

Social Innovation in Central Asia

Terms of Reference

Armenia Study Tour Facilitator

DETAILS

- Job Type: Consultant / Study Tour Facilitator
- Anticipated Period of Performance: April 2025
- Application Deadline: January 31, 2025

OVERVIEW

[Eurasia Foundation \(EF\)](#) seeks proposals from qualified consultants or organizations to serve as the Study Tour Facilitator for a one-week study tour in Armenia. Scheduled for April 2025, the tour will focus on advocacy and the protection of the rights of persons with disabilities (PwDs). The 14 participants, including eight civil society representatives with disabilities and six accompanying assistants, will come from Kazakhstan and Tajikistan. Participants represent Disabled Persons Organizations (DPOs) and are young civil society activists under the age of 35.

The study tour is part of the “Advocating for Disability-Inclusive Climate Action in Central Asia” (ADCA) initiative, under the [Social Innovation in Central Asia \(SICA\)](#) program, a six-year activity funded by the United States Agency for International Development (USAID) and implemented by EF in Central Asia. The goal of the program is to cultivate a vibrant and responsive civil society.

The study tour will provide participants the opportunity to learn about advocacy techniques and initiatives implemented by Armenian civil society organizations (CSOs) to advance the rights and address the needs of PwDs. The program will include meetings with representatives of Armenian DPOs, site visits to relevant DPOs, and discussions with government institutions responsible for PwDs-related programs, as well as lawmakers. These engagements aim to enhance participants' understanding of Armenian practices, extract lessons applicable to countries of Central Asia, and explore potential areas of collaboration between DPO communities of Armenia and Central Asia. Most of the meetings are expected to take place in the capital city of Yerevan, with a potential trip to a regional center known for its strong DPO community.

DUTIES

The Study Tour Facilitator will be responsible for:

- Developing a comprehensive agenda, including a detailed schedule of meetings, and booking venue, if necessary.
- Inviting and confirming speakers for the study tour activities.
- Attending all meetings, addressing participant questions, and managing logistical needs.
- Conducting an introductory orientation meeting for the participants.
- Providing relevant briefing materials on Armenian legislation, government policies concerning PwDs, and the Armenian DPO community, if requested by EF.
- Ensuring all activities remain on schedule.
- Providing in-person logistical support.
- Coordinating closely with the SICA program staff in Central Asia and SICA representatives attending the trip to troubleshoot issues and communicate progress or roadblocks.

Study Tour Meetings

All planned activities will take place within one week in April 2025, tentatively scheduled for the beginning of April, beginning on Monday and concluding on Friday. The Facilitator will organize meetings and site visits during this time.

On the first day (Monday), the Facilitator will plan and conduct an introductory session for the study tour participants. This session will provide an overview of the status of PwDs in Armenia, key legislation related to their rights, and advocacy activities undertaken by Armenian DPOs. The session will also prepare participants with background information on the organizations and institutions they will meet, along with their roles in protecting and promoting the rights of PwDs.

The Facilitator should propose meetings and site visits to DPOs, CSOs, and state agencies working on the protection of PwDs' rights. Where appropriate, the agenda may also include visits to the United Nations office and/or other international organizations, representatives of academia, media, and additional relevant institutions promoting the rights of PwDs.

Illustrative examples of organizations to visit include, but are not limited to:

- CSO [Disability Rights Agenda](#): Monitors and advocates for the implementation of legislation protecting PwDs' rights.
- CSO [Bridge of Hope](#): Promotes inclusive education and equal opportunities PwDs.
- [Agate Rights Defense Center for Women with Disabilities and Equal Rights](#): Focuses on empowering women with disabilities and advancing their rights.

- CSO Equal Opportunities ([EREO](#)): Supports independent living for PwDs through various programs and initiatives.
- Other Relevant Organizations: Additional institutions proposed by the Facilitator based on relevance and alignment with the program goals.

The [Judy Initiative](#) implemented by EF in Armenia must be included in the study tour program. EF will assist in organizing a meeting with representatives of the Judy Initiative project.

Last Day of the Program:

Friday Morning Session

The final morning session should facilitate a comprehensive discussion where participants can:

- Reflect on the week's activities and accomplishments.
- Share their experiences, key takeaways, and lessons learned.
- Explore follow-on plans to implement insights gained during the program.
- Provide constructive feedback to enhance future iterations of the program.

Friday Afternoon Session

In the afternoon, the Facilitator must organize a group cultural event. This activity should foster team cohesion and provide an opportunity to engage with and appreciate the local culture.

Agenda Submission Requirements

- Draft Agenda: Applicants must submit a draft agenda as part of their application package (see the "Apply" section below).
- Final Agenda: The selected Facilitator must provide a final, detailed agenda—including confirmed speakers, locations, and timings—at least ten days before the scheduled study tour.

Lodging and Transportation

Participants from Central Asia are expected to arrive in Armenia together on Sunday and depart the following Saturday. The SICA team will manage all travel logistics related to arrival and departure outside of the core five days of the tour, including transportation to and from airports in participants' home countries, medical insurance, and international travel, as well as cover all associated expenses. Additionally, EF will fully fund participant lodging for the duration of the study tour.

The Facilitator will be responsible for identifying three potential inclusive lodging options for participants and assisting with the booking process. Once the lodging options are selected, the Facilitator must provide a detailed list of these locations, including the nightly room rate. Hotels

must include on-site breakfast, and that cost should be factored into the accommodation rates provided.

