

The MedCities Association is opening a procurement for two external experts (one Senior and one Junior). They will be responsible for dynamizing the MedCities territorial antenna in Lebanon, and implementing a range of activities in the territory (Mashreq, Cyprus, Turkey).

Requirements and framework common to both offers

1. Framework common to both offers

The selection process is unique. However, it requires the presentation of two types of candidate, senior and junior, detailed in two different blocks (Block A and Block B). Applicants should submit a joint candidacy, indicating to which block they are applying for.

2. Participation requirements

The following applications can be submitted:

- Individuals or legal entities, with their normal and tax place of residence in Lebanon, who have full capacity to act and are not subject to prohibition to recruit.
- People who can prove their technical solvency and professional experience in a similar position.

3. Territorial scope of the assignment

The selected candidates will provide their services based in Lebanon, with particular link to the Union of Municipalities of Al Fayhaa, which is the institution hosting the MedCities Antenna in Lebanon.

The area of action includes the territory of Mashreq, Cyprus and Turkey. The selected people should be available to occasionally travel to the areas where MedCities develops activities, particularly Lebanon, Turkey, Cyprus and Jordan.

4. Typology of the contract

It will be a service provision commercial contract from 15 March 2018 to 31 December 2019. A specific contract will be drawn up for each block, separate from each other.

5. Presentation of candidacies

- Cover letter indicating their motivation as a candidate.
- Submission of the curriculum vitae: Anyone interested in this offer and who meets the set requirements, should submit their curriculum vitae, including:
 - ✓ description of prior experience in work and responsibilities, similar to the position offered

- ✓ brief list of facts that justify their sociopolitical knowledge and reality of local governments of the geographic area where the tasks are to be developed.

The curriculum vitae should be submitted to the email address: contact@medcities.org

- Deadline for submissions: 15 calendar days from when this offer is published in the MedCities website.
- Specify in the subject of the mail "Candidacy for Senior and Junior Experts of the Territorial Antenna of MedCities in Lebanon (Knowledge Transfer Centre Al Fayhaa - KTC Al Fayhaa)".
- In the body of the email, the passport number, contact phone number and email address should be provided.
- Selected candidates will have to present a tax residence certificate and a current account bank certificate where payments should be made.

6. Selection procedure

- The participation requirements will be checked plus an analysis of the CV to assess aspects regarding qualifications, specific training, professional career and experience, related to the responsibilities and tasks of the selection.
- Once an assessment has been made, candidates may be asked to attend a personal interview, which may be by telematic means, in order to verify information detailed in the curriculum vitae and to assess aspects related to professional skills.

Candidates may be excluded from the selection process, depending on the results obtained in the different stages.

BLOCK A: Offer for a Senior Expert of the Territorial Antenna of MedCities in Lebanon (Knowledge Transfer Centre Al Fayhaa – KTC Al Fayhaa)

1. Economic and legal details of the offer

Remuneration: 22,690.71 €.

Remuneration includes all national taxes to be covered by the consultant and travelling expenses within the territory of Lebanon, required to fulfil the functions of the contract. Remuneration does not include ACCOMMODATION expenses within the territory of Lebanon, when necessary, nor travelling expenses OUTSIDE the territory of Lebanon, which will be agreed and managed in each case by the MedCities General Secretariat.

Bank commissions resulting from the payment of services will be covered by the issuer.

Link: External technical consultant.

2. Functions and responsibilities

Backup to the MedCities General Secretariat, in representation tasks in Lebanon, Mashreq, Cyprus and Turkey, tracking the implementation of projects, liaison with member cities of the network and cities interested in joining, and identifying their needs. These functions will be carried out within the framework of the agreement between MedCities and the Union of Municipalities of Al Fayhaa to establish a Knowledge Transfer Centre (KTC) in Al Fayhaa, linked to the activities of MedCities. These functions include:

- I. Preparation and backup to missions undertaken by representatives of the Medcities General Secretariat in the territory of KTC Al Fayhaa.
- II. Dissemination missions of the Medcities network and of the KTC Al Fayhaa at national, regional (Mashreq) and international level.
- III. Promotion of the Medcities network within the territorial scope of the KTC, contact with cities interested in joining, the identification of the needs of member cities and the analysis of synergies and priorities.
- IV. Organization of missions that plan to reinforce contacts between the KTC Al Fayhaa and member cities of the network.
- V. Collaboration with other Medcities KTCs for pooling experiences and promoting teamwork within the Medcities network.
- VI. Identification and tracking of Medcities projects in its territory, with the possibility of providing technical assistance, training and the exchange of experiences, plus others, having received prior validation from the Medcities General Secretariat.
- VII. The identification of new projects for the MedCities network in its territory, and backup to the General Secretariat to prepare them
- VIII. The Promotion of Strategic Urban Plans in the territory of the KTC, including backup visits to cities that are drawing up Strategic Plans.
- IX. Progress in the implementation of the permanent consolidation proposal of the KTC Al Fayhaa.

