

25 Octoberth, 2023

In the context of the **Technical Assistance project to support the “Resilience and Green Development” Program in Albania**, funded by the Agence Française de Développement (AFD), Expertise France is recruiting a:

Technical Assistance Coordinator / Team Leader

Duty station: Tirana, Albania

Duration: 12 months, full time (renewable) up to 18 months

Starting date: Quarter 4, 2023, ASAP

Salary: according to EF salary scale

1. Presentation of Expertise France

Expertise France is a public agency and the inter-ministerial operator in international technical cooperation, which has recently joined the Agence Française de Développement Group (AFD Group). As the second largest technical agency in Europe, it designs and implements projects that sustainably strengthen public policies in developing and emerging countries (governance, security, climate, biodiversity, health, education...). It operates in key areas of development and contributes alongside its partners to the implementation of the Sustainable Development Goals (SDGs).

With an activity volume of 237 million euros, over 500 projects running in 100 countries and 63,000 days of expertise delivered every year, Expertise France provides partner countries with knowledge, skills and management expertise. Through its work, the agency promotes French and European development policy goals.

2. Context and project description

To support the convergence of the Republic of Albania towards its future accession to the European Union (EU), the AFD is launching a Program via a 120 million euros Public Policy

Loan (PPL). This loan will complement the World Bank's (WB) "Development Policy Financing" (DPF) called "Resilience and Green Development".

The direct beneficiary of AFD's financing will be the Republic of Albania, represented by its Ministry of Finance and Economy (MoFE).

This joint AFD/WB Loan focuses on areas of reform related to the adoption and entry into force of the several laws or management plans. It is composed of 3 pillars :

- Pillar 1: Strengthening the resilience of government and households
- Pillar 2: Increasing reliance on renewables and promoting energy efficiency
- Pillar 3: Protecting the environment and reducing the carbon footprint

In total, 12 areas of reform are supported, including 5 under Pillar 1, 3 under Pillar 2 and 4 under Pillar 3. Among them, 8 are supported by AFD.



Three ministries will be involved in the implementation of the 3 pillars of the Program:

- The MoFE will lead Pillar 1,
- The Ministry of Infrastructure and Energy (MIE) will lead Pillar 2,
- The Ministry of Environment Protection and Tourism (MTE) will lead Pillar 3.

The Expertise France Technical Assistance (TA) – especially the Team Leader / TA coordinator - will support the MoFE in the global coordination, monitoring and reporting of the Program.

In addition, the PPL will be supported by several short term expertise missions coordinated by the Team Leader and implemented in liaison with the MTE to fulfil the commitments as set

out in the pillar 3 of the matrix “Protecting the environment and reducing the carbon footprint” which is declined in the following areas of reform:

- Prior action 9 : Preventing and reducing environmental degradation
- Prior action 10 : Reducing GHG emissions
- Prior action 11 : Strengthening the Management of protected areas
- Prior action 12 : Supporting Local Climate change adaptation plan

Expertise France, the French public agency for international technical assistance, was entrusted by the AFD with the implementation of the TA, starting in 2023 for up to 18 months (ending by the end of 2024).

3. Mission description

Overview of the Position

Under the supervision of the head of Biodiversity Unit (Operations Division, Sustainable Development Department, Biodiversity Unit) and in constant liaison with the Project Manager based in Paris, the Team Leader will be responsible for the overall implementation of the TA, the overall program supervision (focused on the 8 reforms supported by AFD), in line with Expertise France and the AFD rules and regulations.

He/she will be responsible for the management of the TA, the development and implementation of its activities and the efficient use of its budget. He/she will be responsible for the management of experts, subcontractors, and for overall quality check, coordination and completion of all activities, outputs and objectives; as well as for overall reporting. He/she will be also a key stakeholder in the sectorial dialogue related to the reforms supported by AFD.

Overview of tasks and responsibilities

The Team Leader will be full time based in Albania and in charge of coordinating the TA activities in general and more specifically within the MTE in close collaboration with its focal point and in liaison with the focal point appointed by the MoFE, in order to facilitate the necessary contacts within the Loan areas of reform supported by AFD and with the various concerned stakeholders.

