

## Announcement of selection

### *Villa Montesca Foundation*

Villa Montesca Foundation, as partner of the **PROMEDHE project** - “Protecting Mediterranean Cultural Heritage during Disasters” - (Grant Contract: ECHO/SUB/2015/713853/PREP18) supported by the DG ECHO of the European Union and coordinated by the Italian Presidency of the Council of Ministers - National Civil Protection Department, and in the framework of the consortium agreement Intends to select a

### **Course Designer and Facilitator**

#### *Given that*

- The PROMEDHE project aims to strengthen disaster preparedness capacities in five countries of the Mediterranean region for responding to natural and man-made disasters at national, cross-border and international levels. In particular, the project will better prepare the national capacities (institutions, procedures and experts) of Cyprus, Italy, Israel, Jordan and Palestine to undertake rapid need and capacity assessment and initial measures for safeguarding cultural heritage;
- In this respect, project work-plan include the design and implementation of 2 capacity-development programmes for beneficiary countries covering international co-operation (including the Mechanism related concepts), assessment methodologies and techniques for the safeguard of cultural heritage;
- First capacity development programme include the design and implementation of for two introductory trainings on the Union Civil Protection Mechanism (UCPM) and assessment methodologies used;
- The course is to be conceived so as to share with the participants the international co-operation tools available for responding to disasters, including the Union CP Mechanism as well as main internationally recognised standards for initial rapid needs and capacities assessment in the aftermath of a natural or man-made disaster. The course will take inspiration of the current methodology adopted during the trainings of the Community Mechanism Induction (CMI) and Assessment Mission Course (AMC) conducted on behalf of the Union CP Mechanism;

FONDAZIONE HALLGARTEN FRANCHETTI  
CENTRO STUDI VILLA MONTESCA



Villa Montesca  
06012 Città di Castello (PG)

tel +39 075 8522185  
fax +39 075 8521610

info@montesca.it  
infomontesca1@legalmail.it

[www.montesca.it](http://www.montesca.it)

- Main topics covered will include: EU CP Mechanisms, assessment planning, information management, international response systems, intercultural communication and media relations;
- The courses will be tentatively held in Cyprus or other EU Mediterranean country during October and November 2016. They will last 4 working days. They will gather 24 participants each. Working language will be English with no interpretation facilities foreseen.

**PROMEDHE project requires the support of an experienced “Course Designer and Facilitator” having already collaborated to the design, implementation and facilitation of the EU CP Mechanism courses CMI (TEC) and AMC.**

### **Profile and tasks of the expert**

The Course Designer and Facilitator (CDF) is the person responsible for the design and conduction of the course. He/she is appointed by the PROMEDHE project among those experts coming from one of the country participating in the Mechanism. The CDF needs to be a EU Civil Protection Mechanism trainer and, preferably, with field experiences in national/international emergency missions and capacity – building activities in third countries.

Assigned tasks for the “Course Designer and Facilitator”:

### **Preparatory phase**

- a) Design the detailed curriculum for the training course (including generic ToRs for lecturers/trainers) according to DPC and CCD instructions and considering that it will be tailoring experts from Israel, Jordan and Palestine and will be combining Civil Protection TEC and ASSESSMENT training courses together with capacity-building methodology;
- b) Participate to the online pre-course meeting with DPC and CCD;
- c) Support DPC and CCD in identifying, contacting and liaising with the lectures in order to guarantee the understanding of the course’s objective, the exact content of the lecture and the methodology to be used;

- d) Support DPC and CCD in identifying, contacting and liaising with local service providers (drafting ToRs for the services) for the organisational and technical arrangements for the course training activities;
- e) Support CCD in supervising and coordinating the set-up of the proper organisational and technical arrangements for the course training activities;
- f) Supervise, in coordination with DPC and CCD, the tasks of training staff, lectures, exercise trainers, full time tutor/s.

### Implementation phase

- 1) Introduce, connect and close all logically different pieces of the training programme;
- 2) Facilitate the understanding of the course contents to the participants making periodical synthesis of all the relevant topics and provide clarifications whenever requested;
- 3) Oversee the monitoring of the smooth running of all phases of the course;
- 4) Collaborate in the exercise designing and implementation;
- 5) Oversee the training documentation production and editing;
- 6) Liaise with the lectures about the participants evaluations;
- 7) Monitor and evaluate the conduction of the course and advise DPC and CCD;
- 8) Prepare a course report.

### Deliverables

- Detailed curriculum for the training course including generic ToRs for lecturers/trainers;
- Proposed CVs for course trainers/lecturers;
- Proposed CVs for local service providers;
- Course reports including evaluation and recommendations for improvement.

### Indicative effort

20 working days for courses preparation, organization, implementation, evaluation and reporting. Part of those 20 working days will be home based and part will be on mission to the course location. Mission expenses will be covered by the project.

For the services provided, the Foundation will pay a gross wage including taxes of € 500 per working day.



## How to Apply

Interested persons should email their current CV in Europass format and relevant documents to

[fabrizio.boldrini@montesca.it](mailto:fabrizio.boldrini@montesca.it)

Please indicate ECHO in the subject of the email.

In the CV, please list major, year, relevant courses completed recently, in addition to other relevant skills and background.

Review of applications will begin on May 30, 2016 and will continue until the position is filled.

All qualified applicants are encouraged to apply.

FONDAZIONE HALLGARTEN FRANCHETTI  
CENTRO STUDI VILLA MONTESCA



Villa Montesca  
06012 Città di Castello (PG)

tel +39 075 8522185  
fax +39 075 8521610

info@montesca.it  
infomontesca1@legalmail.it

[www.montesca.it](http://www.montesca.it)