

STANDARD TWINNING PROJECT FICHE

1. Basic Information

- 1.1 **Programme:** Support to the Implementation of the Action Plan Programme IV - ENPI/2013/24-775 (EC)
- 1.2 **Twining Number:** JO/13/ENPI/JH/2/17 (JO/29)
- 1.3 **Title:** Enhancing the capacities for disaster risks reduction and for national crises management including the coordination of international response in Jordan
- 1.4 **Sector:** Civil Defence
- 1.5 **Beneficiary country:** The Hashemite Kingdom of Jordan

2. Objectives

2.1 Overall Objective:

To support the effective and efficient management of large-scale disasters and national crises, by integrating and coordinating all the national efforts made to maintain a secure and stable environment toward a resilient society¹.

2.2 Project purpose:

To strengthen the national capabilities in assessing, planning and coordinating through training and qualifying all emergency responders' staffs of the respective institutions involved in dealing with crises and disasters, in order to achieve their missions in a coordinated and integrated manner.

2.3 Contribution to National Development Plan/Cooperation agreement/Association Agreement/Action Plan/ Partnership Priorities

A National Comprehensive Plan for Countering Emergencies & Disasters was first introduced in 1999 and enforced in accordance with article No. (4) section (B) of Civil Defence Law No. 18 for the same year.

This plan, which was updated in 2003 and is still valid (Annex 2), aims to design procedures and actions that must be taken to carry out comprehensive civil defence

¹ According to Civil Defence Law No. (18) for 1999 and its Amendments, Emergency case definition: any unordinary or sudden case the kingdom or any part of it announced by the Prime Minister. This includes natural disaster, man-made disasters and technical disasters.

actions by all national military, security and civic institutions in relation to readiness for countering disasters and removing their consequences. This shall be overseen by the members of High Council of Civil Defence (HCCD), the authorizing body responsible for taking all the required actions to counter risks and threats and coordinate emergencies, of which JCD is part of.

To this end, Jordan Civil Defence (JCD) defined its Strategic Plan on July 13, 2009 based on clear understanding of its role mentioned in the national comprehensive plan in its various dimensions. The strategic goals were: to develop the human capabilities, improve the quality of services provided to citizens and promote community awareness.

This project comes in line with EU and Jordan identified Partnership Priorities that shall guide the identification and implementation of mutually beneficial initiatives during the period 2016-2020 in view of political, security and economic developments, as it identifies three areas for cooperation: foreign and security policy, macro-economic stability and social and economic development, and governance, the rule of law, democratic reform and human rights.

It is worth mentioning that at the international level, work on disaster management is drawn together under the Sendai Framework for disaster reduction 2015-2030, adopted by United Nations in March 2015 and comes as a successor instrument to the Hyogo Framework for Action 2005-2015. The project is expected to build on the Sendai Framework to further enhance and promote disaster risk management and its integration with EU policies. The Sendai Framework has an EU action plan designed to address four priorities: “Understanding Disaster Risk”, “Strengthening Disaster Governance to Manage Disaster Risk”, “Investing in Disaster Risk Reduction for Resilience”, and Enhancing Disaster Preparedness for Effective Response and to Build Back Better.

3. Description

3.1 Background and justification:

JCD was established under Law No. 12 of 1959, in order to protect human lives and properties by carrying out ambulance services, firefighting and rescue operations during emergencies and disasters. It mandated JCD to perform the following duties:

- 1) Daily operational duties of ambulance services, firefighting, and rescue operations.
- 2) Supervising, controlling, and preventive awareness duties.
- 3) Following-up the provision of prevention and self-protection requirements on various occupancies, in addition to the implementation of training and preventive awareness programs.
- 4) Contributing to other national institutions and organs in encountering various disasters and emergencies.

The total number of JCD operational locations exceeds 182 locations following centralized hierarchy (Annex 3) and deployed all over Jordan's Governorates, in order to achieve rapid and effective responsiveness in dealing with various incidents during regular and emergency circumstances. The JCD consists of almost 25.000 enlisted members. The twinning will address capacity building needs relevant for all JCD Departments in different locations.

At the end of 1991, a Disaster Department was established in JCD to be a specialized department for disasters, concerned with conducting research, and producing plans, information material and brochures for different kinds of disasters that are likely to occur in Jordan, as well as holding workshops, seminars and conferences related to disaster management. It performs the following tasks:

- 1) Supervise the implementation of JCD tasks articulated within the National Comprehensive Plan for Countering Emergencies & Disasters.
- 2) Open the channels of communication with relevant bodies and organizations of disaster management on the local and international level.
- 3) Supervise the reception of and request the international relief assistance during disaster events.

