Adapted invitation to tender for National Project Manager position in Jordan

Invitation to tender launched in an adapted procedure in accordance with Article R.2123-1 of Public Procurement Code

TECHNICAL SPECIFICATIONS

Document no. 1
Terms of reference

1. About CFI and the QUDRA program:

A subsidiary of the France Médias Monde group, CFI, the French media cooperation agency, supported by the French Ministry of Europe and Foreign Affairs, is in charge of the coordination and implementation of public aid policy to promote and enhance media in developing countries. CFI is currently involved in around thirty projects that fall within three major programs: media and governance, media and development, and media and enterprise.

As part of a multisectoral program implemented by a German, Spanish, Belgian, Hungarian and French consortium, CFI was designated by the French public agency Expertise France to deliver reliable, neutral, and actionable information to Syrian refugees and vulnerable host communities in Jordan and Lebanon in order to foster social cohesion. The information produced and disseminated targets equally local host communities and Syrian refugees, and tackles a wide range of issues, from protection matters to registration procedures, employment, children and women protection, or waste management.

2. Line Management:

The National Project Manager works under the direct responsibility of the Regional Coordinator of the project.

3. Functional links:

- The National Project Manager works closely with the program’s consortium members, mainly with Expertise France and GIZ teams, as well as with local stakeholders (authorities, international organizations, service providers);
- He/she manages a team of research and production, who support the collection, production and dissemination of information.

4. Tasks and responsibilities:

4.1. PRODUCTION OF INFORMATION

- Identify communication gaps and priority messages, based on relevant data and statistics as well as on information gathered by partners and authorities;
- Consult with experts and conduct research to better delineate the perimeter of our campaigns: who, what, why, where, how;
- Conduct field visits to explore the refugees’ situation on the ground, when needed;
- Develop actionable messages and elaborate communication plans, in coordination with local media;
- Coordinate with partners and ensure the proofreading of the messages (main stakeholders working on similar topics, Ministries, UN agencies, EU);
- Organize meetings and workshops with emerging journalists to ensure a long-term commitment of local media on the issues covered;
- Support the production process, based mostly on video.
- Identify suitable media channels for collaboration on the topics and objectives of the program
- Build partnerships with local media, explore possibilities for collaboration for production and dissemination of content in line with program themes and objectives
- Coordinate with media channels to ensure proposals received are in line with objectives of the program
- Oversee the monitoring of the content produced my supported media, if necessary, in
collaboration with experts
- Coordinate with journalists trained by CFI for production of articles; explore possibilities for journalists to find the suitable media for publication, as necessary
- Review articles by journalists to ensure compliance with objectives of the program

4.2. DISSEMINATION OF INFORMATION
- Support the design of a mass media strategy for dissemination: collect, analyze and assess information about available mass media with a focus on audience measurement, area coverage, and media ownership;
- Craft a social media strategy for dissemination: establish contacts with influencers’ pages’ administrators and identify potential cooperation; produce monthly analytics reports that connect social media activity to impact and the growth of our community;
- Develop face-to-face dissemination activities with our partners and the local media;
- As much as possible, involve journalists and influencers in every step of the dissemination process;
- Organize workshops with journalists and influencers;
- Consolidate partnerships with journalistic programs in the country;
- Organize national outreach campaigns.

4.3. ADMINISTRATION
- Draft activity reports;
- Ensure the daily office management;
- Follow-up with the allocated budget;
- Liaise with the staff on administration and financial issues (timesheets, invoices, expenses);
- Watch security and assess potential risks jeopardizing the team members’ security and CFI activities.
- Review tender proposals and participate in evaluation committees
- Draft Terms of Reference for contracts as necessary

4.4. REPRESENTATION
- Attend meetings and represent CFI during working groups;
- Liaise with local authorities and ensure the project is implemented in compliance with the national law and regulation;
- In close relationship with the Regional Coordinator, liaise with consortium members and international and local organizations to ensure activities are implemented in the best way possible.

5. Language skills:
Full professional proficiency of Arabic and English

6. Experiences:
This position requires experience in:
- Information production and dissemination / media projects;
- Community-based information management on multisector issues;
- Experiencing in projects related to Syrian refugees
- Experience in Arab countries and in Jordan in particular;
- Experience in budget monitoring;
- Analytical and practical problem-solving skills;
- Good inter-personal and writing abilities;
- Adaptability, sense of integrity and responsibility.
- Experience on managing team

7. **Education:**

Relevant educational background in production, communications, journalism or a media-related field / international relations or political sciences.

8. **Termination, collateral and transfer if contract**

8.1. **Receivership or compulsory liquidation**

In the event that the service provider goes into receivership or compulsory liquidation, the contract shall be terminated ipso jure after a period of one month from the date of a letter sent by registered post with acknowledgement of receipt to the official receiver or debtor in the case of simplified receivership or to the liquidator in the case of compulsory liquidation, who, in accordance with the provisions of article L.621-28 of the commercial code, has the sole power to demand that the current contract be continued.

If the contract is declared to have been terminated, this shall become effective on the date on which the official receiver or liquidator decides not to continue the performance of the contract or upon expiry of the period of one month stipulated above.

This shall not entitle the service provider to any compensation.

If it is established that there is a risk that the service provider's business may be liquidated, the service provider shall take all necessary steps to provide CFI with the computer codes required for operation of the equipment and software supplied, as well as any developments that may have been made in accordance with the guarantee of future-proofing.

8.2. **Termination owing to non-performance**

In the event of non-performance by one of the parties of one of its obligations as set out in the contractual documents, the other party may, if it wishes, terminate the contract 15 clear days after sending a registered letter with acknowledgement of receipt to which there has been no response, without prejudice to any action that may be taken for damages.

CFI may provide for the performance of the service at the service provider's expense and risk, either in the event of non-performance by the latter of a service that, due to its nature, cannot be delayed, or after formal notice has been given by registered letter with acknowledgement of receipt to provide the service within eight days and this has proved unsuccessful. Any
increase in expenses in relation to market prices resulting from performance of the services at
the service provider's expense and risk shall be borne by the service provider.

8.3. Collateral and transfer of contract

It is possible to provide collateral for the contract in accordance with the applicable common
law; this can be implemented using a Dailly form.

Any transfer of the contract requires the prior written agreement of CFI.

9. Legal disputes

Except in the event of interim proceedings, the parties undertake to seek an amicable solution
in the event of any legal dispute or disagreement between them before considering referring
the case to a court of any kind.

To this end, any disagreement between the service provider and CFI must be the subject of a
complaint report drawn up by the parties, which must be communicated within thirty days from
the date on which the disagreement arose.

The parties shall then have 2 months in which to respond to this complaint.

If the disagreement persists after this amicable procedure, the parties may commence
litigation.

The contract concluded between CFI and the service provider shall be subject to the provisions
of French commercial law.

The language of this contract is French.

Any translation is provided for information purposes only and has no contractual value. In the
event of any conflict between the two versions, only the French version of the contract
documents shall prevail.

Any dispute relating to the implementation or breach of the contract shall be referred to an
ordinary judge and more specifically to the Commercial Court of Nanterre.

Approved by the company

CEO

Mr Thierry Vallat

Approved by the representative of CFI

Issy-les-Moulineaux

[Date]

Stamp and signature

Stamp and signature