# Call for consultancy

# Project Coordinator – Hub Bucharest

**General description**: CFI is seeking coordination services for it project in Romania

**Contract type**: Service contract (consultancy)

**Service provider**: Project coordinator (consultant) - self-employed individual

**Country of duty**: Romania

**Location:** Bucharest, CFI local office

**Duration:** 160 days between August 2022 and May 2023 (average of 16 days per month), renewable.

**Contract terms:** The Service provider will contribute to the coordination and oversight of the project Hub Bucharest. He/She will be based in Romania and will execute the services described below in accordance with the instructions and guidance of the Project manager based in CFI’s Paris office (HQ). He/She will work closely with the project local administrative and logistic coordinator, as well with the other partners of the project.

## 1. About CFI

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

## 2. About the project

In the context of the war triggered by the Russian invasion of Ukraine, and the European crisis that this war provoked, CFI, the French agency for Media Development, implements a project aimed at promoting coverage of the war in Ukraine and the regional crisis by local journalists, in an independent, secure, and conflict-sensitive way in collaboration with an international media. The project is based in Bucharest, Romania and consists of:

1. Support Ukrainian journalists through material, financial, logistical and psycho-social support, whether there are in exile or temporary relocated in Romania or in neighboring countries, or in Ukraine and willing to benefit of a short-term rest and respite relocation program;
   * Direct support to Ukrainian journalists
     + Housing facilities
     + Daily allowances
     + Equipment and material support
   * Accompaniment for Ukrainian journalists
     + Support in administrative processes
     + Psychosocial support
2. Strengthen the editorial and operational capacities of journalists in exile and in the country;
   * Editorial Capacity building programs for Ukrainian journalists (factchecking, fight against disinformation, conflict sensitive journalism…)
   * Editorial Capacity building programs for Ukrainian journalists (digital and physical security)
3. Strengthen the editorial offer and the production of reliable content on the conflict and its regional impact.
   * Provision of working station and equipment
   * Production grants

## 3. SERVICE DESCRIPTION

### Project coordination

* Identify and liaise with stakeholders, partners and beneficiaries for the planning and implementation of project activities;
* Identify new partners and ensure coordination with project partners;
* Assist in ensuring the quality of the project outputs;
* Assist in ensuring the quality and the compliance of projects’ activities with the communication and visibility plans;
* Contribute to the periodic narrative and financial reporting on project implementation;
* Report and manage project risks;
* Assist in organizing the work of the project team in Bucharest;
* Attend meetings and represent CFI when needed and facilitate communication and information sharing;
* Liaise and maintain a dialogue with partners and stakeholders to ensure activities are implemented in coordination with them;
* Provide narrative and media/communication content for communication and reporting purposes.

### Implementation of activities

* Contribute to the design of project activities;
* Coordinate actions with experts and partners;
* Supervise the implementation of activities, including trainings and workshops;
* Contribute to drafting activity reports and report regularly on implementation, results and impacts of activities;
* Support in the identification of beneficiaries for each activity;
* Monitor the security situation and issues alerts to the CFI team in Ukraine and HQ so that activities are adapted accordingly.

### 4. EXPERIENCE AND SKILLS

### Service provider language skills

Full professional proficiency of English is required. Full professional proficiency of one these three languages, Romanian, Russian or Ukrainian, is required. Knowledge of French is considered an asset.

### Service provider experience

* At least 5 years demonstrated experience as a journalist/editor/media worker or local/international NGO or public agencies;
* Good knowledge of trends and developments in media;
* Knowledge and understanding of media cooperation and the media landscape in Ukraine, and the humanitarian situation caused by the war;
* Knowledge of the Project Cycle and experience in project designing;
* Proven experience in the area of development, cooperation and/or governance, humanitarian;
* Professional experience in Ukraine and/or Romania;
* Experience within French Ministry funded projects is a strong asset.

### Service provider competencies

* Analytical and practical problem-solving skills;
* Adaptability, sense of integrity and responsibility;
* Ability to work and coordinate with a wide range of partners;
* Ability to perform effectively under high pressure and hardship conditions;
* Ability to work with results-orientation and efficiency in a multi-tasking environment;
* Strong interpersonal and communication skills.

### Service provider education

Degree in administration, political sciences, law, international relations, journalism, media studies or another relevant field.

## 5. PRICE OF THE CONTRACT

The amount of the Tender cannot exceed 20 000 € excluding VAT.

For interested candidates, please send you resume and a cover letter detailing your previous experience in English to this email address: [marie.bouilly@cfi.fr](mailto:marie.bouilly@cfi.fr)

Deadline for application: 20th of July