- 4) Coordination with the international teams, particularly with search and rescue teams that working in the field of civil protection and civil defence.
- 5) Maintain and follow up the communication with international bodies and organizations that cooperate with General Directorate of civil defence in the area of disaster management and civil protection.
- 6) Follow up the bilateral and multilateral agreements on mutual cooperation in the field of civil protection and civil defence.
- 7) Organize communication and exchange of information with international organizations working in the field of civil protection and disaster mitigation.

In this context, cooperation links have been established with other local, regional and international parties and international agreements were concluded in the field of civil defence and civil protection. In addition, other concerned departments and specialized teams for dealing with hazardous and chemical accidents were formed in response, such as Laboratories and Hazard Material Department established in 2010, Hazardous material Team formed in 1998.

Due to the emergence of newly identified risks and its ever-changing nature, , JCD seeks the assistance to improve the national capacities in the field of risks management and prevention, better risk reduction planning at all levels, enhancing our knowledge's during emergency cases and disaster when handling the international assistances, and increasing public awareness about disaster and risks.

The Twinning project may be requested to operate with flexibility and be capable to adapt to possible government decisions regarding the role of national institutions assigned with disaster and crisis management such as NCSCM, in order to enhance operations' effectiveness

3.2 Linked activities (other international and national initiatives):

JCD has acted as well as Jordan's focal point at regional and international levels for many pilot and essential projects supporting Jordan's capacity building in the fields of Disaster Risk Reduction and Management, which are implemented in coordination with the international humanitarian actors such as PPRD, OCHA and THW.

Projects with the above-mentioned partners are briefly listed below:

- **Pilot: Country Risk Assessment for Enhancing Emergency Planning Process in Jordan.**
 - This project was elaborated in 2014 in cooperation with OCHA and it is expected to finish in 2017.
The overall objective of this initiative is to conduct a detailed Risk Assessment and INFORM Index at national level in Jordan with multi-stakeholder involvement to create an evidence base of the risks facing Jordan to feed into national and sector development plans.

- **PPRD south project: Prevention, preparedness, and response to natural and man-made disasters.**
 - The second phase of this EU funded project was completed in August 2016. A third phase is expected to start during the first semester of 2017.
 - Activities implemented in the framework of the project contributed to:
 - Reduce disaster risks and enhance adaption with climate change threats through preparedness, prevention and response;
 - Strengthen cooperation and coordination mechanism among partner countries.

- **Jordan capacities building and training volunteers from Syrian refugees and Jordanians citizens.**
 - This project implemented in cooperation with THW was launched in January 2017 and is planned to conclude in December 2017.
 - The main objectives of this initiative are:
 - Capacity building of staff in Disaster Risk Management (DRM) and Disaster Risk Reduction (DRR);
 - Strengthen the capacities of the Field Operational Directorates at JCD;
 - Rehabilitating and training NDV teams of JCD and Syrian refugees;

The JCD with Twinning support seeks to enhance its capacities at a broader scale, hence complementing and building on the results achieved with previous support.

3.3 Mandatory Results (Components):

Component 1: Strengthening the emergency management and governance in the country, on the basis of legal and strategic provisions in force and past capacity building programmes.

Result 1.1.: Improved consistency of the legal and strategic framework as is.

Indicators:

1. Definition of the legal scope of emergency management, taking into account the mandate and competencies of the organisations in Jordan and proposing – when appropriate – amendments to the legal framework and/or administrative instructions to ensure better consistency.
2. Definition of the phases of emergency management
3. Definition of the levels of emergencies and assessing the principle and degree of subsidiarity
4. Definition of the individuals and organisations mandated to liaise with international partners in the area of civilian disaster response and in particular with the European Union.

Result 1.2.: The core characteristics of emergency management are assessed and are systematised vis-à-vis the findings and recommendations of past, on-going and future capacity building programmes.

Indicators:

1. Inventory of past, on-going and planned capacity building initiatives since 2010 produced.
2. Inventory of main findings and recommendations of past/ongoing capacity building programmes produced including follow-up given or planned.
3. Monitoring system of ongoing national and international capacity building programs established.
4. Demonstrated coherence between the National Comprehensive Plan, the Strategic plan of the JCD and the operational and tactical agenda of the Disaster

Department within the JCD including on-going and planned capacity building programs.

5. Baseline on the preparedness, continuity, sustainability of the individuals and organisations having a responsibility in the emergency management prepared.

Component 2: Enhancing Disaster Risk Reduction (DRR) and Disaster Risk Management (DRM) in the risks of earthquakes, floods, drought, hazards material (NBC) and landslides.

Result 2.1: The capacity of concerned national institutions is strengthened through Train the Trainers and a first nationwide top exercise.

