



البحث والتعليم  
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Research and  
Education  
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Urban Institutions  
for Local  
Development



## TERMS OF REFERENCE OF A PROJECT OFFICER OF THE PILOT PROJECT ON ENVIRONMENTAL SAFETY WITHIN THE PROJECT “RESEARCH AND EDUCATION BUILDING URBAN INSTITUTIONS FOR LOCAL DEVELOPMENT” (REBUILD)

### 1. BACKGROUND INFORMATION

#### 1.1. Background

REBUILD, “Research and Education Building Urban Institutions for Local Development”, is a project aiming at promoting inclusive local development and better living conditions in Libya by strengthening the capacities of Libyan municipalities to design, implement and assess equitable, sustainable, inclusive and resilient local public policies.

Stemming from the Nicosia Initiative, REBUILD is co-funded by the European Commission and coordinated by the Autonomous Province of Trento in partnership with ten Libyan municipalities (Az-zawiya, Benghazi, Beni Walid, Gharyan, Sebha, Sirte, Tobruk, Tripoli Centre, Zintan, and Zliten), the Autonomous Region Friuli Venezia Giulia, and the Centro per la Cooperazione Internazionale as affiliated entity. The implementation of project activities started on April, 1st 2021 and will last on 31st March 2025 (48 months).

The core idea is to activate a continuous learning system for Libyan Municipalities, through: a) partnerships between Libyan municipalities and foreign municipalities; b) a long-term training programme co-designed by European partners with Libyan Universities and delivered by the Libyan Universities to Municipalities staff, and c) two pilot activities that translate training into practice and address the needs of Municipalities’ inhabitants. The first pilot activity concerns the fishery sector in five coastal Municipalities, while the second pilot activity concerns environmental safety in the Municipalities of Az-zawiya, Beni Walid, Gharyan, Sebha, and Zintan.

The second pilot activity occurs within the framework of Libyan decentralisation process, taking into account the importance of environmental protection, which has become a new key competence of Libyan Municipalities.

The aim of the pilot activity is to strengthen the capacities of water laboratories in the Departments of Environmental Sanitation Affairs of the five targeted municipalities of Azzawiya, Beni Walid, Gharyan, Sebha, Zintan.

This will be done by reinforcing both equipment and staff capacities for bacteriological analysis laboratories of water for domestic use (bacterial test) and laboratory management by supporting operations and efficiency of the laboratories in the five cities.

The technical and training skills of the Department of Civil, Environmental and Mechanical Engineering of the University of Trento were identified to carry out the context analysis and the consequent study of contents training courses and practical solutions that can be implemented in the target laboratories. Specifically, scientific assessments and technical indications will form the basis of the training aimed at the administrative and technical staff at the municipal offices



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that are responsible for environmental safety, with particular attention to the monitoring of water quality.

Additional information about the REBUILD project can be found in the website: <https://www.libyarebuild.eu>.

## 1.2. Country

The REBUILD project is implemented in Libya. However, for security reasons, the tasks that are the object of the present contract may be performed in Trento, Italy. Part of the activities may also take place in Tunisia or Libya, if the conditions allow that.

## 2. OBJECTIVE, PURPOSE, AND EXPECTED RESULTS

### 2.1. Overall objective

The overall objective of the assignment is **to contribute to the successful implementation of the pilot project in environmental safety**, i.e., to ensure that, in the five target municipalities, the human resources of the water laboratories receive adequate training and equipment in order to perform bacteriological analysis of the city's waters, aiming at improving the quality of drinkable water.

