**Terms of Reference**

**Assignment:** Technical Assistance Requested:
**Non-key Short-Term Senior Expert:**

**Expert for Report on Developing Performing Arts Sector in Moldova**

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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:** | **Expert for Report on Developing Performing Arts Sector in Moldova** |
| **Number of required experts:** | **1 Senior Expert** |
| **Duration of the assignment:**  | **Up to 10 Working Days** |
| **Period of the assignment:**  | **June-November 2016** |
| **Place of assignment:** | **Moldova** |

**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**

One of the key tools to support the development of cultural and creative sectors in the Eastern Partnership countries is to conduct two sub-sector reports (short research exercises) in each EaP country, total of up to 12 studies. The aim of those reports is to give overviews of selected sub-sectors across the region, identify gaps in knowledge, skills, and policy in the cultural and creative sectors. The sub-sectors are identified during consultations with cultural experts, also they correlate with key trends in the EaP countries and they are based on local cultural policy priorities.

The current report will focus on performing arts (including theatre) sector in Moldova. The Government of Moldova has included in its action plan a reform of theatres, with the aim of updating the financing and management model of theatre institutions in Moldova. The report will contribute to this process with comparative analysis of contemporary performing arts policies in Europe and situation in Moldova. The report will identify the key obstacles present in current Moldovan cultural landscape in regards of performing arts institutions and propose key objectives and tasks in order to strengthen the sector artistically, financially and administratively. It should analyse the aspect of developing performing arts in the regions and local communities in the context of decentralization of culture as one of the priorities of the Ministry of Culture. Also, the report should look at the level of education in the field of performing arts sector.

The expert will be responsible for preparing the report, including the comparative analysis of European performing arts policies and good practices. The EU-EaP Culture and Creativity Programme and Moldovan Ministry of Culture together with appropriate national agencies will facilitate the expert’s access in gathering necessary data from Moldova concerning performing arts sector.

**4. Assignment Scope**

At the beginning of the process the expert will prepare in consultations with the Programme Team and the Moldovan Ministry of Culture a report outline, which identifies the detailed scope of the analysis, list of selected countries for the comparative analysis, description of necessary data and statistics from Moldova, key research questions and proposed structure for the report.

Taken into account the available resources for preparing the report, the outline and subsequent process needs to focus on key aspects necessary for reforming Moldovan performing arts sector and prioritise between areas of analysis and proposed recommendations.

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

The report on developing performing arts sector in Moldova will be an instrumental contribution to the process of reforming the sector in coming years. The main deliverable is a report on developing the performing arts sector in Moldova. The main questions addressed in the report should include:

* What is the status quo of the performing arts sector in Moldova? What are the main strengths, weaknesses, opportunities and threats for the sector?
* What are the main aspects of performing arts policies developments in other European countries? What are internationally the key trends in the sector?
* What would need to change in Moldova regarding the performing arts sector? What are the most critical elements for development for the performing arts sector in Moldova? What could be the most effective administrative and financial setting for the sector development?
* What should be the minimum standards for theatres and other performing arts institutions?
* What should be the main objectives and tasks for the sector development? How to measure success and impact? What could be the key performance indicators for the sector?
* What would be efficient mechanisms to develop performing arts (and access to it) in the regions and local communities?
* How to strengthen the education in the field of performing arts, so that the level of education would correspond better to the needs of the sector and society.

The list of questions is not exhaustive. Other relevant questions to support the reform process in Moldova could be identified. The expert will conduct meetings and/or workshops with key stakeholder groups to gather detailed information of status quo of local performing arts scene and discuss the gaps between current situation and desired outcomes. In case the selected expert is not based in Moldova, at least one visit to Moldova during the assignment will be organised. The expert is expected to give interviews and comments to media on results of research when necessary.

**6. Reporting Requirements**

The expert will be responsible for providing regular 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 by the end of December 2016.

**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:

1. At least ten years’ experience of working in areas relevant to the assignment, out of which at least three years’ experience of working in Eastern Partnership countries or similar European Union countries in areas relevant to the assignment.
2. Excellent knowledge of performing arts sector in Europe, including having an in-depth overview of key trends, operating models, existing policies and main stakeholders.
3. Knowledge of performing arts sector in Moldova and/or other Eastern Partnership countries would be an important asset.
4. Experience in conducting similar research work or reports in the field of culture, in particular in the performing arts sector.
5. Very good written and oral communication skills, ability to express ideas in clear, convincing and structured manner.
6. Ability to communicate in English is required, Romanian and/or Russian language skills would be an additional asset.

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

**8. Activities and Timetable**

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| **Activity** | **Working Days** | **Timeline** |
| * Preparing a report outline and conducting a comparative analysis of European performing arts policies
 | 3 | June-Sept 2016 |
| Data collection and analysis of Moldovan performing arts sector (in case the selected expert is not from Moldova, the assignment includes at least one on-site visit to Moldova) | 4 | June-October 2016 |
| Writing a report with recommendations for performing arts sector reform in Moldova, updating the report after receiving feedback from key stakeholders | 3 | October-November 2016 |
| **Total**  | **10 Days** |  |

**9. Administrative Aspects**

**9.1. Conflicts of Interest**

Applicants should confirm if there are any potential conflicts of interest relating to the assignment and any of their other professional or personal circumstances, in their covering letter. 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 no later than **15:00 hrs Kyiv time, 6th June 2016**.

The email subject line should say: **Application for the position: NKE 23: Non-key Short-Term Expert: Report on Performing Arts Sector in Moldova**

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);

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, 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.