**Terms of Reference**

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

**Coordinators for Creative Europe Study Tours**

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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:** | **Coordinators for Creative Europe Study Tours** |
| **Number of required experts:** | **2 (Junior Experts)** |
| **Duration of the assignment:** | **Up to 7 Working Days each, in total 14 Working Days** |
| **Period of the assignment:** | **January – June 2017** |
| **Place of assignment:** | **Slovenia and Czech Republic** |

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

European Union-Eastern Partnership Culture Programme 2015-2018 aims at further strengthening 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 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.

**3. Assignment Objectives**

The EU-EaP Culture and Creativity Programme will organise two Creative Europe study tours for cultural operators from Georgia, Moldova and Ukraine (as these countries have joined the Creative Europe Programme) to Slovenia and Czech Republic. The aim of the study tours will be raising awareness regarding the possibilities offered by the Creative Europe Programme, building capacity for cross-border cooperation and project development, and strengthen links between cultural operators from the Eastern Partnership countries and from the EU Member States.

1. The focus of study tour to Slovenia (Ljubljana) will be primarily on core art fields including performing arts (theatre, dance) and visual arts, cultural heritage (museums), etc. The detailed plan of study tour will be designed depending on the needs and expectations of the selected participants. The dates for the study tour to Slovenia will be **10-14 April, 2017**.
2. The focus of study tour to Czech Republic (Prague) will be primarily on cultural and creative industries, including design, architecture, music, publishing, games developing, creative hubs and clusters, festivals, etc. The detailed plan of study tour will be designed depending on the needs and expectations of the selected participants. The dates for the study tour to Czech Republic will be **22-26 May, 2017**.

Eligible applicants can be government-funded state cultural institutes, private and commercial cultural operators, civil society organisations and non-governmental organisations, engaged in the field of culture and creative sectors. The language of both study tours will be English. Both study tours will include 15-18 participants, total number of participants will be 30-36. The call for applications for the participants was open on December 1, 2016 and will close on January 31, 2017.

**4. Assignment Scope and Role for Experts**

The Programme is looking for two experts – one in Slovenia and one in Czech Republic – to coordinate all the local organisational aspects of the study tours. The tasks of the coordinators include:

* Propose items to the study tour agenda based on selected participants’ profiles, needs and expectations;
* Find and contact relevant cultural and creative operators, preferably with the experience in the Creative Europe Programme;
* Propose themes and trainers for workshops related to the priorities of the Creative Europe Programme (e.g. audience development);
* Prepare a logistical plan for the study tour with times, venues, catering and transport and provide logistical support during the study tour;
* Support the communication activities to raise visibility of the study tour;
* Write a summary report with the list of contacts.

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

As a liaison between the Programme and the cultural and creative operators in Slovenia and Czech Republic, the coordinator should be proactive, effective and flexible to accommodate different needs and expectations as well as provide the organisers with recommendations for venues, cultural operators, workshops and other programme elements to increase the long-term positive effect of the Creative Europe study tours.

The main deliverables include:

* Proposals for the study tour agenda, including relevant cultural and creative operators, venues and spaces, and workshop themes and trainers, also finding and contacting local partners;
* Logistical plan for the study tour, including time-schedule, venues for meetings, catering, transport, and additional programme elements;
* Full logistical support during the study tour, including guiding the group to locations, introducing participants to local operators and contacting local service providers;
* Summary report with the list of contacts.

**6. Reporting Requirements**

The coordinators will be responsible for providing regular updates to Programme office during the entire duration of the assignment and write a short summary of the assignment and provide all necessary contacts to the Programme office in Kyiv by the end of June 2017.

**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. Applicants **must be based in Slovenia or Czech Republic** and meet the following criteria:

1. In-depth knowledge of cultural landscape in Slovenia or Czech Republic, including overview of key trends in cultural policy, cultural and creative sectors’ development and local cultural and creative operators;
2. In-depth knowledge of the Creative Europe Programme, its aims, eligibility criteria, priorities and experience of local cultural and creative operators in applying for Creative Europe funds;
3. Good networks and contacts to local cultural and creative operators and creative hubs;
4. Experience in organising events, trainings, workshops and/or study tours for the cultural sector;
5. Ability to communicate in English is required.

**8. Activities and Timetable**

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| **Activity** | **Working Days** | **Timeline** |
| * Coordinate the preparation of the study tour, propose venues and cultural operators, propose themes and trainers for short workshops during the study tour, contact local stakeholders, prepare a logistical plan for the study tour, prepare a final report with list of contacts. | 3.5 | January-June 2017 |
| * Coordinate the proceedings during the study tour, make introductions to visited stakeholders and venues, accompany participants during the entire time of the study tour, collect feedback forms from the participants and communicate with service providers (transport, catering, venues). | 3.5 | In Slovenia:  10-14 April, 2017  In Czech Republic:  22-26 May, 2017 |
| **Total for one coordinator** | **7** |  |
| **Total for two coordinators** | **14** |  |

**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, 28th December 2016**.

The email subject line should say: **Application for the position: NKE 38: Non-key Short-Term Expert: Coordinator of Creative Europe Study Tour**

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

Please pay attention to following:

* 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.