

## Terms of Reference

### Expert in Training Methodology Development -Türkiye IPA CARE Programme

#### Background and expression of request for service

The Swedish Civil Contingencies Agency (MSB) is looking for expertise in Training Methodology Development related to AFAD (Turkish Disaster Management Agency) volunteers in Türkiye. The selected service provider will be contracted a one-year contract for a period of 12 months with tentative starting date in October or November (exact dates to be determined) for the EU funded IPA CARE Programme, for a maximum of 90 working days with a possibility of extension.

"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 August 2028. Partners include Albania, Bosnia and Hercegovina, 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, 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 with affiliated partner Karolinska Institutet (Sweden).

IPA CARE supports AFAD, the Turkish Disaster Management Agency, in the development of their system for engaging general volunteers. General volunteers within AFAD are volunteers who conduct generic response activities, mainly in the field, during emergencies.

The consultant will lead the work together with an expert in Voluntarism, to develop and improve the system for general volunteerism within AFAD. The aim is to strengthen the system of general volunteers within AFAD for effective disaster risk management during emergencies.

\* 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.

## Requested services

The main contact person for the expert on Civil Protection Volunteerism-Türkiye will be the IPA CARE Team Leader.

Services expected by the service provider are as follows:

- Develop, implement and report training methodology for the development of activities based on the aims, objectives and outputs of Work Package (WP) 1.3 Civil Protection Volunteerism of the IPA CARE action plan for Türkiye, in cooperation with a volunteerism expert.
- Methodologically support and contribute to further development of frameworks, strategies, practical working methods and training programmes together with AFAD in order to support the development of volunteer-based disaster management.
- Ensuring integration of Gender, Human rights and Environment approaches during the capacity development according to IPA CARE principles.
- Reporting on the work through activity reports and material for external communication.

## Requirements on the supplier

the offer **shall be in English and must include the following** to be considered:

- Documentation proving registration of legal entity offering the services and complete information provided in Attachment 1.
- University degree, preferably in human resource management or pedagogy.
- Proven previous work experience with development of training methodology in civil protection, preferably in volunteerism and for government agencies.
- Experience in the development and conduction of leading exercises or workshops.
- Experience of working with international missions and a multi-cultural environment with high level participation within the field of volunteerism.
- Proficiency in written and spoken English.

The following will be assessed as **an advantage** in the assessment:

- Ability of self-managing, with a result driven attitude, including reporting on conducted activities and achieved results.
- Structured approach to addressing tasks, strong administrative skills and working in an organised way.
- Experience of working in the area of civil protection in Türkiye.
- Experience of working within the EU Civil Protection Mechanism.

## Profile

It is of utmost priority that the consultant understands, respects and acts in the spirit of the mandate and core values of the EU and MSB. Moreover she or he 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, partner organisations, experts as well as external partners is desired.

The expert 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 assignment, as well as cultural, gender and conflict sensitivity.

## Contracting Conditions

The working period: 12 month with tentative starting date in October or November 2025 (exact dates to be determined) There may be a possibility of extension of one year.

The work load will fluctuate monthly with a maximum of 90 days over 12 months.

The work will be a combination of home-based work and missions to Türkiye. (see contract conditions attached)

## Offer

Offers should be received by **15 October 2025**. Applications sent after that date will not be considered.

Offers **must be in English and include all of the following:**

1. Letter of application and CV outlining the fulfillment of all requirements to apply.
2. Documentation proving registration of legal entity offering the services and fully completed Attachment 1.
3. Daily rate of the service provider offering the services.

## Evaluation

The selection processes will be conducted in three steps.

1. Validation of the document stating the company being a legal entity.
2. Evaluation how well the supplier fulfils the “Requirements on the supplier”.
3. For candidates who best fulfil the two first steps above, interviews will be made and references will be contacted.

The final selection of Supplier will be based on the following ranked criteria:

- Fulfillment of the Requirements on the supplier and lowest price of daily rate.

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