TERMS OF REFERENCE

PPRD-Med II | Technical coordinator

Job title	Technical coordinator
Localization	Amman, Jordan – Expertise Office France
Contract Type	Expatriate contract (CDDU), full-time
Indicative duration	12 months with possibility of renewal to align with the project duration
Expected start date	January 2027

PROJECT CONTEXT

The European *Programme for Prevention, Preparedness and Response to Natural and Man-Made Disasters in the Mediterranean* (PPRD Med) is part of a long-standing cooperation between the European Union and the countries on the southern shore of the Mediterranean in the field of civil protection and disaster risk management. Its successive phases have contributed to the strengthening of national capacities for prevention, preparedness and response, as well as to the development of regional cooperation.

Following on from the previous phases of the programme, the PPRD-Med II project aims to strengthen the operational dimension of this cooperation, particularly through the development of risk management capabilities and the promotion of interoperability, the mobilization of new technologies and the sharing of expertise between Euro-Mediterranean actors.

The proposed project is structured around two complementary components:

- **Pillar 1:** A regional civil protection cooperation component, which aims to strengthen regional capacities for disaster prevention, preparedness and response, while fostering rapprochement with the European Union Civil Protection Mechanism (UCPM).
- **Pillar 2:** A component dedicated to the operationalization of the *Cyprus Regional Aerial Firefighting Station* (CRAFS), located in Paphos, Cyprus, to contribute to the development of regional forest fire suppression capabilities, training and operational cooperation.

The project will be implemented by Expertise France, as lead partner, in partnership with a consortium of European and Mediterranean technical institutions and organizations, and in close collaboration with DG ECHO, the Union for the Mediterranean (UfM) and the national authorities of partner countries.

The beneficiary countries of the project are: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Mauritania, Palestine, Syria and Tunisia.

To ensure the implementation of PPRD-Med II, Expertise France is recruiting a dedicated team ("Project Team") composed of:

- A Team Leader (full-time position);
- A Technical coordinator (full-time position);
- An Operations Support Officer;
- An Expert *Disaster Risk Management - Prevention (*consultant, part-time);
- An Expert *Civil Protection - Preparation & Response (*consultant, part-time).

The project team will be based in the Expertise France office in Jordan, which will form the permanent project office. She will benefit from the logistical, administrative, and financial support of the office's "Project Support Unit - USP," particularly for procurement procedures, contract documentation, and payment processing. the management of human resources and the logistics of missions and activities on Jordanian territory.

In addition, the project will be able to benefit from the support of the headquarters of Expertise France, notably the thematic expertise of the PRAR *Cluster (Risk Prevention, Reduction and Adaptation)*

JOB DESCRIPTION

Under the management of the Team Leader, and in liaison with the headquarters teams within the PRAR thematic cluster, the Technical coordinator ensures consistency and technical implementation of the project's objectives (risk management and civil protection).

He/she ensures the relevance, consistency, and quality of the technical activities implemented, in accordance with the project's objectives and the guidance of the Team Leader. He/she ensures the articulation of the various components of the project and articulates and manages the technical contributions of the implementing partners.

Based in Amman, he/she acts as a referent. content, supervises the experts (permanent and short-term), and guides the technical strategy around the theme of Prevention, Preparedness, and Response to disasters in the region.

Its tasks are as follows:

1. Programming and technical strategy

- Define the technical orientations of the whole project (pillar 1 and 2) in line with the objectives of the project (logical framework) and the orientations of the Project Steering Committee, ensuring their consistency with international and regional strategic frameworks, notably the *Sendai Framework;*

- Define and propose to the Team Leader activities that would enable these technical guidelines to be operationalized;
- Develop and update the technical programming, ensuring relevance, feasibility and complementarity of activities;
- Ensure consistency and coordination between the two pillars of the project (regional cooperation pillar and CRAFS pillar).

