ANNEX 3

Terms of Reference for Use of Non-Key Expertise

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| **Expert: Junior Non-Key Expert JNKE in Civil Society monitoring of the CEPA implementation** | |
| **1. Description of the assignment:** | |
| **1.1 Title of assignment** | Conducting civil society monitoring of the Comprehensive and Enhanced Partnership Agreement (CEPA) implementation |
| **1.2 Activity** | A 3.1.9 Strengthening the Civil Society monitoring of CEPA implementation |
| **1.3 Background** | The “Comprehensive and Enhanced Partnership Agreement” (CEPA) between Armenia and the European Union (EU), signed in 2017 and entered into force in 2021. The agreement aims to strengthen democracy, rule of law, and human rights in Armenia. It also focuses on economic modernization and growth, enhancing trade relations, and fostering sustainable development. The agreement encourages reforms in governance, anti-corruption measures, judicial independence, and public administration. It also promotes civil society engagement and political dialogue. CEPA covers various sectors such as energy, transport, environment, and climate change. It seeks to enhance cooperation in these areas through shared standards, practices, and innovation. A crucial aspect of CEPA is its emphasis on human rights, ensuring that Armenia aligns with international human rights standards and promotes fundamental freedoms.  Monitoring the EU-Armenia Partnership Agreement involves overseeing the implementation and effectiveness of the CEPA between the EU and Armenia. Monitoring is essential for ensuring that the commitments made are fulfilled, reforms are effectively implemented, and the benefits of the agreement are realised. This requires a collaborative effort involving government bodies, civil society, and the general public.  Project Component 3 is operationally bringing CEPA into the agenda of the Civil Society through work of the thematic working groups, fellowship initiatives, Civil Society Organisation (CSO) capacity development and monitoring exercises as well as using digital platforms for monitoring and capacity development likes of the recently project-created and introduced Digital Information Resource Centre (DIRCS). Last but not least, cooperation with the CEPA CSO Platform was established early in the project and caters to yearly CEPA CSO Platform Brussels visits as well as planned secretarial support, whilst also seeking other means of cooperation.  Previously, independent experts from civil society conducted two CEPA implementation monitoring activities, one of them through the support of the CEPA CSO Platform, and presented their findings in 2023 and 2024. Here are the links to the previous monitoring reports:  <https://www.osf.am/reports/european-dimension-reports>,  <https://eu-armenia.am>,  <https://cepacso.am/hy/publication/7>  The Government of Armenia and the European Union Delegation (EUD) emphasize the role of the Civil Society and its watchdog function for the effective implementation of the CEPA agreement. The professional capacities of the Civil Society in various fields provide good potential for their effective involvement in the overall reform process in the country and in particular in the CEPA implementation. |
| **1.4 Beneficiary** | Government of Armenia, EUD and Civil Society |
| **2. Objectives and deliverables** | |
| **2.1. Specific objectives** | Civil Society involved in monitoring the CEPA implementation, plays a vital role in ensuring that the civil society contributes to the implementation and oversight of the agreement. The project is going to involve individual Civil Society experts with previous monitoring and reporting experience.  The precise objective of this mission is to produce monitoring report on CEPA implementation, covering of one of the 10 CEPA sectors, or one of their specific aspects as listed below:   * Human rights * Judicial reform * Police reform * Anti-corruption reform * Education * Healthcare * Social and labour rights * Environment * Energy * Equitable development and local government reform |
| **2.2. Requested services** | **1. Data Collection and Analysis – 10 Working Days (WDs)**  Preparation for the monitoring: Adopt the proposed methodology to the needs of the monitoring. Collect data and conduct research on impact of CEPA in Armenia, focusing on implementation of specific chapters of CEPA.  **2. Monitoring Compliance and Implementation – 15 WDs**  Tracking Progress: Monitor the implementation of CEPA provisions, particularly in areas, such as human rights, democracy, rule of law, environmental protection, and any other of 10 selected areas of CEPA mentioned in 2.1.  Identifying Gaps: Identify areas where the Armenian government might be falling short of CEPA commitments, especially those related to the chosen field of CEPA implementation.  Evaluating Impact: Analyse how CEPA implementation affects the reform in key areas and provide evidence-based assessments.  3. **Develop Policy Recommendations – 5 WDs**  Develop and present evidence based and realistic policy recommendations to government bodies and EU institutions based on monitoring findings, with a focus on improving CEPA implementation.  4. **Reporting and Communication – 5 WDs**  Preparing Reports: Develop a detailed report on the status of CEPA implementation in specific area from a civil society perspective, highlighting successes, challenges, and providing tangible recommendations. |
| **2.3. Deliverables** | Expected deliverables under the current ToR   * Detailed monitoring methodology including methods and tools for necessary data collection with a focused on selected area * Data collection, gaps and needs analyses of specific aspects of the selected area as well as development of a set of indicators to measure progress * Evidence-based policy recommendations and discussions with interested parties/stakeholders * Monthly progress reports to the Key Expert 4 and Senior Non Key Expert for civil society * The final monitoring report |
| **2.4. Specifics** | The JNKE will work under the direct supervision of the KE4 and SNKE for civil society.  Monthly meetings/briefings will be conducted on the progress of the CEPA monitoring together with the JNKE and the project team as well as with the EUD representatives.    **NOTE: Civil servants and other staff currently employed by the public administration, or any governmental agencies of the Republic of Armenia, or persons that previously worked or were contracted by the Armenian state institutions within the last six months prior to application deadline, are not eligible to apply. Civil Society Experts must be independent and free from conflicts of interest in the responsibilities defined by the Expert Terms of Reference.** |
| **3. Expert inputs** | |
| **3.1. Total working days** | Up to 40 WDs per Expert |
| **3.2. No. of missions** | Until the end of February 2025 |
| **3.3. Starting day** | November 01, 2024 |
| **3.4. Location** | Yerevan, Armenia. Missions to other locations in Armenia are also foreseen. The locations for the missions will be clarified with the Contracting Authority before each travel. |
| **4. Requested qualifications** | |
| Expert's profile per Contract Annex I: Description of the activities | |
| **4.1. Qualification and Skills:** | * University Degree or professional experience of 5 years in one of the mentioned fields listed in 2.1 * Excellent monitoring and evaluation skills; * Proven analytical and report writing skills; * Computer literacy MS Office; * Professional fluency in written and spoken English and Armenian * Advanced knowledge and skills on advocacy and communication. |
| **4.2. General Professional Experience** | * At least 5 years of professional experience relevant to one or more CEPA fields; * Working experience in international or Armenian civil society organisations/projects; * Knowledge of the EU policy framework in one or more CEPA field/s will be considered an asset. |
| **5. Reporting** | |
| **5.1. Language** | English |
| **5.2. Report type/content** | Monthly JNKE reports  Contribution to the regular progress reports and ad-hoc reports related to activities implemented.  Monthly on-line/offline briefings with EUD and project team  Final monitoring report on the chosen specific field. |
| **5.3. Submission date** |  |