



Invitation to bid

Expert in Civil Protection Volunteerism IPA CARE Programme

Background

The Swedish Civil Defence and Resilience Agency (MCF) is looking for an expert in Civil Protection Volunteerism focusing on strengthening volunteer management of civil protection authorities and training of volunteer response teams. The expert will be contracted for the period of February 2026 to January 2027 (exact dates to be determined) for the EU funded IPA CARE Programme, comprising a maximum of 75 working days.

"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 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 Institute (Sweden).

The overall objective of the Programme is to contribute to increased resilience in the region of Western Balkan and Türkiye, in particular to earthquakes and health emergencies. Specific objectives include:

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

The Programme is divided into nine work packages, corresponding to the three main objectives. The expert will be responsible for work package 1.3. Civil protection Volunteerism, which falls under the first Programme objective. Towards the outcome of strengthening volunteerism in national disaster risk management frameworks, WP 1.3 will, over the course of the implementation period of the Programme, entail the following focus areas:

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- (1) Follow up on the advisory documents on volunteerism formulated in IPA CARE for the beneficiaries as well as on the assessment documents for volunteer organisations.
- (2) Organise civil protection volunteerism forums in the beneficiary countries.

Duties

The IPA CARE Team Leader will be the leading point of contact for the expert on Civil Protection Volunteerism.

Tasks include:

- Support cooperation and coordination between civil protection authorities and volunteer-based organisations.
- Plan, conduct, report and develop capacity development activities based on the aims, objectives and outputs of Work Package (WP) 1.3 Civil Protection Volunteerism.
- Support and contribute to further development of legal frameworks, strategies and practical working methods together with civil organisations in order to support the development of volunteer-based disaster management.
- Reporting on the work through activity reports per partner and material for external communication.
- Develop a training programme for the Kosovo* Red Cross volunteers rapid response team in close coordination with the Red Cross societies of Kosovo* and Bosnia and Herzegovina and as feasible using donated equipment in the programme.
- Plan and conduct a train the trainers workshop to introduce the developed training programme in Kosovo* and Bosnia and Herzegovina.
- Ensuring integration of Gender Human rights and environment approach during the capacity development according to IPA CARE principles.

Knowledge and Experience

A successful candidate for this position is expected to possess:

- Proven knowledge of cooperation between different authorities and volunteer-based organisations in an international context.
- Proven knowledge of the Red Cross set up of Rapid Response Teams
- Experience in developing training programmes
- Experience in international capacity building
- Ability of self-managing, with a result driven attitude, including reporting on conducted activities and achieved results.
- Experience in the development and conduction of exercises or workshops in the field of work, with at least 2 years' experience of this work in an international context.

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- Structured approach to addressing tasks, strong administrative skills and working in an organised way.
- Experience of working with international missions and a multi-cultural environment with high level participation.
- Experience of working with civil society organizations involved in Civil Protection initiatives in Western Balkan and Türkiye is an advantage.
- Experience of working within the EU Civil Protection Mechanism is an advantage.

Education

University degree, preferably in political science, law, international relations, disaster risk management or other relevant area.

Language

Proficiency written and spoken English. Knowledge of languages of the concerned region is an advantage.

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 MCF. The consultant 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 consultant 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

The working period: February 2026 – January 2027 (starting date can be discussed).

The work load will fluctuate monthly, with an average of approximately 6 working days per month, not exceeding a total of 75 working days.

The work will be a combination of home-based work and missions to the partner countries.

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Application and selection process

Proposals to this assignment shall be sent per email to sofia.tapper@mcf.se with a copy to ipacare@msb.se Deadline for sending proposals is **15 February, 2026**.

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) of a maximum of 400 Euro
- Document that proves the company being registered as legal entity
- Supplier's details form filled in

Only shortlisted proposals will be contacted and invited to interviews digitally. Shortlisted consultants will be asked to provide 2 references, who will be contacted after the interview. If several bidders fulfil the requirements, the final selection will be based on price.

*The 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.