**ANNEX 5**

**Monitoring methodology inclusive of indicators sampling**

**As a framework to be used to conduct a Civil Society monitoring of the Comprehensive and Enhanced Partnership Agreement (CEPA) implementation in Armenia**

**Important Steps**

The “*Support to CEPA monitoring, implementation and communication*” Project team has prepared a monitoring methodology for independent experts to oversee the implementation and impact of the Comprehensive and Enhanced Partnership Agreement (CEPA) between the Republic of Armenia and the European Union (EU). This methodology is a framework, which should be adopted as a main guidance by the applicants for the monitoring.

Below are the important and necessary steps to be followed by the applicants when conducting their monitoring:

**Step 1: Define Objectives and Scope**

*Objectives:* Clearly define what the monitoring aims to achieve. This could include assessing compliance with the CEPA, evaluating its impact on society and various sectors and ensuring transparency and accountability.

*Scope*: Determine the specific areas of the CEPA to be monitored (See the list of priority topics in the Call – Annex 4. The list is not limited to the presented topics. Applicants are free to present the essay on other topics under the main 10 fields presented in the Terms of Reference ToR, Annex 3).

**Step 2: Establish a Monitoring Framework**

*Indicators:* Develop a set of indicators to measure progress. These should be Specific, Measurable, Achievable, Relevant, and Time-bound (SMART). At the end of this document, examples of indicators are presented, and they should help applicants to design their for the selected topic/s of the assignment.

*Baseline Data*: Collect baseline data to compare future progress against the current situation in the field.

*Monitoring Tools*: Identify tools and methods for data collection - such as surveys, interviews, focus groups and official reports and information through using the Law on Freedom of Information.

**Step 3: Stakeholder Engagement**

*Involve Stakeholders*: Engage a diverse group of stakeholders, including government agencies, CSOs, community groups, academia, and the private sector.

**Step 4: Data Collection and Analysis**

*Regular Data Collection*: Implement a regular schedule for data collection, ensuring consistency and reliability.

*Data Analysis*: Analyse the collected data to identify trends, challenges and areas for improvement.

**Step 5: Reporting and Advocacy**

*Reporting:* Prepare comprehensive reports on the findings, highlighting successes, challenges, and recommendations.

*Dissemination*: Share the reports with stakeholders, the public and relevant authorities to promote transparency and accountability.

*Advocacy*: Use the findings to advocate for necessary changes and improvements in the implementation of the CEPA.

**Step 6: Feedback and Adaptation**

*Feedback Mechanisms:* Establish mechanisms for receiving feedback from stakeholders, decision-makers and the public.

*Adaptation*: Continuously adapt the monitoring methodology based on feedback and changing circumstances to ensure its relevance and effectiveness.

**Necessary actions need to be taken under the presented methodological approach**

***1. Pre-Monitoring Phase***

*Needs Assessment*: Conduct a needs assessment to identify key areas of concern and priority.

*Stakeholder Mapping*: Identify and map relevant stakeholders and their roles in the monitoring process.

***2. Indicator Development as needed or as relevant[[1]](#footnote-1)***

*Economic Indicators*: GDP growth, trade volumes, foreign investment, employment rates, etc.

*Social Indicators*: Human rights records, quality of education, healthcare access, etc.

*Environmental Indicators*: Environmental protection measures, pollution levels, sustainable development practices, etc.

*Governance Indicators*: Rule of law, corruption levels, public administration efficiency, etc.

***3. Data Collection (methods to be used)***

- *Surveys and Questionnaires:* Gather quantitative data from a wide range of respondents.

- *Interviews and Focus Groups*: Collect qualitative data to gain in-depth insights.

- *Document Review*: analyse existing reports, legal documents, and official records.

- *Field Visits*: Conduct on-site visits to observe and verify information.

***4. Data Analysis and Interpretation***

- *Statistical Analysis*: Use statistical methods to analyse quantitative data.

- *Thematic Analysis*: Apply thematic analysis to qualitative data to identify key themes and patterns.

- *Comparative Analysis*: Compare data against baseline data and targets set in the CEPA.

***5. Reporting***

- *Draft Reports*: Prepare draft reports and share them with stakeholders for feedback.

- *Final Reports*: Publish final reports incorporating feedback and ensuring accuracy.

- *Visualisations*: Use charts, graphs, and infographics to present data.

***6. Advocacy and Dissemination***

- *Policy Briefs*: Develop policy briefs based on the findings to inform decision-makers.

- *Public Forums*: Organize public forums and discussions to engage the community.

- *Media Engagement*: Use media channels to raise awareness and disseminate findings.

***7. Feedback and Continuous Improvement***

- *Review and Adapt*: Regularly review the monitoring process and adapt as needed.

***Conclusion***

A comprehensive and well-structured monitoring methodology enables independent experts to effectively oversee the implementation of the CEPA. By following these steps, independent experts can ensure that the Agreement delivers its intended benefits and promotes sustainable development, good governance and human rights in Armenia.

**Framework for the CSO Monitoring of Implementation of the CEPA**

1. **Subject of monitoring:** Relevant Article of CEPA

**Monitoring Indicators:**

* The EU Directive and/or its articles provided for in the CEPA have been included in the CEPA Implementation Roadmap
* The EU Directive and/or the relations regulated by its articles are included in the Roadmap for the implementation of the CEPA and are reflected in the relevant strategies
* The provisions of the relevant EU Directive and/or article have been incorporated into the national legislation within the period specified by the CEPA.

