



Co-funded by
the European Union

TERMS OF REFERENCE

Short mission: Capacity building of Archipel.eu beneficiaries and evaluation of supported projects



Title	Capacity building of Archipel.eu beneficiaries and evaluation of supported projects
Purpose	Providing additional technical support and advices to the beneficiaries and evaluate the projects
Reporting to	Institut français and Archipel.eu's consortium
Duty station	Home-based
Duration	40 days in several assignments
Period	Beginning of December 2022 to end of June 2023

Context:

Archipel.eu is a European Union co-funded pilot project.

Archipel.eu aims to test, over 24 months, a mechanism to provide direct financial support to cultural professionals, artists, groups of artists, organizations and cultural institutions, residing in the 9 Outermost Regions of the European Union and in the 13 Overseas Countries and Territories. The project seeks to promote their rich cultural heritage, to disseminate artistic creations and to support cultural exchanges through the mobility of professionals.

Considering the specific contexts and needs of the cultural and creative sector in the Outermost Regions and in the Overseas Countries and Territories, a consortium of three partners are implementing Archipel.eu: the Institut français, the Association of Overseas Countries and Territories (OCTA) and the Atlantic Culture Promotion Agency (APCA).

Institut français is leading this pilot-project.

Series of thematic calls provide financial support to cultural projects and initiatives in order to:

- Contribute to safeguarding, promoting and supporting intangible cultural heritage, local knowledge, popular and ancestral arts and practices, as well as indigenous cultures;
- Improve cultural dialogue and exchanges between the European Union Outermost Regions and the Overseas Countries and Territories, and across the European Union;
- Disseminate cultural and creative works from the European Union Outermost Regions and from the Overseas Countries and Territories through mobility, including virtual projects.

At the end of the project, a report will be presented to the European Commission, including the results of the pilot project and recommendations.

Work environment:

The consultant could work remotely. In specific moments of the project, he/she could meet with Archipel.eu's Project Manager and Institut français' team at its offices in Paris, if necessary.

Missions of the expert/ consultant:

Objective 1: Providing technical support to the project holders of Archipel. eu

- Organizing webinars on reporting (including financial reporting) for the laureates of the different Funds of Archipel.eu, in close cooperation with the Programme Manager (January/February 2023)
- Preparing technical guidelines to the beneficiaries and when needed, support them in the finalization of their final reports (December 2022-June 2023)
- Working with the Programme manager to assess the financial and narrative reports of the 50+ beneficiaries (January 2022-June 2023)

Objective 2 : Evaluation of the projects supported by the different Funds of Archipel. eu and expected reporting documents

- Preparing tailor-made tools for the evaluation of Archipel.eu projects, in collaboration with the Programme Manager of Archipel.eu, and the members of the Consortium: **short presentation due for January, 20, 2022**
- Finalization of the questionnaires for the beneficiaries of the four Archipel. eu Funds: **deliverable due for January, 30, 2023**
- Collection of data to obtain statistics: by types of cultural sectors involved, by gender, by OR/OCT, by age etc. : **deliverable due for February, 15, 2023**
- Delivering an evaluation report based on various resources i.e. statistical data on beneficiaries and types of projects, results of questionnaires, interviews of stakeholders, internal and external reports, narrative reports from beneficiaries etc.: **final deliverable due for June, 15, 2023**

Required qualifications:

- At least five (5) years of relevant professional experience in the field of EU-funded projects or with evaluating projects funded by other international donators (such as cooperation agencies)
- Bilingual French/English, Spanish and Portuguese would be an asset
- Excellent skills in budget monitoring and financial reporting
- Excellent organizational skills
- Ability to communicate with international/intercultural beneficiaries
- Digital skills (webinars/ online questionnaires)
- Knowledge about Outermost Regions and/or Overseas Countries and Territories

The expert should be officially registered as a consultant or as a member of a consultancy firm.

Terms and conditions for recruitment:

Applicants should submit the following:

- Motivation Letter
- Latest personal CV including past experience in similar projects and at least three references
- PDFs of the reports/ similar tasks that the candidate has written, with description of their responsibilities in the project
- Financial proposal and availabilities from December 2022 to end of June 2023

Applications should be submitted to madina.regnault@institutfrancais.com by 5 December 2022 at the latest.

Clearly state "Consultant Archipel.eu" in the subject line.

Please note that only shortlisted candidates will be contacted.

Evaluation of Applicants:

Individual consultants will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants' qualifications, availability on the period, and financial proposal.