

TERMS OF REFERENCE

Job Title:	CAYEDMA Research Expert
Project Title:	Armenia Civics for Engagement (ACE)
Contract Duration:	July, 2022 - April, 2023 (about 40 days)
Duty Station:	Yerevan, Armenia
Starting Date:	July 28, 2022

Project background:

The need for youth civic engagement is recognized by the Government of Armenia (GOAM) and its funding partners who are investing millions of dollars in comprehensive school reform in Armenia including a robust new civic education program. Armenians have limited public understanding of government functions, citizens' rights, and government responsibility and the formal civics courses currently offered in schools are not conducive to preparing civically conscious and responsible citizens and, because of this, Armenian youth lack the knowledge and skills needed to be active, engaged citizens. The design of the Armenia Civics for Engagement Program (ACE) is built on thorough analyses of extensive information collected on ongoing educational and social reforms as well as major non-governmental organization (NGO) initiatives implemented to promote youth civic education and engagement in Armenia. PH International (Project Harmony, Inc.) has assembled a highly capable consortium of local partners to invest in and build the capacity of Armenia's civic education and youth civic engagement ecosystem through ACE.

Under the experienced leadership of PH International, the ACE program pools the talents of three highly respected Armenian organizations, including the International Center for Human Development (ICHHD), the Armenian Center for Democratic Education (Civitas Armenia), and the National Center for Educational Technologies of Armenia (KTAK), the ACE Consortium. Capitalizing upon the local and international networks and capacities of all four organizations, the ACE program will have expansive reach across the Armenian civic engagement ecosystem as well as the nuanced capacity to engage hard-to-reach populations and vulnerable youth.

The purpose of the Armenia Civics for Engagement program is to educate youth on the importance of engaging in civic activities and creating pathways for them to do this. The ACE team will work closely with and support the Ministry of Education, Science, Culture and Sports (MoESCS) and other stakeholders in contributing to the achievement of USAID Armenia's goals outlined in its 2020-2025 Country Development Cooperation Strategy to advance democratic transition and increase citizen engagement for democratic consolidation by increasing civic and political participation, improving the sustainability of civil society (1.2.2), and amplifying the voice and agency of women, youth, and vulnerable groups (1.2.4). The Program Consortium will accomplish these results by an integrated set of program activities that include: Component 1: Formal education components, and Component 2: Non-formal education/youth engagement components.

A central tenet of ACE is the focus on and integration of the four cross-cutting domains of the Positive Youth Development framework (PYD): asset building, agency, contribution and enabling environment. Through formal civic education reform and non-formal youth engagement, ACE will increase opportunities for youth involvement in decision making and youth leadership to catalyze systemic change that will bolster and sustain greater youth civic participation. Through its innovative model of capacity building, networking, learning, training and investment, the ACE program will ensure a robust, capable, and innovative youth education and youth civic engagement ecosystem in Armenia by 2026.

Purpose and objectives

To ensure effective implementation of a set of program activities under Component 2, for which ICHD is responsible, it will hire Experts to join the research team that will carry out the comprehensive

assessment of youth engagement in decision making in Armenia (CAYEDMA) under *Objective 2: Enabling Environment for Youth Civic Engagement Improved and the relevant expected results (ER): ER 2.1* The capacity and commitment of relevant government institutions to sustainably; engage youth in decision-making processes increased.

Scope of Work

Contribution to the design and management of the comprehensive assessment of youth engagement in decision making in Armenia:

- Contribution to carrying out literature and desk reviews to define youth engagement in decision making, identifying the current policy, regulatory and institutional frameworks, supporting youth engagement, challenges and enablers to youth engagement, as part of the enabling environment, including review of secondary data and key literature upon the Research Team Leader's request;
- Contribution to elaborating the CAYEDMA Study Protocol with detailed implementation plan and methodology, including but not limited to: the rationale of the assessment; goal, objectives and research questions; conceptual framework; methodology, sampling and participant recruitment strategies; primary data collection methods, including risks and mitigation measures; pilot; data management: data protection and quality control; data analysis; reporting and dissemination; ethical considerations in line with local and international best practices and standards; key limitations;
- Support to the development of the sampling frame and sample size;
- Support to the development of CAYEDMA research instruments;
- Collection of primary data, its duly recording, analysis and reporting, including conducting interviews, facilitating Focus Group Discussions (FGDs), and data categorization and/or transcription;
- Support to the CAYEDMA team in database processing, data management and tabulation, if any;
- Contribution to documentation of the fieldwork implementation and quality control;
- Contribution to the development of the final report with relevant recommendations, incorporating the feedback received from peer reviewers, ICHD and PH international;
- Close collaboration with the ICHD project team and the CAYEDMA Advisory Board;
- Participation in the final event to present the CAYEDMA findings and recommendations, as well as other ACE activities as requested by ICHD.