- X. Backup to the MedCités Secretariat in the dissemination of good practices of KTC territory cities, particularly in the transfer of know-how (seminars, assemblies, workshops, etc.).
- XI. Contribute to identifying good practices, experts and resources, and preparing contents for the MedUrbanTools platform developed by the General Secretariat.
- XII. Coordinate the work and team of the KTC, in cooperating with the Urban Community of Al Fayhaa and the MedCités Technical Secretariat.

3. Requisites to submit candidacies

- Qualifications in the field corresponding to the responsibilities required and professional experience of at least 10 years in the fields regarding the call.
- Experience (minimum 7 years) working with Lebanese municipalities in the field of municipal services and urban development.
- Experience (minimum 3 years) in the backup to municipal network structures.
- Experience (minimum 7 years) in international territorial cooperation projects.
- Knowledge and skills in the development of urban and sustainability policies.
- Knowledge and experience in strategic urban planning processes.
- Knowledge on the sociopolitical and cultural reality of Mashreq and work experience in this area.
- Oral and written communication skills.
- Facility for interpersonal relations.
- Languages: excellent level of English, Arabic and French.
- Initiative, proactivity and rigour.
- Organization and responsibility.
- Work skills in multidisciplinary teams.

BLOCK B: Offer for a Junior Expert in the Territorial Antenna of MedCities in Lebanon (Knowledge Transfer Centre Al Fayhaa - KTC Al Fayhaa)

1. Economic and legal details of the offer

Remuneration: 17,600.00 €.

Remuneration includes all national taxes to be covered by the consultant and travelling expenses within the territory of Lebanon, required to fulfil the functions of the contract. Remuneration does not include ACCOMMODATION expenses within the territory of Lebanon, when necessary, nor travelling expenses OUTSIDE the territory of Lebanon, which will be agreed and managed in each case by the MedCities General Secretariat.

Bank commissions resulting from the payment of services will be covered by the issuer.

Link: External technical consultant.

2. Functions and responsibilities

Backup to the Senior expert of the Knowledge Transfer Centre KTC_Al Fayhaa, in representation tasks in Lebanon, particularly in identifying the needs of cities of the network and identifying urban development projects within the framework of MedCities actions. These functions can be undertaken within the framework of the agreement between MedCities and the Union of Municipalities of Al Fayhaa, to establish a Knowledge Transfer Centre (KTC), linked to MedCities activities. Specific tasks:

- I. In close collaboration with the Senior expert and Technical Secretariat staff of the network, provide direct backup to cities of the MedCities network in the area of action of the KTC (Masgreq, turkey and Cyprus). This should be done by identifying needs and priorities of strategic projects that may be run through MedCities, including tracking of projects started by the KTC, backup to running projects, along with drawing up reports.
- II. Provide support to member cities to participate in projects of international calls (EU and others), communication work of KTC activities and of news involving member cities in the KTC area of action. This work includes preparation of news articles for the MedCities website, newsletter and social networks, and contributing quality photographic material.
- III. Logistic organization of missions undertaken by the MedCities General Secretariat in the territory of KTC and support, if necessary.
- IV. Logistic organization of events and activities involving the exchange of experiences and know-how, organized by the MedCities General Secretariat.
- V. Follow-up of member cities of the KTC, regarding payment of annual fees, and the participation in multilateral events, organized by MedCities, including the General Assembly.

- VI. Support to the MedCités General Secretariat in identifying good practices, experts and resources in preparing contents for the MedUrbanTools platform.

3. Requisites to submit candidacies

- Qualifications in the field corresponding to contents of responsibilities (engineering, architecture or similar).
- Professional experience of a minimum of 6 months in fields regarding KTC responsibilities.
- Experience of a minimum of 6 months collaborating with municipal networks.
- Oral and written communication skills.
- Facility for interpersonal relations.
- Languages: high level of English and Arabic, and a knowledge of French.
- Good command of office automation tools.
- Initiative, proactivity and rigour.
- Organization and responsibility.
- Work skills in multidisciplinary teams.

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MedCités General Secretariat
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