



## Terms of Reference

### Local Coordinator in Bosnia and Herzegovina for the IPA CARE Programme

#### Background

The Swedish Civil Contingencies Agency (MSB) is looking for an individual to provide the services as a consultant in the role of a Local Coordinator in Bosnia and Herzegovina. The local coordinator will be contracted on consultancy basis for the period of October 2025 to September 2026 (exact dates to be decided) for the EU funded IPA CARE Programme.

"Capacity for Risk Management of Earthquakes and Health Emergencies – IPA CARE" is an EU funded (12,8 Million EUR) capacity development Programme running from March 2023 to February 2029. Partners include Albania, Bosnia and Herzegovina, Kosovo\*, North Macedonia, Montenegro, Serbia and Türkiye. The overall objective is to contribute to increased resilience in region of Western Balkan and Türkiye, in particular to earthquakes and health emergencies. Specific objectives include:

- Enhanced institutional and legal framework and capacities on disaster risk reduction related in particular to earthquakes and health emergencies.
- Increased prevention, preparedness and response capabilities at regional, cross border and local levels.
- Increased participation in and cooperation with the EU Civil Protection Mechanism (UCPM), including regional cross-border cooperation.

Target groups of the Programme are civil protection agencies and relevant national agencies, institutions or organisations on seismic risks or health emergencies. The implementing consortium is led by MSB as coordinator and include the Italian Civil Protection Agency, CIMA Foundation (Italy), the EU Centre for Seismic Risk (Italy), the General Inspectorate for Emergency Situations – Ministry of Interior (Romania), the Civil Protection Directorate – Ministry of Interior (Croatia), and Karolinska Institute (Sweden).

#### Duties

The IPA CARE Team Leader will be the contact person for the local coordinator.

Tasks include:

- Supporting the coordination of the involvement of the health sector within the IPA CARE programme in close consultation with the health focal point from the Ministry of Civil Affairs and the national coordinator for IPA CARE Programme at the Ministry of Security.
- Provide technical support to the Team Leader and Programme experts. Ensuring administration procedures and documentation are followed according to IPA CARE Programme guidelines.
- Assisting in the logistical arrangements of experts' missions, in trainings, seminars, and workshops, supporting the logistics of deliveries of equipment. Support other

\* This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

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Programme events taking place in the area where the local coordinator is based e.g., booking of accommodation, venue, catering etc.

- Provide administrative and logistical support to procurement processes in Bosnia and Herzegovina, developing and maintaining close working contacts and relationships between the Programme management team and other stakeholders and cross functional counterparts to align procurement activities.
- Support with informal translation of shorter texts such as emails, meeting notes, etc. when needed, as well as some interpretation.
- Drafting and editing meeting minutes, work plans and other relevant documents.
- Draft and disseminate communication materials for social media and other visibility platforms in close collaboration with Team Leader.
- Participate in meetings with Team Leader, and perform other tasks assigned by the Team Leader as required.
- Inform the IPA CARE Team Leader of possible synergies with other ongoing national and international initiatives in Bosnia and Herzegovina and in the region of Western Balkans and Türkiye.

## Experience

A successful candidate for this position is expected to possess:

- At least 3 years of relevant working experience, preferably in roles of a logistical officer, administrative officer, focal point, project coordinator or similar.
- Strong communication skills with experience of using digital tools for communication purposes. (Social media platforms and other tools.)
- Strong computer skills with experience of using MS Office tools (Word, Excel, Power Point etc.).
- Structured approach when it comes to working method, strong administrative skills.
- Previous work experience from the health sector related to health policy and coordination is an asset.
- Previous experience in the procurement area is an asset
- Experience of working in the field of Civil Protection, especially trainings and exercises, is an asset.
- Experience of working with volunteering organization and/or Civil Society or organizations involved in Civil Protection initiatives in Western Balkan is an advantage.

## Education

University degree in relevant academic field or equivalent working experience in field relevant for the position.

### MSB Swedish Civil Contingencies Agency

Postal address:  
SE-651 81 Karlstad

Phone: +46 771 240 240  
Fax: +46 10 240 56 00

registrator@msb.se  
www.msb.se/en

Org. No: 202100-5984

## Language

- Proficiency written and spoken English
- Proficient in the Bosnian language

## Profile

It is of utmost priority that the candidate understands, respects and acts in the spirit of the mandate and core values of the EU and MSB. The candidate must possess a high level of professional and personal maturity, especially in relation to the conflict sensitivity in the region. An ability to establish and maintain effective working relationships with the IPA CARE Team Leader, Programme management, all seven Partner organisations, experts as well as external partners is requested.

The candidate enjoys working in a multi-cultural environment, demonstrates initiative, is flexible, solution-oriented and feels comfortable working in a high-pace working environment. Personal characteristics will be of value for the position.

Social qualities such as responsive communication and interpersonal skills are considered an asset for this position, as well as cultural, gender and conflict sensitivity.

## Contracting Conditions

Consultancy position, contracting on a basis of a service contract. The candidate is expected to have a status of self-employed/legal entity.

The working period: October 2025 – September 2026 (exact dates to be decided) with a possibility of extension.

The work load will fluctuate monthly, corresponding to between 25 and 50% of a full-time position on a monthly basis. You will structure your work into working days and be paid for reported working days.

The consultant will be remunerated on a monthly basis according to a fixed daily rate, based on time reporting provided by the expert.

## Application and selection process

If you are interested in this position, please send your offer per email to [ipacare@msb.se](mailto:ipacare@msb.se) . Deadline for sending applications to this position is **1 September 2025**.

The offer should include the following documents:

- CV in English, clearly highlighting relevant knowledge and experience
- Application letter, stating your available starting date
- Proposed daily rate in EUR (1 working day corresponds to 8 working hours)
- Document that proves the company being registered as legal entity

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Only shortlisted candidates will be contacted. Short listed candidates will be invited to interviews digitally, and possibly also a face-to-face interview. References will be contacted after the interview.

The selected candidate must have a status of self-employed/legal entity. It will be his/her sole responsibility to comply with all legal requirements for self-employment as well as to cover all related taxes, charges including insurance.