



Terms of Reference (ToR) for a Local Medium Term Assignment

Technical assistance requested:	Expert on Communication and Visibility
Project Title:	Consolidation of the Justice System in Armenia
Reference:	EuropeAid/165867/DD/ACT/AM
Activities:	C.4.01
Assignment:	Technical assistance to ensure the enforcement of visibility, communication and sharing of information related to implementation of activities and delivery of outputs in the context of the Project. Strategic advice, assessment and support of communication strategies.
Category:	Medium Term Expert (MTE)
Duration:	100 man-days

1 Project Background

The overall objective of the Consolidation of the Justice System in Armenia Project (hereinafter: the Project) is to enhance the quality of justice. Through the Project, the justice system will be improved to meet the quality requirements of independence, efficiency, integrity, accountability and transparency in line with the priorities of CEPA and EU best practices.

The Project should achieve the following results:

- Strategy of Judicial and Legal Reforms being updated and implemented in line with EU standards and best practices
- Functional judiciary meeting the standards of independence, efficiency, integrity, accountability and transparency
- Strengthened integrity and capacity of judges, motivated and skilled judicial personnel
- Comprehensive system of court assessment and performance evaluation, empowered stakeholders capable to identify the ways of improvement of performances and judicial services and implement them

2 Description of the assignment

a) Specific objectives

The specific objective of this assignment is to ensure communication and information on and visibility of Project activities in accordance with the "EU Communication and Visibility Guidelines - Armenia 2019" and strengthening of the Project internal and external lines of communication in the context of Armenian cooperation with the EU in the framework of the CEPA Agreement.

b) Requested services

The Medium Term Expert on Communication and Visibility will provide the following services:

Disclaimer: The document may contain information that is privileged, confidential and exempt from disclosure, and is meant only to the use of the intended recipients. The opinions expressed therein do not necessarily reflect the official opinion of the European Union.

- Coordination of communication, visibility and media-related tasks of the Project, in close collaboration with the team leader
- Further development the Project Communication and Visibility Plan, including amongst other actions and events
- Implementation of the Project Communication and Visibility Plan, including amongst other:
 - Design and update of the Project website and social network profiles
 - Design and production of other Project visibility materials
 - Control and coordination of other Project visibility tools
- Assessment and recommendations on Project communications with stakeholders, including amongst other beneficiaries, donors, media and the EU Delegation
- Advice on and implementation of events to support Project visibility
- Advice for Project beneficiaries on communication strategies
- Support Project activities, including amongst implementation of policy documents

c) Outputs

The outputs delivered by the MTE shall be as follows:

- Implementation of the Communication and Visibility Plan
- Continuous presentation of the Project in media and social media
- Maintenance of Project lines of communication with stakeholders
- Other support on demand, in close consultation with the team leader

d) Reporting

The MTE shall contribute to the Project reporting activities as instructed by the Team Leader on a regular basis, using the Project templates. This will include amongst other a monthly report on activities performed during the month, and a final mission report after completion of tasks under this assignment, which will include description of all activities and the outputs provided by the MTE in the context of this assignment.

3 Expert input / contract modalities

Total man days	100 man-days
Period of the assignment	September 2021 – June 2022
Starting day	September 2021
Location of the assignment	Yerevan, Armenia
Working language	Armenian and English
Contract	Service Contract
Remuneration	All-inclusive fee rate of 130 EUR / man day

4 Expert profile / requested qualifications

Qualification & skills	<ul style="list-style-type: none"> • University degree in public relations, communications or other relevant field • Excellent analytical, interpersonal and communication skills • Proficiency in the English and Armenian language • Computer literacy (MS Office applications)
General professional experience	<ul style="list-style-type: none"> • At least 5 years of working experience in the field of communications

Specific professional experience	<ul style="list-style-type: none">• At least 3 years of experience with the development of visibility measures• Experience with EU visibility standards is considered an advantage
----------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

5 Tender procedure

Candidates interested in participating in the tender procedure are encouraged to hand in their letter of interest by **28 September 2021** by e-mail to armenia@irz-projects.de. The email must refer to the assignment title and enclosures must include a motivation letter and a CV preferably in the EuropeAid format. References must be available upon request.

Candidates will be evaluated against the requested qualifications (see above) and a shortlist will be drawn up. Out of the shortlisted candidates, only the three ones with the highest fulfilment of criteria will be invited to hand in their offer and participate in an online interview to present their offers. The final selection will be based on the requested qualifications and the interview.

For more information, please contact the Team Leader at gjortler@irz-projects.de.

6 Eligibility Requirements

In order to participate in the selection procedure, on the date of sending the application, all candidates must fulfil the following eligibility requirements:

- No criminal convictions and no measures concerning the application of preventive measures, civil decisions and administrative measures registered in the criminal record or for any crime preclude working with public administration;
- Not currently subject to criminal proceedings;
- Fulfil the requirement of independence and no condition of incompatibility or conflict of interest (financial, business, work or other relations) with the Project Stakeholders / Armenian Justice Sector institutions;
- Not Armenian civil servants.

Please find more details on data protection and how the German Foundation for International Legal Cooperation (IRZ) processes your personal data and which rights you have under the data privacy law here: <https://www.irz.de/index.php/en/data-privacy-notice-en>.