### 2.2. Purpose

The purpose of the assignment is to provide support to the stakeholders involved in the pilot project (Province of Trento, CCI, University of Trento, Libyan municipalities) and ensure that **timely and thorough information for decision-making is available to all stakeholders of the pilot project, both English- and Arabic-speaking ones.**

### 2.3. Expected results:

The Project Officer is responsible for the following expected results:

- REBUILD Project Management Unit, and in particular the Project Manager of the Province of Trento is regularly updated on the implementation of the pilot project and provided with timely and thorough information for decision-making regarding the pilot project.
- Smooth written and non-written communication is guaranteed between English- and Arabic-speaking technical experts of the University of Trento, the Province of Trento, CCI, and the five Libyan Municipalities
- The five laboratories of the Environmental Departments are adequately supported and involved in the project activities in close collaboration with the Ministry of Local Government and any other relevant Ministries.

### 2.4. Tasks:

In order to achieve the objectives, the following tasks are foreseen (please note that this is a non-exhaustive list):



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- Assist the Project Manager of the Pilot Project on Environmental Safety of the University of Trento on all their coordination and management tasks, especially with regard to the involvement of the laboratories' teams. This includes organising and facilitating meetings, translating reports, supporting training activities.
- Facilitate the communication between the University of Trento and the 5 partner municipalities and the PMU, i.e., providing linguistic support for the translation for all internal written and non-written communication materials (language combination: English<>Arabic). This includes: Proofread translated texts for grammar, spelling and punctuation accuracy and to ensure translated content conveys original meaning and tone, translate written texts on various media from English<>Arabic (including e-mails, reports, minutes of meetings, Viber and Whatsapp messages, etc.), perform in-presence and on-line liaison linguistic facilitation (liaison interpreting English<>Arabic) and intercultural communication during meetings, mentoring sessions, and missions.
- Co-organise the training of trainers, also through missions in Libya (provided that security conditions allow that).
- Inform the Environmental Departments of the five partner municipalities about the activities of the pilot project, involving the relevant participants into the various activities (sending reminders, sharing and collecting information as requested, etc.).
- In close collaboration with the University of Trento, collect relevant information to organise the training (profile of the participants, contents, training needs), and contribute to the needs assessment and logistics assessment in order to equip the laboratories.
- Support the university in the preparation of training material.
- Prepare activity reports in collaboration with the Project Manager of the Pilot Project on Environmental Safety of the University of Trento, share them with the Project Manager of the Province of Trento and REBUILD Project Management Unit and with partner municipalities and other stakeholders (MOLG).
- Collect administrative documents related to the implementation of the Pilot Project on Environmental safety, under the direction of the Financial manager of the Autonomous Province of Trento.

### 3. PROJECT MANAGEMENT

The employer is the Centro per la Cooperazione Internazionale / International Cooperation Centre (CCI). The assignment will be performed without subordination constraints and without the obligation to respect standard office working hours, as it will focus on the achievement of the agreed working objectives.

The Project Officer is **accountable to the Operations Manager of the Centro per la Cooperazione Internazionale**, who is in charge of coordinating CCI's working group and all projects' operations that are assigned to CCI, including drafting of the annual plans of action, technical aspects of training subcontractors, the overview of the collection of data for monitoring project activities and achievement of results.



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The Centro per la Cooperazione Internazionale is the affiliated entity of the Provincia autonoma di Trento / Trento Autonomous Province (PAT), which has signed a Grant Agreement with the European Commission. The Provincia autonoma di Trento is in charge of coordination of the partners; communication and reporting to the EU Commission, coordination among project activities; supervision of implementation (including distribution of funds, monitoring of expenditure, and financial reporting), as well as compliance of partners and subcontractors with their obligations, the level of engagement of stakeholders and the impact of the proposed activities on the final target groups.

The Project Officer is invited to participate in the Project Management Unit, which is chaired by the Project Manager of the Provincia autonoma di Trento. Within the Project Management Unit, the Project Officer **works with the Project Manager of the Autonomous Province of Trento**.

Whenever relevant and limited to matters related to the continuous training programme set up by the REBUILD project and on matters related to the day-to-day involvement of Libyan partners, the Project Officer of the pilot project **collaborates with the Senior Training and Facilitation Officer and the Senior Training Officer (e-learning) of CCI**, who are in charge of the continuous training and capacity building activities performed by the Libyan Universities in the partner Municipalities.

