

CLEEN (Civil society Local Energy Efficiency Network)

This project is funded by the European Union



Terms of Reference for ToR of Armenian Consultant of the Project CLEEN

1. Project Background

CLEEN is a 3-year-project funded by the European Union as “European Neighbourhood and Partnership Instrument”. The project CLEEN (Civil society Local Energy Efficiency Network) is led by the international NGO “Women in Europe for a Common Future” WECF with its partners and co-applicants Ecoclub (Ukraine), Gutta-Club (Moldova) and Society Development Centre of Akhaltsikhe (SDCA, Georgia). The overall objective is building a sectoral regional partnership of civil society organisations (CSOs) in the four countries Ukraine, Moldova, Georgia and Armenia and to strengthen CSO capacities with a focus on energy efficiency.

2. General overview:

We are looking for an CSO Consultant in Armenia to support the regional coordinator SDCA (Georgia) for all actions related to the specific Armenian situation. The main work for the CSO consultant will be during the first year of the project. The CSO Consultant will be selected in a competitive selection process. It should be an experienced individual candidate with strong NGO background, the expertise in bringing project results to the national level and addressing the legislation. It has a consultative role in cases additional specific national information for Armenia is needed.

3. Operating responsibilities and tasks

a) Co-coordination of the re-granting program for Armenia in close cooperation with and under supervision of the Georgian coordinator and the person responsible for the project from WECF.

(<http://www.wecf.eu/download/2015/April/GUIDELINESFORAPPLICANTSENG.pdf>);

b) Supervision and mentoring of sub-grant organisations in Armenia and participation in the work of the selection committee with voting rights for the Armenian subgrantees;

c) Participation in the module development by providing general and country specific information for Armenia;

d) Co- Coordinate the three 5-day mentoring trainings for the 6 Armenian participants of the mentoring programme (up to 12 persons) - two trainings in Georgia (July/November) and one in Armenia (September);

e) Organising the 5 day training in Armenia including logistical support;

f) Monitoring the execution of the tasks of the participants and distribution of reviewed homework documents;

g) Consideration and writing notes to interim and annual reports of the Armenian participants of the mentoring programme and sub-grants, compiling a consolidated report on Armenia;

h) Supervise of the Armenian participants of the mentoring programme and the sub-grants on the financial reporting;

i) Media outreach (PR support in Armenia) and supporting Armenian CSOs in national networking;

j) Other administrative and logistical support to be defined later.

4. Reporting

1. The Armenian Consultant will report directly to WECF who will supervise the assignment.

2. All reports are to be written in English. The Consultant will provide an electronic version of all the required deliverables. The reporting will be completed in form and substance acceptable to WECF

5. Qualifications and skills

The successful candidate will have the following qualifications:

- The selected candidate will have education in sustainable development, environment and resource and/or social sciences with a minimum of 3 years of relevant experience;
- Knowledge and experience in working with community organizations and developing and facilitating training programs for communities and NGOs in Armenia;
- Expertise in Energy and Environmental issues;
- Expertise in lobbying work;
- Strong written and oral communication skills;
- Language skills: Russian /English/Armenian;
- Good computer skills;
- Good administrative capacity;
- Ability to meet deadlines;
- Flexible and motivated.

6. Application process

Applicants interested in this position and whose qualification match the requirements are welcome to send their latest CV, motivation letter and estimated salary indication in English or Russian languages. Also, contact information of referees to cleen@wecf.eu no later than **1st May 2015**. Individual interviews will take place after pre-selection process. Please indicate the position you are applying for in the subject field of your e-mail, otherwise your application will not be considered.