Indicators:

1. Training needs assessment
2. Design and develop trainings, also in a e-learning format
3. Definition of the minimal criteria for certification of the trained persons
4. Development of a database of ToT participants
5. Development of a database of certified personnel

Result 2.2: The national efforts for handling disaster and emergency cases are formalized

Indicators:

1. Implementation of The National Comprehensive Plan for Countering Emergencies & Disasters assessed definition of its weaknesses and formulation of proposals for corrective actions.
2. Updating the national plan as well as revising the JCD Strategic Plan
3. Drafting of the missing Standard Operating Procedures (SOPs) and Service Level Agreements in the appropriate executive or legal format based on the duties, and responsibilities of each of the concerned sectors and stakeholders at all levels to ensure disaster risk reduction and management in the concerned areas

Result 2.3: public awareness toward disaster and emergency response is increased.

Indicators:

1. Establishment of the overall purpose, objectives and outcomes of the campaigns.
2. Collecting relevant information needed to understand how to reach the purpose, objectives and outcomes of the campaigns
3. Definition of the Audiences, key messages and communication tools
4. Implementation of a nationwide campaign, its evaluation and lessons learned

Component 3: Strengthened coordination of the reception of international relief assistance during disaster and emergency cases.

Result 3.1: a clear operational plan to receive and to coordinate the international relief assistance is drafted and ready for approval.

Indicators :

1. Assessing the awareness of the existence of international coordination mechanism (UN; AIAE; etc) and the knowledge of the codes of conducts for International Disaster Relief operations.
2. Identify the domain in which international relief and assistance are a priority.
3. Define, and prepare for adoption national procedure, SOP's and SLA's for the acceptance and entry of international relief assistance in the sovereign Hashemite Kingdom of Jordan.
4. Draft model Joint National Memorandum of Understanding aiming at facilitating entry, distribution and dispatching of international relief assistance.

Result 3.2: Elaborating lessons learned from the analysis of operational mechanism in European countries in the field of international relief assistance when a disaster occurs

Indicators:

1. Establishment of a network for exchange of expertise in the region (South-South cooperation)
2. Building an analytical and operational relation with the EU Emergency Response Coordination Centre through the Common Emergency Communication and Information System (CECIS)
3. Memorandum of Understanding between Jordan and the European Civil Protection mechanism ready for approval.

3.4 Activities:

Member State(s) is kindly requested to develop activities in the submitted proposal which are needed in order to achieve the results stipulated in the fiche.

Maximum two study visits per Component to Member State(s) are envisioned to be incorporated within proposed activities, in order to support the implementation. This is in addition to a minimum two visibility events that shall be organised:

launching event at the start of the implementation and the final event at the end of the implementation of the project activities.

Means/ Input from the MS Partner Administration:

3.4.1 Profile and tasks of the Project Leader

This project requires a Project Leader who will be responsible for the overall coordination of the project activities. He should be capable of a high political dialogue. The project leader is expected to closely work with the Resident Twinning Advisor (RTA) and the short-term experts as well as with the counterpart of the beneficiary institution(s). MS Project Leader may participate in the project also as the short-term expert (STE) and in this case the MS Project Leader should satisfy requirements stipulated in the fiche for both the Project Leader and the relevant STE Profile.

Profile of the Project Leader:

- University level education, preferably in Engineering, or equivalent professional experience of 10 years in public administration and more particularly in DRR and DRM at a national level or in a multilateral organisation (UN; NATO; EU)
- High ranking official ;
- Minimum 5 years of experience in a Member State Civil Protection or national crises management institution, experience in International Disaster Relief will be an asset;
- Have good computer literacy;
- Have excellent communication skills in written and spoken English,
- Proven contractual relation to a public administration or mandated body, as defined under the Twinning Manual 5.4.5.

Tasks of the Project Leader are:

- Coordinating and managing the overall implementation of the project in cooperation with the BC Project Leader;
- Ensuring sound implementation of the envisaged activities;
- Monitoring and evaluating the needs and priorities in the respective sector, project risks, progress against the project budget, benchmarks, and outputs, and taking any necessary remedial actions if needed;

- Coordinating MS experts' work;
- Providing efficient leadership of the project;
- Ensuring backstopping and financial management of the project in the MS.
- Participation in Steering Committee meetings;
- Project reporting.

3.4.2 Profile and tasks of the RTA

The Resident Twinning Adviser should have:

- A university Degree preferably in Engineering or equivalent professional experience of 8 years in the public administration ; and more particularly in DRR and DRM at a national level or in a multilateral organisation (UN; NATO; EU)
- Minimum 3 years of experience in the field of Civil Protection or national or international crises management at a high level;
- Wide knowledge of related good practices in assessing risks, as well as planning and conducting civil crisis management programmes;
- Previous experience in project and/or team management;
- Excellent command of written and spoken English and computer literacy; knowledge of Arabic will be evaluated as an important asset;
- Proven contractual relation to a public administration or mandated body, as defined under Twinning Manual 5.4.5

Tasks of the Resident Twinning Adviser:

- Overall coordination and supervision of the project activities and their implementation in the BC;
- Day to day management of the project and working with the beneficiary institution;
- coordination and facilitation of the Short Term experts missions and work;
- Provide technical input on EU best practices to the Project and to the Jordanian administration during project implementation;
- Liaise with Project Leader and assist in reporting;
- Organization of visibility events (launching and final event);
- Organization and participation of Steering Committee meetings

The duration of the RTA secondment is 18 months.

