



Terms of Reference (ToR) for International Short-Term Assignment

Technical assistance requested:	Expert on Mediation
Project Title:	Consolidation of the Justice System in Armenia
Reference:	EuropeAid/165867/DD/ACT/AM
Activity:	C.1.02.05.07
Assignment:	Technical assistance for drafting subsidiary legislative acts in the field of mediation
Category:	International Short-Term Expert (I-STE)
Duration:	15 man-days

1 Project Background

The overall objective of the Consolidation of the Justice System in Armenia Project (hereinafter: the Project) is to enhance the quality of justice. Through the Project, the justice system will be improved to meet the quality requirements of independence, efficiency, integrity, accountability, and transparency in line with the priorities of CEPA and EU best practices.

The Project should achieve the following results:

- Strategy of Judicial and Legal Reforms being updated and implemented in line with EU standards and best practices
- Functional judiciary meeting the standards of independence, efficiency, integrity, accountability, and transparency
- Strengthened integrity and capacity of judges, motivated and skilled judicial personnel
- Comprehensive system of court assessment and performance evaluation, empowered stakeholders capable to identify the ways of improvement of performances and judicial services and implement them

2 Description of the assignment

a) Specific objectives

The specific objective of this assignment is to provide technical assistance for developing subsidiary legislative acts on the training, qualification and continuous training of mediators based on the EU best practices and standards.

b) Requested services

The ISTE is expected to render the following services:

- Research on the best international and EU practices on training, qualification, and continuous training requirements for mediators
- Develop and specify the main standards and requirements based on which the training, qualification and continuous training procedures shall be developed

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- Contribute to the drafting of subsidiary legislative acts on the training, qualification and continuous training of mediators and other related activities
- Hold a training for candidate mediators based on the developed standards
- Support other Project activities

c) Outputs

The outputs delivered by the STE shall be as follows:

- Research papers on best international (including EU) practices on organizing and holding training, qualification, and continuous trainings of mediators
- Draft procedure of training, qualification, and continuous training for mediators
- Conduct training for candidate mediators
- Other support on demand, in close consultation with the Team Leader

d) Reporting

The STE shall contribute to the Project reporting activities as instructed by the Team Leader on a regular basis, using the Project templates. This will include amongst other a monthly report on activities performed during the month, and a final mission report after completion of tasks under this assignment, which will include description of all activities and the outputs provided by the STE in the context of this assignment.

3 Expert input / contract modalities

Total man days	15 man-days
Period of the assignment	March – June 2022
Starting day	To be confirmed
Location of the assignment	Yerevan, Armenia
Working language	English
Contract	Service Contract
Remuneration	<ul style="list-style-type: none"> • Fee rate of EUR 404.50 (before tax)/ man day • Per-Diems are granted in line with the applicable regulations of 151 EUR per night spent in Armenia • Flight Costs per Mission are covered up to the amount of 600€

4 Expert profile / requested qualifications

Qualification & skills	<ul style="list-style-type: none"> • University degree in law or another relevant field • Specialization in ADR and mediation specifically • Excellent analytical, research, interpersonal and communication skills • Proficiency in the English language • Computer literacy, including MS Office applications
General professional experience	<ul style="list-style-type: none"> • At least 5 years working experience in the field of law and ADR

Specific professional experience	<ul style="list-style-type: none">• At least 3 years of experience in mediation• Experience of conducting comparative legal research and analyses• Experience in drafting legislation• Experience in conducting mediation skills trainings• Previous experience from working on international projects would be an advantage
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5 Tender procedure

Candidates interested in participating in the tender procedure are encouraged to hand in their letter of interest in English by **4 March 2022** by e-mail to Agnija.Karlson-Djomkina@ta.gov.lv. The email must refer to the assignment title and enclosures must include a motivation letter and a CV preferably in the EuropeAid format. References must be available upon request.

For more information, please contact the Head of International Cooperation and Analytics Division Agnija Karlson-Djomkina. E-mail: Agnija.Karlson-Djomkina@ta.gov.lv, mobile phone 26458289.

6 Eligibility Requirements

To participate in the selection procedure, on the date of sending the application, all candidates must have the following eligibility requirements and provide proof upon request. Sending an application is considered confirmation of fulfilling the following requirements:

- No criminal convictions and no measures concerning the application of preventive measures, civil decisions and administrative measures registered in the criminal record or for any crime preclude working with public administration.
- Not currently subject to criminal proceedings.
- Fulfil the requirement of independence and no condition of incompatibility or conflict of interest (financial, business, work, or other relations) with the Project Stakeholders / Armenian Justice Sector institutions.
- Not Armenian civil servants.