1. **Subject of monitoring:** A Roadmap for the implementation of the CEPA

**Monitoring Indicators:**

* The Roadmap provides a link to the relevant article of the CEPA
* The Roadmap presents the necessary measures, responsible bodies and expected results
* The deadlines provided by the Roadmap correspond to the deadlines for the implementation of the EU Directive and/or a deadline agreed in the CEPA
* The Roadmap is updated to properly reflect any changes in EU Directives and/or Articles defined by the CEPA

1. **Subject of monitoring:** Sector strategy

**Monitoring Indicators:**

* Sectoral strategies deriving from EU Directives and/or articles defined by the CEPA have been adopted
* Sectoral policies reflect areas defined by the CEPA which are also relevant to EU policies and strategies.
* Sectoral strategies indicate the policies or strategies of the EU based on which the approximation of the relevant sectors should be carried out (for example, European Green Deal, Critical Raw Materials Policy, etc.)
* The sectoral strategies were approved by adopting a legally binding document

1. **Subject of monitoring:** Sector Strategy Roadmap

**Monitoring Indicators:**

* Based on the sectoral strategies, the sectoral strategy Roadmaps were adopted
* Sectoral strategy Roadmaps show the connection of the given sector with the relevant EU policy
* The Roadmap of the sectoral strategy includes result measuring, implementation dates, responsible bodies and expected results
* The deadlines provided by the Roadmap of the sectoral strategy correspond to the deadlines set by the articles of the CEPA

1. **Subject of monitoring:** Laws and By-laws

**Monitoring Indicators:**

* The laws and by-laws provided in the Roadmap for the implementation of the CEPA were adopted within the specified periods.
* Adopted laws and bye-laws correspond to the content of the legal relationship defined by the Article of the CEPA and regulated by the respective EU Directive
* Adopted laws and bye-laws are derived from the sectoral strategies

1. **Subject of monitoring:** Actual implementation process

**Monitoring Indicators:**

* There is a register, report or other systematic document, which presents the list of laws and bye-laws adopted as a result of the implementation of the Roadmap of the CEPA
* The regulations presented by the sectoral strategies adopted because of the EU Acquis approximation correspond to the relevant strategies
* The content of the legislation adopted within CEPA implementation corresponds to the regulations defined by the relevant Directives

1. **Subject of monitoring:** Actual result

**Monitoring Indicators:**

* Institutional changes necessary for the actual implementation of CEPA have been implemented
* The basic, technical and other documents necessary for the actual implementation of CEPA have been requested from respective bodies and received

1. **Subject of monitoring:**  Change expected

**Monitoring Indicators:**

* Because of the implementation of the articles of the CEPA, results with specific quantitative indicators were provided in the relevant fields (for example, the Emerald network for the protection of the natural environment was created, greenhouse gas emissions decreased by a specific amount, etc.)

***Examples of indicators***

The proposed indicators below can be utilised by the applicants for monitoring the proposed topic as an example, but the applicant is free to propose specific indicators in their proposal.

1. Legal grounds and mechanisms for transparent and fair elections are established following European standards.

* *Indicator:* Number of amendments adopted in the Electoral Code of Armenia
* *Indicator:* Percentage of electoral processes audited and found compliant with European standards
* *Indicator:* Voter turnout rate in elections

2. More efficient protection of citizens’ rights and legal interests, more efficient service delivery, rapid reaction to offences and publicly dangerous cases, and improvement of traffic organisation.

- *Indicator:* Number of twenty-four-hour mobile patrol units operational

- *Indicator:* Response time to emergency calls

- *Indicator:* Number of traffic incidents reported and resolved

3. The creation of an information-gathering modern system of crimes and offences, efficient operative management of the patrol police and resources based on the analysis of the gathered reports, ensuring the integrity of databases of Police and other State bodies.

- *Indicator*: Implementation status of the information-gathering system

- *Indicator*: Number of crimes detected using the new system

- *Indicator*: Percentage of data integrity incidents reported and resolved

4. A comprehensive strategic document is in place to increase the coordination and effectiveness of actions of the State bodies in the field of human rights protection.

- *Indicator:* Adoption status of the current Action Plan for Human Rights Protection

- *Indicator:* Number of coordination meetings held between State bodies and civil society

- *Indicator:* Number of human rights violations reported and addressed

5. A comprehensive strategic document is in place to increase public trust and confidence in the courts, as well as to improve the effectiveness, accountability, and transparency of the judiciary.

- *Indicator*: Relevant National strategy adopted Adoption status of the 2019-2024 Strategy for Judicial and Legal Reforms

- *Indicator:* Public trust index in the judiciary

- *Indicator*: Number of transparency and accountability initiatives implemented in the judiciary

6. Proper water supply system following EU drinking water standards.

- *Indicator*: Number of kilometres of water supply systems upgraded to meet EU standards

- *Indicator:* Percentage of population with access to EU standard drinking water

- *Indicator*: Number of water quality tests conducted and passed as per EU standards

7. Full implementation of comprehensive management of water resources.

- *Indicator:* Number of river basin management plans developed and implemented

- *Indicator:* Percentage of water resources managed under the new plans

- *Indicator*: Number of public consultations held regarding water resource management

8. River basin management plans are produced.

- *Indicator:* Number of river basin management plans produced and published

- *Indicator:* Number of revisions made to existing plans

- *Indicator*: Number of stakeholders involved in the consultation process for these plans

1. Samples of indicators for all fields are developed by the OECD and used widely by the researches to build their own indicators: <https://infrastructure-toolkit.oecd.org/indicators-overview/> [↑](#footnote-ref-1)