**Terms of Reference**

**Assignment:** Technical Assistance Requested:   
**Non-key Short-Term Junior Experts:**

**Eastern Partnership (EaP) Cultural Observatory Member**

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| **The Project:** | EU-Eastern Partnership Culture Programme II |
| **REF:** | EuropeAid/135685/DH/SER/MULTI |
| **Financing Institution:** | European Union |
| **Budget Line/ Expert Category:** | Non-Key Short Term Experts |
| **Team Leader:** | Tim Williams |
| **Beneficiary countries** | The Eastern Partnership countries (Armenia, Azerbaijan, Belarus, Georgia, Republic of Moldova and Ukraine) |
| Client | European Union, Directorate General Neighbourhood and Enlargement Negotiations (NEAR), Unit C2 |

**1. Description of the Assignment**

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| **Title:** | **EaP Cultural Observatory Member** |
| **Number of required experts:** | **Up to 6 Junior Experts (One per EaP country)** |
| **Duration of the assignment:** | **Up to 6 Working Days for each Junior Expert, total of 36 Working Days** |
| **Period of the assignment:** | **January 2017 - December 2017** |
| **Place of assignment:** | **Home based** |

**2.** **Background of the Programme**

The European Union-Eastern Partnership Culture Programme 2015-2018 is administered by a consortium led by the British Council with its partners: The Soros Foundation-Moldova, The National Centre for Culture of Poland, and the Goethe-Institut. A Technical Advisory Team based in Kyiv runs the day-to-day management of the Programme with a team of six Country Coordinators.

The Programme aims to further strengthen cultural policies, particularly the Cultural and Creative Sectors, and to strengthen the capacities of the culture sector and the culture operators in the EaP countries. It also aims to increase the links between public institutions and private actors and to include civil society in the decision making process, thus enhancing the role of culture as a driving-force for reform, promotion of inter-cultural dialogue and social cohesion. The Programme consists of four main components: (1) Strengthening national capacities in evidence-based policy, (2) Capacity-building in support of modernisation and reform in the cultural sector, (3) Development of international collaboration opportunities and partnerships including through participation in the EU's new major grants programme Creative Europe and (4) Communications and visibility strategy.

The Programme is keen to develop a legacy in the form of a ‘lite-version’ Eastern Partnership Cultural Observatory, loosely modelled on the Budapest Observatory.

If successful the EaP Observatory may inherit and continue to make available the Programme’s database and training materials as well as providing an overview on the EaP Region, bringing together statistical and other evidence-based materials and identifying priorities for research and new policy initiatives.

To this end a group of cultural researchers met the Programme’s Observatory Mentor in December 2015 to develop a plan of work that could lead to the establishment of the EaP Cultural Observatory.

**3. Assignment Objectives**

Support the Mentor to develop a business plan by December 2017 for a Cultural Observatory.

Every two months the Observatory will publish a thematic Brief - a 1,500-2,000-word text on the selected topic in English with references (links) to existing documents and sources and annexes.

The Briefs will provide a short conceptual and terminological introduction of the topic, with special regard to its manifestations in Europe. The main body will be the discussion of the cases in the six republics, with assessment and cross-references (comparison).

**4. Assignment Scope**

The scope of this assignment is to develop a legacy for the Programme. Therefore the idea is that the Observatory work will be continued by the Member beyond the life of the Programme. The development of these six briefs and the business plan are designed to showcase the quality and practicality of Cultural Observatory work, so that this can link to further opportunities beyond 2018.

The work is comparative by its nature. It will compare the culture and creative industries in all six countries as well as with Europe.

**5. Methodology, Approach and Main Deliverables**

**Methodology**

The mentor, Programme Key Expert and Member will agree electronically the business plan and briefs’ themes, research sources and deadlines at an initial kick-off meeting.

The Mentor will then be responsible for the delivery of the business plan and briefs to time, budget and agreed length.

The first three Briefs will be edited by the Mentor, and the following three will be edited by three of the Member in rotation.

The Briefs will be published, promoted and archived on [www.culturepartnership.eu](http://www.culturepartnership.eu).

Members will co-ordinate their activities and the content of the Briefs with the Mentor.

The Members will be expected to attend two workshops to review progress and agree the business plan – in 2017.

**Approach**

The briefs should be fact based. Wherever possible, evidence will be offered: sources, documents and data. The main body of the Brief cannot exceed the 1,500-2,000-word limit. The style will be clear, and descriptive, and include opinions based on the evidence available. Each Brief will contain a glossary of terms, including language variations.

**Deliverables**

Topics will be selected in conjunction with the Programme. Here is a tentative proposal of topics:

Brief No.1 Strategies for culture. Their forms, roles, main features, impacts etc. in the six countries and across Europe. The focus will be on national level policy, with some reference to local policy, where relevant.

Brief No.2 Budgets. The place of culture on national, regional, municipal levels. Presentation and analysis of latest figures, exhaustive on national, cursory and illustrative on local/ regional levels.

Brief No.3 Leadership. Issues of governance, appointment, accountability, professional requirements etc. “Budgetary” organisations in focus, with regard also to other operations that use public resources.

Brief No.4 Dialogue and cooperation between state, private and civil society representatives on culture. The level of participation by EaP CCS actors in bilateral, multilateral and international initiatives over the last three years.