2. Supervision of technical expertise and quality assurance

- Ensure the functional coordination and technical supervision of project experts, particularly those integrated into the project team;
- Develop terms of reference for activities and specific technical expertise;
- Coordinate the technical contributions of the consortium members, promoting complementarity of expertise and harmonization of methodological approaches;
- Oversee the development of intervention methodologies, work plans, and technical content for activities, in collaboration with experts and implementation partners;
- Ensure the quality control of activities and technical deliverables (reports, training, methodological materials, etc.), ensuring their relevance and suitability to the needs of beneficiaries;
- Identify technical difficulties that may affect the implementation of activities or the appropriation of results and propose corrective measures

3. Technical dialogue, partnerships and governance support

- Contribute to the project inception phase by refining the needs analysis, specifying intervention priorities and contributing to the consolidation of the work plan;
- Develop and maintain working relations with national civil protection authorities and other institutional stakeholders, technical and scientific institutions, regional organizations (UfM, UNDRR, League of Arab States...), and the other project stakeholders;
- Participate in technical exchanges with DG ECHO, consortium members and beneficiary institutions, and ensure, when necessary, the technical representation of the project;
- Organize and lead technical coordination meetings, contribute to the work of governance bodies and participate in steering committees (COPIL);
- Provide the Team Leader with the technical analyses and recommendations necessary for decision-making;
- Map out, and if relevant promote, synergies with other cooperation projects and initiatives in the field of civil protection and disaster risk management, particularly those funded by the European Union or implemented by Expertise France;

- Contribute to the development of technical reports, concept notes, strategic documents and project presentation materials.

4. Monitoring results and sustainability

- Support the Project Monitoring–Evaluation function, including the definition of relevant and achievable indicators (logical framework);
- Ensure the integration of feedback and lessons learned from activities into the continuous improvement of project approaches and methodologies;
- Contribute to the process of capitalization, sharing good practices and transferring skills with partner institutions;
- Foster the development of networks of expertise and communities of practice between institutions in partner countries and their European counterparts, in order to strengthen exchanges of experience and regional technical cooperation;
- Ensure the sustainability of the project's achievements beyond its implementation (sustainability and ownership issues) and the lasting strengthening of the institutional and operational capacities of partner countries.

PROFILE

1. **Required <u>expertise and skills</u>**

Recognized expertise in the following areas:

- Disaster Management (DRM) / Civil Protection cycle;
- Specific expertise on risk management Forest fires;
- Excellent understanding of the European Union Civil Protection Mechanism (UCPM).

Demonstrated skills in:

- Leadership, sense of diplomacy, excellent interpersonal skills and ability to bring together actors with varied profiles and interests;
- Coordination of multidisciplinary expertise (including remote) and facilitation of partnerships;
- Ability to synthesize and draft technical and strategic documents (terms of reference, concept notes, methodologies, reports, etc.);
- Perfect command of French and English, both written and spoken;
- Proficiency in office tools, particularly Excel, PPT, Word.

2. **Desired skills/expertise:**

- Knowledge of the institutional ecosystem of civil protection in the Mediterranean (Union for the Mediterranean, League of Arab States, UNDRR, etc.);
- Good knowledge of institutional capacity building and skills transfer approaches;
- Strong capacity to work in multicultural environments and to interact with high-level institutional interlocutors;
- Arabic proficiency.

3. **Experience required**

- At least 10 years of professional experience in the field of civil protection/disaster risk management, including an operational position within a civil protection service;
- Demonstrated experience in the coordination of experts and technical partners, as well as in the supervision and quality assurance of technical assistance services.

4. **Desired experience**

- Experience in implementing projects funded by international donors, including the European Union;
- Professional experience in the Mediterranean region, particularly in the countries of the Middle East and North Africa (MENA);
- Experience in cooperating with European and regional civil protection mechanisms, institutions or networks.

OPERATING CONDITIONS

The technical coordinator is under the hierarchical management of the Team Leader. He/she will work in close collaboration with the project team deployed in Amman as well as with the teams of the Expertise France headquarters based in Paris, notably through the support of the PRAR (Risk Prevention, Reduction and Adaptation) Thematic Unit.

The position is based in Amman, within the Expertise France office in Jordan, under a full-time expatriate contract.

The incumbent will be required to make regular trips to the project's partner countries as well as to Expertise France's headquarters in France.

A valid Hostile Environment Awareness Training (HEAT) certificate or equivalent will be required for the position. If the candidate does not already have it, a dedicated training course will be organized at the beginning of the project.