



# Terms of Reference for Policy Analysis, Research, Monitoring and Legislation Drafting Experts Teams

## I. INTRODUCTION

1. The ICHD agreed on the institutional set-up of the selection and evaluation process of policy expert including the establishment of policy analysis and/or policy research teams that support the activities of the ICHD. ICHD establishes policy expert teams, drawing from a roster of experts established by the ICHD for this purpose.
2. The ICHD agreed to draw on relevant expertise in performing the function of policy analysis, policy research, policy monitoring, policy advice and legislation analysis by issuing open-ended calls. The ICHD agreed to delegate its function of establishing and maintaining the rosters of policy experts to the ICHD Administration.
3. ICHD Administration undertakes the evaluation of applicants. To ensure that all the technical and administrative capacities necessary to give an informed opinion on the applicants is in place, the ICHD invites representatives of stakeholders of its programs to participate in the evaluation committee set up to evaluate applications on the basis of the exclusion, selection and award criteria published in open-ended calls.
4. These terms of reference provide details on the following: (a) areas of work of policy expert teams (see II.A.), (b) modalities of work (see II.B.), and (c) membership in the teams including competence requirements (see II.C.).

## II. TERMS OF REFERENCE

### A. Areas of work

1. In accordance with the ICHD procedure, a policy expert team shall provide policy support to ICHD, the Armenian Government, civil society, private businesses, human rights defenders and other key stakeholders in implementing policy research, policy analysis and providing policy advice related to the sectoral scope that the applicant is applying for. A policy expert team shall address policies and programs at the request of the ICHD, and on its own initiative. A policy expert team is set up for specific duration under relevant projects. Its term may be renewed with subsequent projects upon. A policy expert team Group shall implement policy analysis of public policies, strategy programmes, action plans and regulatory documents in relevant sectors.
2. The team members are drawn from a roster of experts. The experts shall fulfil the minimum requirements identified herein; any additional competence relevant to a particular assessment shall be taken into account in the selection of team members.
3. The tasks identified in paragraph 4 imply that, inter alia, the following activities are carried out by a policy expert team:
  - (a) A desk review of the relevant public policies and programmes in the relevant sector;
  - (b) Conducting structured and/or semi-structured interviews with other relevant field experts;

- (c) Preparing written individual or joint contributions on agreed topics circulated in advance of meetings and presenting them at the meetings for discussion;
- (d) Taking an active part in deliberations, commenting on presentations, documents, and the drafts of policy papers and legislation drafts during the meetings;
- (e) submitting written comments, when appropriate, on the contributions of the members and on drafts of policy papers after a meeting and in preparation for the next one;
- (f) Producing policy papers, policy reports and/or legislation drafts in the relevant format;
- (g) Participating in other meetings and events including delivering presentations at conferences and workshops as agreed with ICHD;
- (h) Preparation of policy reports on the policy analysis in the relevant sector;
- (i) Making recommendations to the ICHD, the Government of the Republic of Armenia, civil society, private sector and international development partners on the above issues, as applicable, in accordance with the ICHD technical procedures and methodologies.

## B. Modalities of work

1. The ICHD Administration shall conduct (a) call(s) for experts to establish rosters of experts (in policy analysis, research policy monitoring, policy advice and legislation analysis) for this purpose and update it constantly. The ICHD Administration shall maintain a database of experts containing personal and contact details as well as a record of educational qualifications, professional status and experience and training in the fields relevant to the sectoral scope(s) of policy analysis and/or policy research.
2. A policy expert team shall be an ad-hoc team chosen by the ICHD Administration and evaluation panel relevant to the scope(s) of an assignment and taking into consideration the issues of consistency of the analysis and evaluation.
3. A policy expert team shall operate under the guidance of the ICHD.

## C. Membership in the team

1. A policy expert team shall be composed of a team leader and/or Bureau and team members as required, chosen by the ICHD to serve in a team for policy analysis and/or policy research assignments at a time. A team leader/Bureau and a team member may be chosen again for another assignment. An observer may be attached to the team, in accordance with the ICHD procedures.

## D. Competence requirements:

1. A policy analysis and/or policy research team member and team leader shall:
  - (a) Have: (i) demonstrated relevant working experience of at least ten (10) years in policy research at the national or international level and/or; (ii) academic/technical background relevant to the scope(s) of the assignment with at least five (5) years of relevant experience;
  - (b) Be familiar with policy, regulatory and institutional frameworks in relevant sectors and public administration system of the Republic of Armenia;
  - (c) Have recognized experience and/or knowledge relevant to the public policy cycle utilised by the Government of Armenia;
  - (d) Be able to communicate fluently, in writing and orally, in Armenian. A working knowledge of English, Russian and other United Nations languages desirable;
  - (e) Have excellent drafting skills, strong operational and analytical skills, and the ability to work as a member of a team;

- (f) Possess a university degree in social or political science, economics, public administration, law, gender studies, natural sciences, engineering, development studies, public health, medical science or any related discipline;
  - (g) Be free from any interest that may cause the policy expert team to act in other than an impartial and non discriminatory manner;
  - (h) Commit in writing that he/she will not disclose any confidential or proprietary information coming to his/her knowledge by reason of his/her duties for the policy research team.
2. A policy research team leader shall have, in addition to paragraph 12 above, the following competencies:
- (a) Ability to lead a policy analysis and/or policy research team;
  - (b) Ability to manage the research process;
  - (c) Having experience as a lead expert with a local policy institution and/or acquired sufficient policy research experience;
  - (d) Being familiar with the ICHD policy formulation and legislation drafting procedures practiced in Armenia.
3. A policy analysis and/or policy research team shall have collectively the team competencies stated in (a) to (e) below. When experts submit their application for inclusion in the roster of experts, they shall indicate the area(s) of competence to which they are able to contribute:
- (a) Being familiar with relevant policy, institutional and regulatory framework in the Republic of Armenia, legal regulations, procedures and requirements related to the relevant sector(s) and have a thorough knowledge of the relevant policy research methods and documents;
  - (b) Having appropriate technical knowledge of the specific sectoral scope for which policy analysis and/or policy research is sought;
  - (c) Having a degree of understanding sufficient to make a reliable analysis of the policy under analysis and/or research to operate within its requested scope(s);
  - (d) Being able to communicate, if possible, the operating language of the ICHD project concerned;
  - (e) For legislation drafting and/or monitoring activity at least one member shall have an expertise in legal drafting and policy/program monitoring.

### **III. Size and composition:**

1. The size and composition of the policy expert team shall depend upon the nature, scope(s) and detail of the policy analysis/research assignment.
2. The ICHD, after an initial review of the documents shall identify possible candidates for a policy expert team including a proposed team leader and prepare a matrix with details of short listed applicants. The evaluation panel shall select members of the expert team.

### **IV. Compensation:**

1. Travel costs and daily subsistence allowance will be paid to the team members of policy analysis and/or policy research teams attending a meeting or undertaking assignments in accordance with the ICHD rules and regulations and the research procedures. Expert team members and team leaders shall be paid fees as determined by the ICHD.