On day-to-day technical and scientific aspects of the pilot project, the Project Officer **collaborates closely with the Project Manager of the Pilot Project on Environmental Safety of the University of Trento**, which detains the technical responsibility of the implementation of the pilot project itself.

The Project Officer **collaborates** with the Directors and staff of the Departments of Environmental Sanitation Affairs of the five targeted municipalities of Azzawiya, Beni Walid, Gharyan, Sebha, Zintan and with the respective Project Managers.

The Project Officer also **collaborates with the Liaison Manager** and advisor to Libyan Municipalities, who in charge of liaising between European partners and Libyan Municipalities facilitating the establishment and the development of smooth relations; providing institutional support at political level in Libya; suggesting ways out in case of problems arising during project's implementation; linking different international stakeholders working in the same area of action to facilitate resources and impact optimization.

Last but not least, the Project Officer **collaborates with the Coordinator in Libya**, who is in charge to ensure coordination between REBUILD and the activities deployed within the framework of the set-up of the Training Centre for Libyan Municipalities by the Ministry of Local Governance, as well as accompany, supervise, and support the smooth project implementation in Libya and the functioning of its complex coordination structure by ensuring smooth communication and coordination among the PMU, Municipalities, and Universities and the implementation of the training.



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On logistics matters, the Project Officer coordinates their work with the **Financial manager of the Autonomous Province of Trento**, the **Administrative/Logistics Officer of the Centro per la Cooperazione Internazionale**, and with the subcontractor **Logistics Service Provider** in **Libya**.

On visibility matters, the Project Officer coordinates her/his work with the **REBUILD communication manager and media officers** of the five municipalities.

## 4. TIMING, LOGISTICS, AND REPORTING

### 4.1. Start date & period of implementation

The intended start date is the date of signature of the contract by both parties (**tentatively, by 10 May 2024**). The period of implementation of the contract will run until the end of the REBUILD project from this date (expected: 31 March 2025).

In case of an addendum increasing or modifying the budget to the REBUILD project, it is possible to extend the contract by negotiated procedure, with their estimated cost being part of the addendum.

### 4.2. Location:

No operational base for the assignment is identified. Activities will take place in various locations, such as Libya, Trento (Italy), and possibly Tunisia. The Project Officer shall be available to travel, if necessary, to the cities of the project (West, East, South of Libya), if the safety conditions allow to do so. The costs of such missions (i.e., international and local transportation, visa, boarding and lodging, and reimbursement of ancillary expenditures while abroad) are covered by the project.

### 4.3. Office accommodation and facilities:

The Project Officer shall ensure that they are adequately equipped with their own means and tools (laptop, telephone and IT equipment, etc.). CCI shall ensure that the Project Officer has access to sufficient documentation and shall support access to information and contacts whenever necessary.

### 4.4. Reporting:

The Project Officer shall inform the REBUILD Project Management Unit verbally or via email regularly and at any moment upon request during the performance of their tasks.

## 5. REQUIREMENTS

The following profile is required:

### Qualifications and skills:

- A university qualification (Master of Science or Master of Arts degree) in a relevant field (political sciences, development studies, languages for international cooperation, environmental engineering or other) or equivalent professional experience (compulsory)
- Language competences:
  - native Arabic speaker or C2 level (compulsory);



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- Excellent English (C1 level) (compulsory)
- Knowledge of Italian is an asset.
- Soft skills: the ideal Project Officer generally has a proactive and positive attitude, is at ease in intercultural situations, does not shy away when conflict situations arise and can contribute to their positive resolution, is interested in taking part to consultative processes involving several stakeholders online and offline, and is able to collaborate with all of them by adapting the communicative style.

**Professional experience:**

- Proven working experience in complex projects, preferably in the area of local development and/or international cooperation and/or research
- Work experience in the Middle East and North Africa region is an asset
- Knowledge of the Libyan context (either through professional or academic experience) is an asset