The Team Leader will have a permanent managerial role locally, both with regard to the team of short-term experts, their organisation of work, the number of days allocated and the contractual aspects as well as the logistical issues of their missions (transport, space, offices, equipment, etc., to be also discussed with the MTE), and regarding the planning of activities and the compliance with the initially approved work plan.

The Team Leader will be responsible for the successful achievement of the project's results. She/he will be assisted by Expertise France headquarters by the Project Manager and the Project assistant. She/he will work closely with International Key Expert(s), who will contribute to the technical supervision of the project and the mobilisation of international and national short term experts when necessary.

More precisely, the Team Leader will have to implement the following tasks:

Strategic advice and project representation

- Coordination and communication with all the stakeholders directly involved in the Program implementation and other relevant stakeholders.
- Project representation: networking with relevant actors in Albania; developing and maintaining excellent working relationship with local administrations and international donors; representation of the project at high level events related to the project themes.
- Proposal, adjustment and implementation of the strategic and technical orientations of the project (matrix monitoring), in particular on the basis of the proposals made by the international key expert(s)

Management of the team of experts

- Support Expertise France in the identification and selection of experts, when necessary.
- Supervision of the team of experts: validation of work plans by thematic area of the project, consolidation of the overall action plan, coordination of the execution of the Program of activities. This management must be done while maintaining a very high level of communication within the team and continuous evaluation of activities, with a goal to continuously improving the project management.

Project management

- Operational coordination of the project: overall supervision and coordination of the inception phase; overall supervision and coordination of the project activities and the achievement of their objectives.
- Guarantees the strategic and operational efficiency of the project: ensures the good management of resources in achieving the objectives of the project.

- Supervises the timely production of expected deliverables, both with regard to activities (mission reports) and the project as a whole (inception report, annual report, final report, etc.).

This list of responsibilities is not intended to be comprehensive. The Team Leader will be responsible for the overall Project delivery and the achievements of its objectives, and will be as such expected to perform any necessary duty to reach this goal. A close relationship with AFD office based in Tirana will be key to achieve this objective.

4. Required profile and selection criteria

The main characteristics of the Team Leader will be:

- ✓ Excellent knowledge of Albania and its general political environment; Experience working in Albania or the Balkans region is required
- ✓ Full fluency in English is mandatory, both written and spoken; Proficiency in Albanian is highly expected and in French as working language at the agency's headquarters will be an asset;
- ✓ Excellent knowledge of environmental issues and climate development policies, in general, and more particularly in the context of Albanian application to EU membership;
- ✓ Good familiarity with International Donors rules, procedures and policies, with a proven track record in that regard. Demonstration of previous working experience with European technical and financial partners will be a strong asset.
- ✓ Excellent knowledge (experience / expertise) of at least one of the issues related to the green agenda reforms policy loan (climate finance, waste management, GHGs monitoring, reporting and verification system, adaptation and mitigation climate plans, protected areas managements plans)

Moreover, Expertise France will evaluate candidates according to the following criteria:

Education / qualification:

- University Degree preferably at Master's level in finance, biology, economics, geography, environmental policy, international relations, political sciences,

development cooperation, project management, or any related field. A PhD will be an asset;

- Computer literacy and IT savviness: text processing tools, spread sheet tools, financial and planning tools.
- Excellent analytical, organizational, communication and reporting skills skills;
- Demonstrated management skills in a political and sensitive environment and experience in a leadership role
- Excellent understanding of capacity building and administrative reforms

Professional experience:

- At least 10 years of experience in developing and managing environment and development cooperation projects funded by international donors
- At least 5 years of working experience in one of the field related to the green agenda reforms policy loan
- Experience working on inter-agency/administration cooperation will be a strong asset

5. Further information

Condition of the mission

Duration of the contract: 12 months, full time (renewable) up to 18 months

Expected starting date: asap (Q4 2023)

Type of contract : Expertise France temporary staff direct contract or under third party company (to be confirmed depending on the nationality of the selected candidate)

Budget: Based on Expertise France's salary grid

Working conditions: The expert will be based in Tirana, Albania, either in the MTE and/or in the MoFE for the duration of the project. Occasional missions to Paris, France.

Documents to provide:

- Applicants are invited to send their CV, cover letter and availability to start (incl. contractual resignation notice if applicable) no later than November 6th 2023, 11:59 pm CET