local digital innovations, in particular satellite-based, to tackle local challenges.
4. Cybersecurity: support the development of harmonized cybersecurity frameworks and strengthen capacities of the industry stakeholders, as well civil society across the region.

The SO3 coordinator position is focused on Specific Objective 3: Digital Innovation.

Based in Astana, Kazakhstan, at Expertise France Office, under the supervision of the Team Leader, you will be responsible for coordinating the third component - Specific Objective 3 (SO3) - of the C4CA action. As SO3 Coordinator, you will oversee implementation of the Specific Objective 3 activities and ensure systematic coordination among implementing partners, in liaison with operational teams in Astana, Expertise France HQ staff in Paris and with the three other SO coordinators of the project. The position implies a high degree of autonomy and interpersonal skills appropriate to working in an international and multicultural environment, as well as strong project management skills.

2. Key Responsibilities (non-exhaustive list, subject to changes):

- Lead the overall planning, implementation, and monitoring of Specific Objective 3 across the Central Asia region;
- Develop, coordinate and monitor the execution of SO3 annual work-plan, budgets, timelines, and human resources, to ensure efficient and effective project implementation;
- Consolidate and coordinate the work of staff and experts, both hired by Expertise France and the other consortium agencies;
- Coordinate with Expertise France headquarters, other Member State agencies, and other relevant stakeholders to ensure alignment with organizational strategies and policies;
- Coordinate with Expertise France headquarters to align the overall approach of SO3 with the global Expertise France approach to innovations; in coordination with the focal points at headquarters in Paris
- Coordinate SO3 evaluation and closure activities after the end of the implementation period;



- In coordination with the Team Leader and/or Deputy Team Leader, represent SO3 vis-à-vis the EU Delegation, the project beneficiaries, and the partners;
- In coordination with the Team Leader and/or Deputy Team Leader Represent the project in steering committees and events, workshops and conferences;
- In coordination with the Team Leader and/or Deputy Team Leader Represent Expertise France and the SO3 partners in meetings, conferences, and other events, showcasing project achievements and fostering collaboration with external partners.

SO3 implementation and coordination:

- Coordinate and monitor activities in close collaboration with Country Advisors : As the project is regional, country advisors assist in implementing activities in various Central Asian countries;
- Contributes to the development of context analyses and studies, steers their implementation and publication;
- Implements technical assistance missions on the topic of digital innovation, entrepreneurship, IoT and similar topics;
- Drafts terms of reference, concept notes and technical reports;
- Participates in consultations and working groups with beneficiary and partner organizations;
- Engage and supports SO3 experts and provides quality-checks of deliverables;
- Coordinate the drafting of SO3 inputs in project narrative and financial reports;
- Coordinate procurement processes related to Expertise France SO3 activities;
- Contribute to internal project review exercises (annual planning, budget forecast/reporting, etc.).

Internal and external coordination

- Ensure information flows between the SO3 team (staff and technical experts from Expertise France and other implementing agencies) and the Project Management Unit;
- Liaise and coordinate regularly with the country advisors to ensure relevance of national activities and cross-SO coherency;
- Ensure regular alignment and information sharing with the other SO Coordinators, to identify synergies and avoid overlaps.

Cross-cutting missions:

- Supports project communication and visibility by providing regular updates on activities related to SO3;
- Supports the MEAL coordinator in pursuing data collection, monitoring and evaluation efforts related to SO3;
- Supports implementation of the cross-cutting activities on Gender Equity and Human Rights in the SO3 workstreams;
- Supports visibility of Expertise France and Team Europe activities in the



region;

- Contributes to contractual, administrative and financial management of SO3.

3. Skills and qualifications:

- Master's degree or equivalent in a relevant field such as international development, economics, information technology;
- Minimum 7 years of professional experience in project management (including budget management, stakeholder engagement, monitoring and evaluation), preferably in international development projects funded by the EU;
- Proven experience in the field of digital entrepreneurship, digital innovation, (geospatial) data economies, or related areas;
- Excellent communication and interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders;
- Demonstrated understanding of the political, social, and economic context of Central Asia, particularly in relation to digital entrepreneurship and ICT development;
- Excellent command of English and Russian is required; Central Asian languages or French would be an advantage.
- Willingness to travel within the region and internationally, as required.

Soft skills

- Multicultural teamwork and adaptability
- high degree of work autonomy
- Sense of diplomacy, empathy and conflict management skills
- Sense of responsibility, initiative and reactivity;
- Result-oriented
- Excellent communication skills.

4. Application:

Applications will be reviewed on a rolling basis.

Interested experts should apply by April 6, 2026, by sharing:

- CV in English highlighting fields of expertise listed in these TORs and relevant experience
- Cover letter (max 1 page)
- 2 references