



Terms of Reference (ToR)

National Consultant – Advisory Representative for the ArtNexus Programme

Location: Armenia

Duration: September 2025 – March 2027

Workload: Average approx. 20 hours/week

Languages required: Armenian and English (written and spoken fluency)

Issued by: Swedish Arts Grants Committee (SAGC)

Background

The ArtNexus Programme is an international initiative led by the Swedish Arts Grants Committee (SAGC) and financed by the Swedish International Development Cooperation Agency. The programme supports artistic freedom, inclusive cultural development, and stronger transnational cooperation within the cultural and creative sectors in Sweden, Armenia and other European countries. The programme in Armenia is implemented in partnership with local cultural organisations and engages a wide range of stakeholders including government bodies, civil society, and academia.

To strengthen local anchorage and coordination, follow-up, and strategic engagement, SAGC is commissioning a **National Consultant** to serve as its **Advisory Representative in Armenia**.

Purpose of the Assignment

The purpose of this consultancy is to support the implementation of the ArtNexus Programme in Armenia through the coordination of local partners, continuous monitoring and follow-up of programme objectives, and representation of SAGC within the country's arts and culture sector. The consultant will play a strategic advisory and facilitative role to ensure programme relevance, impact, and alignment with SAGC's principles of **democracy, legality, objectivity, freedom of expression, commitment to equality and non-discrimination, and efficiency**.

Scope of Work and Responsibilities

Coordination and Strategic Alignment

- Convene and facilitate joint planning and coordination meetings with ArtNexus partner organisations.
- Promote strategic alignment, joint visibility efforts, and mutual accountability among partners.
- Coordinate engagement with Armenian stakeholders in the international ArtNexus network.
- Organise local and international visits, events, and exchanges related to the programme.



Monitoring, Evaluation, and Programme Follow-up

- Conduct regular field visits and qualitative monitoring of partner activities.
- Support data collection and documentation through interviews, surveys, and focus groups.
- Track progress towards programme outcomes and report risks, gaps, or changes in context.
- Compile case studies, testimonials, and outcome data to contribute to SAGC's reporting and learning processes.
- Act as a local safeguarding focal point with attention to artistic freedom, vulnerable groups, and ethical conduct.

Context Monitoring and Stakeholder Engagement

- Monitor and report relevant developments in Armenia's cultural policy landscape and arts ecosystem.
- Maintain active relationships with ministries (including Ministry of Education, Science, Culture, Sport and Youth), municipalities, donors, academia, and civil society.
- Represent SAGC and its partners in sectoral dialogues and policy forums.
- Coordinate stakeholder feedback processes to support programme adaptability and relevance.
- Identify additional funding opportunities and mechanisms for co-financing or risk-sharing.

Reporting and Communication

- Produce content and materials in Armenian and English that reflect programme results, in line with SAGC and Sweden Abroad communication guidelines.
- Document and communicate programme activities and impacts to a range of audiences including SAGC, stakeholders, and the public.
- Contribute to visibility strategies and knowledge-sharing among partners.

Required Qualifications

Essential

- Excellent written and spoken Armenian and English.
- Advanced university degree (master's level or higher) in political science, international relations, development studies, sociology or another comparable field.
- Minimum five years of professional experience in international development, cultural policy, or related fields, preferably involving collaboration with embassies, international donors, or multilateral stakeholders. Experience in Armenia's cultural and creative sector is considered an asset.
- Experience in research or analysis of the cultural and creative sector.
- Demonstrated experience in monitoring and evaluation of international cooperation programmes.



- Experience working in international, multi-stakeholder environments.
- Proven capacity to draft policy texts, official documents, and strategic content.
- Demonstrated experience with mechanisms for protecting freedom of expression and artistic freedom.

Desirable

- Experience in working with Swedish state agencies and/or EU development programmes.
- Familiarity with Sweden's foreign policy, cultural state agencies, as well as international cultural cooperation frameworks.
- Knowledge of ethical standards in cultural and international development cooperation contexts.

Duration and Workload

The consultancy will run for **18 months (September 2025 – March 2027)** with a **flexible average workload of 20 hours per week**. The consultant is expected to work independently and be available for regular coordination with SAGC staff and local partners.

The consultant must be able to **invoice for their services as an independent contractor and will be responsible for all relevant tax and social security fees in Armenia**.

Reporting and Supervision

The consultant will report directly to the Head of Department and/or the ArtNexus Senior Advisor at the Swedish Arts Grants Committee. Regular planning and review meetings will be held online, with field reporting and documentation shared in both English and Armenian.

Deliverables

- Regular progress and monitoring reports
- Records from coordination meetings and events
- Stakeholder feedback summaries
- Communication materials and documentation outputs
- End-of-year summary reports and contributions to SAGC's annual reporting
- Ad hoc policy briefs or strategic inputs upon request
- Communication and support services directed at partner organisations and stakeholders.

Application Process

Qualified candidates are invited to submit the following documents in **English**:

1. Curriculum Vitae (CV) (max 3 pages)
2. Work sample such as a policy text, article, evaluation report, or other writing relevant to the assignment (max 10 pages)



3. Assignment proposal, outlining how the applicant would approach the described role, including initial reflections on priorities, working methods, and time management (max 3 pages)
4. Proof of registration as an independent contractor in Armenia.
5. Cost estimate, including the applicant's proposed hourly rate (in AMD or EUR)

Applications should be submitted no later than **July 4, 2025**, to artnexus@konstnarsnamnden.se.

Evaluation Criteria

Applications will be assessed based on the following:

- Relevant experience and qualifications
- Quality and relevance of the work sample
- Feasibility and insight demonstrated in the assignment proposal
- Language proficiency and communication skills
- Personal suitability and ability to represent SAGC with integrity and professionalism as well as to adhere to the SAGC principles.

For further questions, please contact:

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