Brief No.5 How national policies on culture are mainstreamed and integrated into wider national, regional and municipal policies.

Brief No.6 Indicators. How do cultural indicator schemes apply to the EaP region and what do they tell.

**6. Reporting Requirements**

The experts will be responsible for providing regular monthly updates to Programme office during the entire duration of the assignment and provide all necessary contacts acquired in relation to the assignment to the Programme office in Kyiv.

**7. Experts Profile**

European Union-Eastern Partnership Culture Programme 2015-2018 does not discriminate on the basis of age, race, colour, sex, religion, sexual orientation, or disability. Applicant must meet the following criteria:

**Junior Expert:**

1. Currently based in one of the EaP countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova or Ukraine).
2. At least three years’ experience of working in EaP countries or similar EU countries in areas relevant to the assignment.
3. Very good knowledge of cultural and creative industries developments in EaP region, in particular regarding the cultural and creative developments on the local and regional level in EaP countries.
4. Experience in conducting similar research work or reporting in the field of cultural and creative industries.
5. Very good written and oral communication skills, ability to express ideas in clear, convincing and structured manner.
6. Ability to communicate in English and in at least one local language is required, knowledge of Russian language would be an additional asset.

The British Council especially welcomes applications from experts based within the Eastern Partnership countries.

**8. Activities and Timetable**

**Junior Expert** (for each of 6 experts)**:**

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| **Activity** | **Working Days** | **Timeline** |
| Brief 1. Gather sources, documents and data. Write 300 words on the topic from a national perspective based on the agreed structure of the Brief. Provide a local glossary of terms. | 1 | March-April  2017 |
| Brief 2. Gather sources, documents and data. Write 300 words on the topic from a national perspective based on the agreed structure of the Brief. Provide a local glossary of terms. | 1 | April-May  2017 |
| Brief 3. Gather sources, documents and data. Write 300 words on the topic from a national perspective based on the agreed structure of the Brief. Provide a local glossary of terms. | 1 | May-June  2017 |
| Brief 4. Gather sources, documents and data. Write 300 words on the topic from a national perspective based on the agreed structure of the Brief. Provide a local glossary of terms. Potentially collate all the contributions , cross check data and edit the final version in English. | 1 | July-August 2017 |
| Brief 5. Gather sources, documents and data. Write 300 words on the topic from a national perspective based on the agreed structure of the Brief. Provide a local glossary of terms. Potentially collate all the contributions, cross check data and edit the final version in English. | 1 | September- October 2017 |
| Brief 6. Gather sources, documents and data. Write 300 words on the topic from a national perspective based on the agreed structure of the Brief. Provide a local glossary of terms. Potentially collate all the contributions, cross check data and edit the final version in English. | 1 | November -December 2017 |
| **Total** | **6 Days** |  |

**9. Administrative Aspects**

**9.1. Conflicts of Interest**

Applicants must confirm in their covering letter that there are no existing conflicts of interest relating to the assignment or any other professional or personal circumstances that might affect the fulfilment of the assignment. Applicants must also declare any potential conflicts of interest which might arise during the assignment. Should any conflict of interest arise which was known about but not declared at the time of the application, the British Council may terminate the contract.

**9.2. Fees**

The British Council will negotiate fees with the selected Expert after selection. This Programme is VAT exempt.

**9.3 Invoicing**

An invoice (using the format in Annex 4 to the contract) and timesheet(s) (using the format in Annex 8 of the contract) should be submitted to the British Council, by the 25th day of the month following the end of the assignment. For assignments falling across more than one month, separate timesheets will be needed, one for each month.

**9.4. Financial record keeping**

This work is part of an EU-funded Programme. This type of Programme is based on payment of verifiable, eligible expenditure. The selected Expert must ensure that all expenses claimed and receipts/documentation is in-line with the British Council’s requirements to enable it to fulfil the requirements of the EU as set out in Annex 3 to the contract.

**10. Application Procedure**

Applications must be submitted by e-mail to Victoria Dudko at [Victoria.Dudko@britishcouncil.org.ua](mailto:Victoria.Dudko@britishcouncil.org.ua) no later than **15:00 hrs Kyiv time, 31st January 2016**.

The email subject line should say: **Application for the position: NKE XX: Non-key Short-Term Experts: EaP Cultural Observatory Member**

The application must include the following:

**CV** in English (preferably in the Europass format: <https://europass.cedefop.europa.eu>).

A **one-page cover letter** in English, which:

identifies if the application is for senior or junior expert position;

provides concrete examples of how the applicant’s experience and skills meet the assignment (based on the listed criteria for the Expert profile);

provides information about two referees who can be contacted by the British Council

Please pay attention to following:

* References must be available on request.
* All applications will be considered in strict confidence.
* The assignment cannot be undertaken by civil servants or other public officials of the Programme’s beneficiary countries, unless by exception and in relation to such individuals’ personal time.

For more information, please contact Victoria Dudko, [Victoria.Dudko@britishcouncil.org.ua](mailto:Victoria.Dudko@britishcouncil.org.ua), phone: +380 44 490 5600

**11. Application Evaluation Criteria**

All applications will be assessed against the advertised Expert Profile. We aim to inform applicants of the results of their selection within one month. The British Council reserves the right to reject any or all of the proposals.