Institutional arrangements and reporting:

The Experts will work under the direct supervision of CAYEDMA Team Leader; guidance of the Youth Public Policy and Strategic Communication Coordinator; and will report to the Project Manager.

Required Qualifications:

Education

- University degree in political or social sciences, or related fields. A relevant university degree in combination with qualifying experience in the area may be accepted.

Experience

- At least three years of progressively responsible experience in carrying out public policy research;
- At least three years of experience of supporting research initiatives in a policy context, to inform and support policy discussions, including delivering reports and publications;
- Experienced in the application of both qualitative and quantitative research methods.

Language Skills:

- Fluency in Armenian and English is required (written and oral).

Competencies

- Ability to carry out qualitative and quantitative research and analysis;
- Ability to conduct literature review of policy aspects of youth participation;
- Ability to collect, process, analyze and visualize qualitative and quantitative data;
- Ability to work under pressure and within strict time frames, and to adapt to competing demands and last-minute requests;
- Excellent written and verbal communication skills, particularly the ability to communicate complex and detailed information with clarity and simplicity, which engages and inspires non-researchers;
- Excellent analytical and interpersonal skills including oral and written communication;
- Act as a team player and facilitate teamwork;
- Consistently approach work with energy and a positive, constructive attitude.

Work assignment overview

Tasks	Deliverables	Timeline
<i>Inception Phase</i> <ul style="list-style-type: none">- Conduct literature review and develop the conceptual framework of the assessment;- Desk research, and secondary review of data	Comprehensive literature review in English (about 20 pages) Desk review of (i) policy and regulatory documents; (ii) institutional framework; (iii) current practices, including challenges and enablers of youth engagement in decision making in English (about 30 pages)	July-August, 2022
<i>Development of the Study Protocol</i> <ul style="list-style-type: none">- Develop the Study Protocol, with detailed methodology, assessment instruments, sampling and recruitment of participants, fieldwork approach and quality control mechanism;- Finalize the methodology as per guidance and comments from ICHD and PH International.	Study Protocol in English with detailed implementation plan and methodology, including but not limited to: the rationale of the assessment; goal, objectives and research questions; conceptual framework; methodology, with the sampling and participant recruitment strategies, primary data collection (risks and mitigation measures; data collection methods; pilot; data management: data protection and quality control; data analysis; reporting and dissemination; ethical considerations; key limitations of the study; workplan	September - mid-October, 2022
<i>Fieldwork</i> <ul style="list-style-type: none">- Ensure pretesting and finalization of the instruments based on the methodology developed;	Documentation of the pilot and fieldwork implementation, including the relevant audio/video files	Mid-October - December, 2022

<ul style="list-style-type: none"> - Supervise participant recruitment; - Supervise data collection in compliance with the approved ethical norms and standards; - Supervise data categorization; - Document fieldwork implementation, ensure quality control - Address the challenges during the fieldwork in collaboration with the ICHD project team; - Weekly debrief the ICHD project team on the preliminary findings. 		
<p><i>Analysis and Reporting</i></p> <ul style="list-style-type: none"> - Data analysis - Develop the first draft of the assessment report in English 	Draft report in English (about 70 pages, excluding annexes)	January-February, 2023
<p><i>Final reporting</i></p> <ul style="list-style-type: none"> - Incorporate the feedback from peer reviewers, ICHD and PH International into the first draft; - Develop the CAYEDMA final report 	Final report in English with recommendations (about 70 pages, excluding annexes) and an Executive Summary	Early March, 2023
<p><i>Translation of the CAYEDMA report</i></p> <ul style="list-style-type: none"> - Support translation of the assessment report into Armenian 	N/A	Mid-April, 2023
<p><i>Presentation of the CAYEDMA findings and recommendations</i></p> <ul style="list-style-type: none"> - Present the findings and recommendations at the workshop with key stakeholders in the government and civil society 	<ul style="list-style-type: none"> - Presentation (in a format of a Team's choice) of the assessment findings and recommendations to the key stakeholders 	End of April, 2022

How to apply: A letter of intent, Curriculum Vitae with the names and contact information for three referees, and a sample of writing should be sent to lmelikyan@ichd.org with the subject heading "CAYEDMA Research Expert". Please include links to any published reports or presentations with your application. Applications must be received by **July 25, 2022** to be considered. Only shortlisted applicants will be notified for interview.