

# Terms of Reference

## Program Consultant for Eastern Partnership (EaP) Countries (F/M)

### 1. Background

The RECONOMY Program is an inclusive and green economic development initiative funded by the Swedish International Development Cooperation Agency (Sida) and implemented by HELVETAS Swiss Intercooperation in the Eastern Partnership (EaP) and Western Balkan countries. The program aims to foster systemic change by engaging system actors, promoting sustainable practices, and stimulating discourse aligned with the program's objectives.

**This consultancy role provides temporary support (replacement) to the EaP Program Officer, focusing on coordinating project implementation and engaging stakeholders in EaP region. The consultant will facilitate the alignment of regional activities with the program's broader objectives, ensuring compliance with administrative and risk management standards.**

The contract entails a duration of 5 to 6 months (ending by May 2025) with approximately 70%-100%<sup>1</sup> time involvement, offering attractive working conditions and an opportunity to contribute to meaningful projects within a dynamic team.

The consultant will be primarily based in Yerevan, Armenia, with travel across EaP countries as required. HELVETAS will cover travel and accommodation costs in accordance with its internal policies.

The consultant will report directly to the RECONOMY EaP Program Officer and provide regular updates to the EaP Regional Manager.

### 2. Job Description

The consultant with the coordination of EaP Program Officer and EaP Regional Manager will be responsible to:

1. Ensure effective coordination of project implementation in EaP countries, with a primary focus on Armenia.
2. Strengthen partnerships with system actors, fostering collaboration to achieve RECONOMY's objectives.
3. Integrate EaP activities into the program's knowledge management, learning, and monitoring processes.
4. Ensure compliance with program administrative and financial procedures.

### 3. Expected results

#### 3.1 Outputs / Outcomes / Results

- Smooth execution of EaP regional projects, meeting objectives and deadlines.
- Strengthened partnerships and engagement with Market Actors and other stakeholders in EaP countries.
- Timely and compliant administrative and financial documentation.

<sup>1</sup> The terms and conditions shall be negotiated based on the availability of the consultants and needs of the program.

- Knowledge-sharing and learning contributions to the program’s objectives

### 3.2 Deliverables

- Monthly updates on project progress and regional developments.
- Reports documenting outcomes of events, workshops, and partnerships.
- Contributions to the RECONOMY knowledge-sharing platform.
- Final consultancy report summarizing activities, findings, and recommendations.

## 4. Qualification Requirement

- Project management practical experience (practical experience/knowledge of MSD approach would be a big plus)
- Strong organizational, communication, and interpersonal skills, with a collaborative approach to working with diverse stakeholders/market actors
- Familiarity with administrative procedures, preferably within the context of international development
- Basic knowledge and experience in the Energy Efficiency and Construction sectors, with an understanding of key principles, policies and emerging trends
- Understanding key economic trends in the Eastern Partnership region, particularly in Armenia
- Professional linkages and nexus in EaP countries is desirable (Armenia, Azerbaijan, Georgia, Moldova and Ukraine)
- Coordination skills – to coordinate activities of partner organizations (contracted market actors)
- Analytical skills – ability to explore assessments/analyses necessary to the project.
- Writing skills – to develop ToRs for assessment/analyses, develop monthly updates and reports.
- Basic understanding and practical experience in Monitoring and Results Measurement (MRM), Gender Equity and Social Inclusion (GESI), and Environment & Climate Change (ECC).

To apply please submit your CV and motivation letter to [meri.biniashvili@helvetas.org](mailto:meri.biniashvili@helvetas.org) by 9 December, 2024. For additional information, please contact visit our website [www.helvetas.org](http://www.helvetas.org).