Call for consultancy

Logistic assistant – Hub Bucharest

General description: CFI is seeking logistic assistant services for its project in Romania

Contract type: Service contract (consultancy)

Service provider: Project logistic assistant (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 local coordination of the Hub Bucharest project and be responsible for administrative and logistic issues. 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 Coordinator.

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 they 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;
   a. Direct support to Ukrainian journalists
      - Housing facilities
      - Daily allowances
      - Equipment and material support
   b. 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

Logistic management
• Contribute to the logistical organisation of project activities in Romania and other possible locations;
• Coordinate with the Project Coordinator and HQ in the design, implementation and monitoring of logistical arrangements for each project activity;
• Identify suppliers and service providers and handle negotiations, procurement and requests for quotations;
• Maintain office supplies at appropriate levels by anticipating need and placing orders;
• For activities implemented in Romania: receive funds from CFI by bank transfer and perform payments to Ukrainian beneficiaries and Romanian service suppliers on behalf of CFI (the costs related to this mission are covered by administrative costs included in the Price Offer) when necessary.

Administrative and contracts management
• Ensure the smooth and adequate flow of information, within the team in Romania and with CFI HQ, to facilitate the operations in the framework of CFI;
• Manage and compile the technical and administrative documentation of the project;
• Develop plans for purchasing equipment, services, and supplies, in accordance with CFI and donor guidelines;
• Assist in the preparation of draft contracts and monitor contracts with suppliers.

Implementation of activities
• Contribute to liaising with stakeholders, experts, partners and beneficiaries for the planning and implementation of project activities;
• Be responsible for the operational and logistical organization of trainings and workshops.
• Assist in monitoring the implementation of project activities;
• Assist in drafting activity reports;
• Contribute to ensure the quality and the compliance of project activities with the communication and visibility plans;
• Attend meetings and represent CFI when needed;
• Monitor the security situation and issues alerts to the CFI team in Romania and HQ so that activities are adapted accordingly.
4. EXPERIENCE AND SKILLS

Service provider language skills
Full professional proficiency of English and Romanian is required. Knowledge of French, Russian or Ukrainian is considered an asset.

Service provider experience
- Minimum of 3 years of professional experience in the area of development, cooperation and/or governance, humanitarian;
- Administrative and financial management in development or humanitarian or similar projects;
- Knowledge of procurement;
- 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 15 000 € 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

Deadline for application: 20th of July