3.4.3 Profile and tasks of the short-term experts

Requirements:

- A university degree in a relevant subject, or equivalent professional qualification;
- a minimum of 5 years' experience in their respective field;
- an excellent command of written and spoken English;
- good writing and presentation skills;
- good training and facilitation skills;
- good computer literacy;
- Proven contractual relation to public administration or mandated body, as defined under Twinning Manual 5.4.5.

Tasks of the Short-term experts:

- Close cooperation with the Jordanian experts in undertaking all activities;
- Advance preparation and familiarization with relevant documentation;
- Participating in relevant activities under the scope of the project in cooperation with other experts.

4. Institutional Framework

Besides JCD, there are two main actors in dealing with crises and disaster system in Jordan:

1. The Higher Council for the Civil Defence (HCCD) was established by Civil Defence Law No. (18) for 1999 as amended, is headed by the Interior Minister and with the membership of representatives of all ministries, institutions and organizations related to facing disasters, and it is responsible for managing and facing emergency cases that are defined by law as any unordinary or sudden case in Jordan or any part of it is facing and which is announced by the Prime Minister. Also, it is the authorized for setting up policies, strategies and plans for disaster and emergency situations, including the provision of appropriate readiness to deal with its impacts.
2. National Centre for Security and Crisis Management (NCSCM) : the establishment of the National Centre came in line with a royal directives to work within a national

framework to coordinate and unify national efforts and capacities to cope, manage and plan to encounter crises.

Under HCCD, 12 “Local Civil Defence Committees” are established across Jordan governorates and represented by JCD directorate in the respective area, in order to manage disasters under their jurisdiction and coordinate the national effort among different institutions locally and regionally among themselves, should the disaster require additional support. In escalated situations, JCD at central level and the concerned institutions such as NCSCM and Public Security Directorate intervene to provide additional support.

5. Budget

The overall budget available for this twinning is (1.4) Million Euro.

6. Implementation Arrangements

6.1 The Programme Administration Office (PAO) is in charge of the coordination of all the activities and the administrative management of the Support to Implementation of the Action Plan Programme. The PAO will be the responsible institution for the management of this twinning project.

Contact details of PAO responsible of the contract:

Ministry of Planning and International Cooperation

Mr. Marwan Al-Refai

Programme Administration Office

Support to the implementation of the EU-Jordan Association Agreement and Action Plan Programme

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6.2 Main counterpart in the BC, including contact person and contact details. Also include RTA counterpart and the BC Project leader

Project Leader

Director General Assistant for Planning / Brigadier Staff Dr . Marwan Bader

RTA Counterpart

Director of Disaster Department /Major Talal Alghair

6.3 Contracts

It is envisaged that the project will be implemented through one twinning contract with the maximum amount of 1.4 M €.

7. Implementation Schedule (indicative)

7.1 Launching of the call for proposals: Q1 2017

7.2 Start of project activities: Q3 2017

7.3 Project completion: Q1 2019

7.4 Duration of the execution period (implementation period + 3 months): 21 months

8. Sustainability

The achievements of the mandatory results shall be maintained as a permanent asset to the JCD even after the end of the Twinning project implementation period. This presupposes inter alia that effective mechanisms are put in place to disseminate and consolidate the results of the project.

9. Crosscutting issues (equal opportunity, environment, etc)

Equal Opportunity: All minorities will benefit from this project, as its impact concerns all the citizens of Jordan. The respect of minority and human rights is guaranteed by the Constitution of the Hashemite Kingdom of Jordan.

Environment: The project foresees activities that have positive effect on the environment through reducing the adverse consequences of environmental disasters.

10. Conditionality and sequencing

This project will be implemented through a twinning arrangement. Consequently, the JCD will be required to allocate sufficient, suitable experienced staff and all necessary material resources for the efficient implementation of the Twinning Project.

The commitment and participation of Senior Management of the JCD is indispensable, both qualities are intrinsically involved in developing and implementing the policies as well as facilitating any institutional changes required in delivering the project results and ensuring the sustainability of project actions after the completion of the project activities.

ANNEXES TO PROJECT FICHE

1. Logical framework matrix in standard format
2. A National Comprehensive Plan for Countering Emergencies & Disasters
3. JCD Organizational Chart.