

TERMS OF REFERENCE -
Short term expert assignment
(Documentation and Reporting Consultant)

GIZ

ECOserve, Restoration of Riparian Zones in Armenia, COVID-19 response project

PN 2005.3506.2

OVERALL TASK:

The overall task of this assignment is to contribute to the reporting and documentation of the “Restoration of Riparian Zones in Armenia” COVID-19 response project implemented by GIZ jointly with the RA Ministry of Environment.

1. BRIEF DESCRIPTION OF THE PROGRAMME

Armenia has been strongly hit by the Corona Pandemic and its economic and social consequences. Overall, 25 measures aimed at neutralizing the socio-economic consequences of COVID-19 were implemented by the Armenian Government in 2020. Among these measures, the 15th Measure of the RA Government has had a positive impact on the environment as well. In the framework of the latter, about 2 million willow cuttings were planted on the riverbanks of Armenia's highlands (1800-2400 m) in 7 regions of Armenia in May-June 2020. The **“Restoration of Riparian Zones in Armenia” COVID-19 Response Project** supports the 15th Measure of the RA Government and its continuation in Gegharkunik region of Armenia.

In the framework of the project, temporary employment and income will be provided to those people who are most affected by the social and economic consequences of the pandemic, at the same time addressing pressing environmental problems. Willow cuttings and other local tree species will be planted by the population members in the riparian zones of Gegharkunik region, and solid waste will be collected from the river beds, river banks and the nearby areas. This restoration will contribute to the protection of Lake Sevan and will have long-term positive impact on biodiversity, slope protection, water quality, as well as will provide firewood in the future.

In addition, “Restoration of Riparian Zones in Armenia” COVID-19 response project supports the initiative of the Government of RA on improvement of the protection of Lake Sevan, which is supported by the European Union in Armenia (EU4Sevan). The project is also part of the initiative of the Government of Armenia to plant 10 million trees in 2021.

2. OBJECTIVE

The main objective of this assignment:

The documentation and reporting of the “Restoration of Riparian Zones in Armenia” COVID-19 response project is successfully completed.

3. INPUTS TO BE GIVEN TO THE CONSULTANT

GIZ and local supporting organizations will provide the consultant with necessary background information and other technical information upon request:

4. TASKS, RESPONSIBILITIES AND SCHEDULE

The implementation of the work will take no longer 20 days. It is expected that the work will be carried out according to the schedule below, starting no later than **01.04.2021** and finishing no later than **30.11.2021**.

The consultant is expected to fulfil the following tasks in close cooperation and coordination with local supporting organizations.

Task 1:

Observe, support, and coordinate (during and after the implementation of the project's activities) the processes of the project documentation by each of the local supporting partners clearly and critically, analyse the gathered data. Provide the local supporting organizations with all the necessary guidance, feedback or support for proper and complete documentation.

Task 2:

Compile all the documentation from local supporting partners, edit the language and format if needed, improve and polish the documentation from each of them, ensure consistency. The documentation should include but not be limited to photos and images of work processes and results, illustrations, used guidelines, lists of participants, signature lists, etc. Make sure that all documentation is complete.

Task 3:

Using the deliverables of Task 2, prepare one final consolidated report with illustrations that describes the whole process of the project, the activities, results, outputs, and all the recommendations. It might also include lessons-learned and best-practices.

Task 4:

Based on project needs, assist the project in drafting or compiling brief texts (reports, texts for leaflets, or other all based on provided information and content, etc.), power point presentations, etc. to be shared among local supporting partners or other stakeholders. This Task may also include small-scale translations into English and/or Armenian.

The assignment needs to be implemented from **01.04.2021 to 30.11.2021**. and should cover **up to 21 full working days** as follows:

Tasks	Deliverables	Number of days
<u>Task 1:</u> Observe, support, and coordinate (during and after the implementation of the project's activities) the processes of the project documentation by each of the local supporting partners clearly and critically, analyse the gathered data. Provide the local supporting organizations with all the necessary guidance, feedback or support for proper and complete documentation.	Analysis of data, feedback, guidance, and support for proper documentation. Smooth process of reporting and documentation by local supporting organizations.	6
<u>Task 2:</u> Compile all the documentation from local supporting partners, edit the language and format if needed, improve and polish the documentation from each of them, ensure consistency. The documentation should include but not be limited to photos and images of work processes and results, illustrations, used guidelines, lists of participants, signature lists, etc. Make sure that all documentation is complete.	Proper and complete documentation from all the 4 local supporting partners	6
<u>Task 3:</u> Using the deliverables of Task 2, prepare one final consolidated report with illustrations that describes the whole process of the project, the activities, results, outputs, and all the recommendations.	Final consolidated report with illustrations including recommendations	5
<u>Task 4:</u> Based on project needs, assist the project in drafting or compiling brief texts (reports, texts for leaflets, or other all based on provided information and content, etc.), power point presentations, etc. to be shared among local supporting partners or other stakeholders. This Task may also include small-scale translations into English and/or Armenian.	Brief texts, presentations, and/or other materials based on project needs and on provided content	4

5. EXPECTED OUTPUTS

The expected outputs of the assignment are:

Output 1: Analysis of data, feedback, guidance, and support for proper documentation. Smooth process of reporting and documentation by local supporting organizations.

Output 2: Proper and complete documentation from all the local supporting partners

Output 3: Final consolidated report with illustrations including recommendations (may include lessons learned and best practices)

Output 4: Compilation of brief texts, presentations, and/or other materials based on project needs

6. STEERING AND REPORTING

The entire process will be steered by GIZ. The consultant shall report to Alla Berberyan (Senior Advisor at ECOserve Programme and Project Manager of “Restoration of Riparian Zones in Armenia” COVID-19 response project), coordinating closely in all technical issues.

The consultant will be responsible for planning assignment-related meetings and the timely delivery of the agreed deliverables.

All the documents shall be delivered electronically to the above-mentioned project.

7. PROFESSIONAL REQUIREMENTS

- A first level university degree or equivalent is in linguistic studies, communication studies, sociology, social sciences, humanities, development studies, or a development-related field is required. A post graduate degree will be an advantage
- Proven experience in implementation of documentation and reporting tasks in the last 10 years
- Excellent English speaker with exceptional editorial skills and linguistic ability
- Experience in the field of environment is a high advantage
- Outstanding writing skills and good translation skills
- Excellent interpersonal and communication skills
- Ability and readiness to work with tight deadlines
- Experience in cooperation with complex partner and stakeholder settings
- Excellent working knowledge of MS Office (Word, Powerpoint, Excel)
- Fluency in Armenian

The interested consultant shall submit a CV, expression of interest, and 2-3 samples of previous written work (reports, concepts, articles, etc.). The interested consultant shall also submit a detailed financial offer (in a separate e-mail).