

TERMS OF REFERENCE
Project Field Coordinator (M/W)
National only

Project "Disaster Risk Management for KRI"

I. Project Context Description

1) Expertise France

Expertise France is France's public agency and interministerial actor in charge of international technical cooperation, the second-largest in Europe. As a subsidiary of Agence Française de Développement Group (AFD Group), it designs and implements projects that sustainably strengthen public policies in developing and emerging countries. Expertise France works in key areas of development: governance, security, climate change, health, education, and more. Alongside its partners, it contributes to achieving the Sustainable Development Goals (SDGs).

For more information: www.expertisefrance.fr

2) The project

The "Disaster Risk Management for KRI" project, launched in November 2024 for an 18-month duration with a budget of 1.54 million EUR, aims to enhance the Kurdistan Region of Iraq's disaster response capabilities. Focusing on reducing deaths, injuries, and economic losses caused by disasters—especially water-related events and urban fires—the project will support key civil defense and emergency management institutions in KRI.

Key activities include providing specialized equipment for water rescue and urban fire training, strengthening operational capabilities through targeted training programs, and improving psychological support services for vulnerable groups affected by disasters. Additionally, the project will improve flood risk management through enhanced contingency planning and awareness campaigns. By focusing on both preparedness and response, the project seeks to build a more resilient KRI that is better equipped to handle future disasters.

3) Main Objectives of this Technical Assistance

The TA will aim at

- (i) Delivering equipment related to water rescue and urban fire training;
- (ii) Strengthening operational and response capabilities of civil protection actors through training;
- (iii) Supporting JCC in enhancing contingency and emergency plans focusing on floods;
- (iv) Enhancing risk awareness among the population.

I. Mission Description

Key Responsibilities

The Project Field Coordinator oversees the technical, administrative, and financial implementation of the project, with the support of the project manager at Expertise France headquarter, the short-term experts mobilized for activities and in close cooperation with partners and the donor in KRI.

He/she ensures the planning and implementation of activities entrusted to Expertise France, which include the following responsibilities:

1. Project Leadership

- Implementing project goals, objectives, and strategies aligned with the budget of activities;
- Overseeing the preparation and the update of the project documents and tools such as the work and financial plan and reviews, adapting the terms of reference (ToR) for hiring of short-term experts, etc;
- Supervising the annual planning exercise to ensure that all the activities are programmed within the year and that the different budgetary requirements coming from the Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG ECHO) are reflected in the budget, e.g., travel needs, supplies, etc;
- Maintaining high level dialogue with all stakeholders

2. Short-term Experts Management

Based in Erbil, the Project Field Coordinator is responsible for the coordination and supervision of the project. His/her specific responsibilities include:

- Following the technical activities led by the short-term experts (preparation of the activities with the partners before the launch, follow-up of the activities in terms of organization, financial and administrative aspects);
- Taking charge of technical consultants to ensure the punctual delivery of outputs and related products entails active mobilization during missions and rigorous review of reports, among other responsibilities;
- Fostering a collaborative and high-performance work environment with all the stakeholders involved within the project;
- Conducting regular performance evaluations and provide constructive feedback to the project manager based in Paris.

3. Financial Management

- Overseeing the project budget and ensuring efficient allocation of resources;
- Coordinating with the Expertise France Admin/Fin/Logistics officers for the local expenses needed for the project activities;
- Ensuring reporting on financial expenses and co-writing technical reports for the headquarter according to the formats established by EF, and in collaboration with the Project Assistant and the Administrative and Financial Manager in Paris.

4. Stakeholder Engagement

- Acting as the field focal point for maintaining the relationship with the donor;
- Cultivating and sustaining robust connections with key stakeholders, especially JCC and serving as the field focal point for the project;
- Maintain a constant dialogue with GDCC and the 3 Governorate authorities (Erbil, Slemani, Duhok).
- Undertaking the role of representing Expertise France at pertinent meetings, conferences, and events related to the project underscores the importance of effective engagement and visibility.

5. Monitoring and Evaluation

- Supervising and implementing a comprehensive monitoring and evaluation framework with the support of the M&E expert;
- Ensuring the collection of relevant and tangible data to measure project impact and outcomes, in close cooperation with the M&E expert.
- Communicating with the Headquarters through the Project Manager as the field focal point;
- Drafting progress reports (narrative and financial) and final narrative report in coordination with the Project Manager at the headquarters;

II. Required Profile

- **Experience:** 8-10 years in project management, especially in international development projects with local governments and the delivery of capacity building interventions;
- **Education:** Master's degree in Public Administration, Public Policy, Project Administration, international relations or other relevant fields;
- **Specific skills:**
 - Working knowledge of government processes and inter-governmental relations;

- Experience in Civil Protection, Disaster Risk Management/Reduction or climate change;
- Excellent skills in technical report writing; communication; coordination, organizing, process facilitation and training, and partnership building;
- Results-oriented, good understanding of capacity building concepts and processes, institutional assessments, audits, and related topics.
- **Languages:** Fluent in spoken and written English and Kurdish; fluency in French and/or Arabic would be an asset.

III. *Qualifications and skills*

- Ability to plan, organize, and implement a technical assistance;
- Ability to work in multi-disciplinary and multicultural environments;
- Deep Knowledge of project engineering:
 - Strategic planning and project cycle;
 - Technical, administrative, and financial management.
- Strong coordination and management skills, especially with the donors Experience in procurement and recruitment;
- and local counterparts;
- Excellent communication and interpersonal skills to engage with diverse stakeholders (preferably in terms of bilateral or multilateral cooperation);
- **Certification:** First Aid Certificate (<2 years) is highly appreciated.

IV. Additional Information

Location of the mission: Erbil, at Expertise France's shared office, plus regular missions within KRI, especially to Slemani and Duhok)

Duration of the mission: 15 months

Starting date: February 2025

Salary: According to the profile

To apply for this position, please supply the following:

- CV,
- Cover letter,
- References,
- Any previous supportive documentation regarding past projects

If you do not receive a response within 1 month of the deadline, please consider that your application has not been shortlisted.

The process of selection of expressions of interest will occur in two phases:

- As a first step, a shortlist will be freely established by Expertise France
- Selected candidates may then be invited for an interview.