The Facilitator must include detailed information about the proposed local transportation arrangements in the application package. This should include the type of vehicles to be used, such as the brand and model of buses or minivans, the number of seats available, and an hourly rental cost. Special attention must be given to ensuring the vehicles meet accessibility standards.

Professional Videography and Photography

Professional videography and/or photography and editing during the study tour must be included in the proposed budget. The videographer and/or photographer must be present at all key events of the study tour. The Facilitator must agree with EF on the list of such events in advance. The Facilitator must prepare two overview videos of the study tour (no longer than three minutes each) and three video reels on each day of the event for social media (no longer than two minutes each), as well as at least 50 professional photos. All videos and photographs must be submitted to EF for approval no later than 10 working days after the completion of the tour.

Translation and Distribution of Handout Materials

All participants will be Russian-speaking. The Facilitator must include the printing costs of key materials, including the final agenda, information about speakers, organizations, and handouts. All events or presentations must be accompanied by simultaneous Russian interpretation provided by the host organization, the Facilitator, or a third party (at the expense of one of these parties). Sign language interpretation for one of the participants, who is deaf and mute, will be provided by their accompanying assistant.

Design and Distribution of Branded Items

The Facilitator must design and prepare fourteen packages of branded materials such as branded bags, notepads, and reusable water bottles (not more than \$20 per person). Those costs must be calculated in the proposed budget.

Meals

EF will cover the cost of all meals for participants and assistants during the trip. The Facilitator will be responsible for arranging group lunches and dinners at restaurants or catering services for all five working days, including planning and hosting a closing dinner on the final day (Friday). EF will provide the Facilitator with a list of any dietary restrictions among participants. EF will not cover alcohol costs.

All proposed meal venues must be inclusive and capable of comfortably accommodating all participants and any planned guests.

When arranging reservations, the Facilitator should identify restaurants with an average meal cost of no more than \$25 per person. The Facilitator will be responsible for getting approval for and coordinating any mandatory pre-payment through EF.

Additional Information

The Facilitator is required to provide each participant with a new local SIM card, ensuring cellular coverage from a major local provider. The Facilitator must also provide a list of all necessary local emergency numbers and keep a record of participant phone numbers to facilitate coordination in the event of schedule changes or emergencies.

Upon the participants' arrival, the Facilitator must arrange an orientation session on local safety requirements for international visitors. Those costs should be included in the proposed budget. The Facilitator must provide clear instructions to participants on how to respond in the event of an emergency.

The Facilitator must arrange at least one cultural or sightseeing event for participants, such as a guided city tour or a similar activity.

DELIVERABLES

The Facilitator will be responsible for designing and supporting the delivery of a comprehensive five-day study tour in Armenia, including confirmed meetings, transportation, meals, and other logistical arrangements. The specific deliverables are as follows:

1. A detailed agenda that includes:
 - Descriptions of all planned meetings
 - Brief biographies of all speakers
 - Overviews of the organizations to be visited
 - Contact information for key organizers and the transportation company
 - A tourist information package containing maps, phone numbers of taxi services, and emergency contact details numbers
 - List of reserved restaurants
 - A map of all planned destinations
2. Translated detailed agenda and other planned handouts
3. 14 local SIM cards for cell phone usage
4. Two overview videos of the study tour (not longer than three minutes each)

5. Three short reels for social media about each day of the event (not longer than two minutes)
6. High-quality photographs from all visits (at least 50 quality photos)
7. Simultaneous interpretation services, if necessary.

QUALIFICATIONS

The Facilitator must demonstrate the following qualifications:

Required:

- Proven experience coordinating with networks and organizations promoting the rights of PwDs in Armenia.
- Previous performance hosting study tours in Armenia.
- Knowledge of PwDs rights and advocacy.
- Knowledge in English and/or Russian.

Preferred:

- Previous experience working directly with PwDs.

APPLY

The selection process for the Facilitator is open and competitive, with candidates evaluated based on the criteria outlined below:

- Clarity of the proposed study tour, including the draft agenda.
- Sound knowledge of the rights and advocacy for PwDs.
- Relevance of the technical expertise and experience of the facilitator.
- Cost competitiveness of the proposal.

Submissions must include the following:

1. Study Tour Description:

- Provide the rationale for proposing specific meetings.
- Outline the Facilitator's qualifications relevant to the study tour.

2. Draft Agenda:

- Include a preliminary timeline (April 2025).
- List proposed meetings with brief descriptions of organizations and individuals involved.

3. Resume(s):

- Submit resumes of key individuals supporting facilitation (maximum two pages each).

4. Detailed Budget in USD:

- Include fees and other expected costs for conducting the study tour (up to \$10,000).
- Break down costs categories such as salary/fee and direct logistical support during (e.g., transportation, venue rentals, and subcontractor costs such as translation into Russian, and professional photo/video services if not performed by the Facilitator).

5. Certificate of Residence:

- Provide proof of residence in Armenia.

Application Process

All inquiries regarding this opportunity or the application process must be submitted in writing to adca.sica@eurasia.org, with “Armenia ADCA Study Tour” included in the subject line.

If additional information or clarification on proposals is needed, the applicant(s) will be notified in writing and asked to submit additional information and/or documentation.

Submission Deadline

Interested individuals or organizations must submit their proposals to adca.sica@eurasia.org, with “Armenia ADCA Study Tour” in the subject line, no later than 23:59 (Almaty time) on January 31, 2025.