

Terms of Reference

National Consultant for the ArtNexus programme at The Swedish Arts Grants Committee
in collaboration with the Swedish International Development Cooperation Agency (Sida)

Location:	Home-based
Application Deadline:	13 November 2022
Type of Contract:	Individual Contract (IC)
Post Level:	National Consultant
Languages Required:	English and Armenian
Starting Date:	5 December 2022
Expected Duration of Assignment:	A maximum of 54 working days (5 Dec 2022 – 15 Maj 2023)

Are you a person with knowledge and experience in culture and international development? Do you have strong organisational skills and previous experience in collaboration with artists and cultural practitioners, state actors, civil society organisations and the private sector in international programmes? Then working as a consultant for ArtNexus could be the right position for you.

Background

ArtNexus is a 3-year international program led by the Swedish Arts Grants Committee (SAGC) and the Swedish Development Cooperation Agency (Sida). The programme promotes artistic freedom, development and strengthening of democratic processes through cooperation with selected partner countries. The program was launched in Albania in October 2021 and expanded to Armenia in April 2022.

ArtNexus aims to create synergies between arts- and culture and development cooperation for the strengthening of artists' conditions in the partnering countries. The programme works for the long-term and sustainable strengthening of the conditions of artists and cultural practitioners. The ArtNexus program aims to improve artists' and cultural practitioners' practices and abilities to expand their nationally and internationally networks and support them in living off their art. By capacity building and strengthening national dialogues between artists and cultural practitioners, civil society, the private sector and policymakers in Armenia, the programme includes activities to inform national policy and legal frameworks regarding the

culture sector and strengthen the conditions of the arts-and culture sector and its contribution to the democratic and civic space.

ArtNexus contributes to Agenda 2030 and the Sustainable Development Goals (SDGs) achievement. It is a demand- and needs-based program, meaning that activities are organised with consideration to direct feedback from artists and cultural practitioners and state representatives in the partner countries derived during a year-long design phase. ArtNexus will implement its vision through:

- Arranging workshops, meetings and other capacity-building efforts targeting artists and cultural practitioners, state representatives, civil society, and the private sector to enable an exchange of knowledge and enhanced communication.
- Facilitating and creating transitions towards more efficient regulatory frameworks and policies within the cultural sphere.
- Create national and international networks to build partnerships by dialogue and providing a limited number of grants and residencies to artists and cultural practitioners (during the last year of the programme).

ArtNexus will implement the program's segments in collaboration with Sida, the Swedish embassy and local partners. To promote evidence-based policymaking, ArtNexus will conduct research, mapping studies and surveys in Armenia.

ArtNexus first year of implementation

ArtNexus will hire two national consultants to support the implementation, partnership development, and capacity building in Armenia. The consultants shall work in close collaboration and regular communication with the ArtNexus team in Stockholm to support the planning process and timely implementation and full reporting of the above-listed activities. The consultant will report to the ArtNexus Operations Manager in Stockholm.

The main activities below will be undertaken, and other activities may be added.

- Meetings and national dialogue between artists and cultural practitioners and state actors to discuss key issues and priorities and policy issues pertaining to the art- and culture sector.
- Digital workshops targeting artists and cultural practitioner/s as well as identified state actors (Ministry of Culture staff and other identified/designated central and local actors/institutions).
- Development of a knowledge management tool/strategy in various cultural areas and its implementation plan.
- Support translation and communication of strategic documents and programme activities with national stakeholders
- Commissioned studies to help inform national policy development in Armenia.

Duties and responsibilities

National implementing partner and role of consultant

- Consolidate and maintain contact with national networks of artists and cultural practitioners and state actors.
- Provide support to ArtNexus to facilitate communication channels between the network of Swedish and international experts and the local state actors as well as artists and cultural practitioners.
- Provide administrative and communication support to the ArtNexus team.
- Support the implementation of activities and instructors to disseminate information/follow-up where needed.
- Support the development of workshop-related material and knowledge sharing as well as providing national contextual feedback to the programme.
- During organised activities, foster an encouraging environment for mutual dialogue and inputs from all stakeholders, and encourage critical discussions.
- Substantia reporting in English and follow-up actions of programme activities/events.
- Ensure translation of all reports and meeting material in Armenian (or English where needed).
- In collaboration and consultation with the ArtNexus team, develop a concise and context-specific knowledge management strategy and implementation plan for the programme in Armenia.

Expected Outputs/Deliverables and Timeframe. All deliverables include ensuring national outreach of communication in Armenian and English.

Deliverables	Estimated working days	Deliverable timeline
Preparation, implementation and follow-up of the first dialogue meeting between state actors and artists and culture practitioners.	10	November 2022
Prepare, facilitate and follow up on two workshops/activities for artists and cultural practitioners and state actors.	20	January-March 2023

Knowledge sharing and programme support	7	November 2022- April 2023
Development of a Knowledge Management tool/strategy and its implementation plan	7	January 2022 – April 2023
Preparation, implementation and follow-up of the second dialogue meeting between state actors and artists and cultural practitioners.	10	April 2023

Institutional Arrangement

- The assignment will be managed by the ArtNexus team. The ArtNexus Operational Manager will review the quality of the services provided by the consultants and the consultant will systematically respond to feedback provided in writing as requested.
- The position is a temporary position for 54 working days, starting 21 November until 30th April 2021 with the possibility for prolongation depending on funding.

Profile

We believe that you can work efficiently to meet deadlines and achieve results and can apply judgment in the context of assignments. You can manage priorities, show persistence when faced with challenges and have the ability to remain calm in stressful situations. Furthermore, you have strong interpersonal skills and the ability to build trust. You are open, flexible, and easy to work with. The position requires you to be results-oriented and analytical, can work independently and that you have a good ability to plan and organise your work. We seek someone who is passionate about artists' and cultural practitioners' conditions and can demonstrate their experience delivering high-quality material in English and Armenian, including on social media.

Required Skills and experiences

Educational Qualifications

Advanced university degree in social and cultural sciences; business administration, arts-and culture, political science, public administration, international relations, or related areas. A first-level university degree in combination with qualifying experience may be accepted instead of an advanced university degree.

Required Qualifications

- At least 5 years of work experience of progressively responsible experience in programme support, policy development, coordination and administration in an organisation is required.
- Experience in organising events involving international multi-stakeholders (i.e., workshops, interactive meetings, etc.) and succinct report writing skills are required.
- Experience in national and/or international arts-and cultural-related projects.
- Demonstrated knowledge and experience in monitoring and evaluation and knowledge management is required.
- Demonstrated knowledge and experience in working with policy making is required and coordination with the government would be an advantage.

Desirable Qualifications

- Experience in working with a rights-based approach would be an advantage.
- Knowledge of organisational learning, outcome harvesting, and other quantitative or qualitative evaluation methods would be an advantage.

Language Requirements

- Fluency in spoken English.
- Fluency in written and spoken Armenian. Demonstrated advanced writing and editing skills in English.

Price Proposal and Schedule of Payments

The contract will be based on Daily Fee. The consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the consultant in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the consultant’s duty station) should be identified separately. Payments shall be done monthly, upon verification of completion of deliverables and approval by the ArtNexus Operations Manager of a Time Sheet indicating the days worked in the period.

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology;

Interested candidates with the required qualifications should submit the following:

- a) **Duly accomplished Letter of Confirmation of Interest and Availability;**
- b) **Personal CV**, indicating in detail how your experience and personal characteristics meet the required qualifications, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

**** Incomplete proposals may not be considered. The shortlisted candidates may be contacted and the successful candidate will be notified.****

Application and further questions may be sent to artnexus@konstnarsnamnden.se no later than 13th November 2022:

Read more about the Swedish Art Grants Committee and ArtNexus here: <https://www.konstnarsnamnden.se/om-konstnarsnamnden/the-swedish-arts-grants-committee/>