



Funded by
the European Union

EU4CULTURE

Call for Applications for Local Experts

Implementing Partners:



1. EU4CULTURE 4

2. DESCRIPTION AND SCOPE OF THE ASSIGNMENT 4

3. TASKS AND TIMETABLE..... 5

4. EXPERT PROFILE 6

5. CONFLICT OF INTEREST 7

6. CONFIDENTIALITY..... 7

7. FEES..... 7

8. INVOICING 7

9. APPLICATION PROCEDURE..... 7

10. DATA PROTECTION..... 7

Table of Acronyms

CDS	Cultural Development Strategy
EaP	Eastern Partnership
EU	European Union
NCC/T	Non Capital Cities / Towns

1. EU4CULTURE

EU4Culture is the EU funded project. The project targets the cultural and creative sector in the Eastern Partnership (EaP) countries, aiming to support the development of culture as an engine for growth and social development across the region.

EU4Culture makes particular focus on non-capital cities and towns of the Eastern Partnership countries. The project will assist cities in the EaP region to develop and implement a Cultural Development Strategy.

Within the “EU4Culture” project a maximum of five (5) non-capital cities or towns from each of the five participating EaP countries will be selected (i.e., a maximum of 25 cities or towns altogether). Selected NCC/T will receive a grant of a maximum of EUR 1,000 for the preparation of the full application. Out of the five NCC/T selected per country under this call, three (3) from each participating EaP country will further receive grants of a maximum of EUR 30,000 to design a Cultural Development Strategy. Finally, one (1) non-capital city or town in each participating EaP country will be selected to receive a maximum EUR 300,000 to implement the Cultural Development Strategy.

The selected cities or towns will receive capacity building support in the fields of internationalisation, cultural enterprise and management, and cultural indicators and statistics. A grant scheme for cultural projects, cross-innovation projects, festivals, as well as mobility scheme, will complement the project.

The EU4Culture project is implemented by the Goethe-Institut (lead), the Danish Cultural Institute, Czech Centres and the Institut Français in Georgia. The Project started on 1 January 2021 and will end on 31 December 2024.

2. DESCRIPTION AND SCOPE OF THE ASSIGNMENT

In each participating country 2 local experts will be selected for external assessment of grant proposals to Support the Preparation of Cultural Development Strategies. Selected local experts will be assigned to provide content related assessment of proposals for Supporting Preparation and Implementation of Cultural Development Strategies in non-capital cities/towns respectively from Armenia, Azerbaijan, Georgia, Republic of Moldova and Ukraine. Under the assignment the local experts will assess the submitted documentation at every stage of the application process.

The application and selection process for the grants are defined as follows:

- **Concept note stage**– Eligible lead applicants in each of the 5 EaP country are invited to submit a concept note which:
 - Describes the cultural and creative environment,
 - Sets out a vision for a cultural development strategy in the respective city/town,
- **Full application stage** – A maximum of five (5) lead applicants in each of the 5 participating EaP country, that have submitted the concept note and been awarded EUR 1,000, will be invited to prepare a full application which:
 - Describes in more detail the cultural and creative environment,
 - Sets out in more detail vision for a culture development strategy in the respective city/town,
 - Provides a budget setting (as for full application form).
- **Cultural Development Strategy stage** - A maximum of three (3) lead applicants in each of the 5 participating EaP country, that have submitted a full application and been awarded EUR 30,000, will be invited to prepare a Cultural Development Strategy.

- **Implementation stage** – One (1) selected NCC/T in each of the 5 participating EaP country will be awarded a EUR 300,000 grant to implement its Cultural and Development Strategy.

The assessment process of the proposals will be as follows:

Assessment of **concept notes**, selection of five (5) cities:

- National Coordinators of the EU4Culture project will do the application eligibility check;
- The Jury composed of external local experts will provide recommendations for funding based on content related assessment;
- The EU4Culture Consortium Management Board will make final decision based on Jury recommendations.

Evaluation of **full applications**, selection of three (3) cities:

- National Coordinators of the EU4Culture project will do the application technical/formal check;
- The jury composed of external local experts will provide recommendations for funding based on content related assessment;
- The EU4Culture Consortium Management Board will make final decision based on Jury recommendations.

Evaluation of Cultural Development Strategies, selection of one (1) city:

- The jury composed of external experts will provide recommendations for funding based on content related assessment;
- The EU4Culture Consortium Management Board will make final decision based on Jury recommendations.

For more information about the first call for proposals please visit:

[https://www.euneighbours.eu/sites/default/files/publications/2021-05/EU4Culture Call For Applications CDS Final.pdf](https://www.euneighbours.eu/sites/default/files/publications/2021-05/EU4Culture%20Call%20For%20Applications%20CDS%20Final.pdf)

3. TASKS AND TIMETABLE

10 Local experts (2 Local Experts in Armenia, Azerbaijan, Georgia, Republic of Moldova, Ukraine)			
Activity	Max number of Expert working days ¹		Timeline
<ul style="list-style-type: none">➤ Preparatory meeting with the EU4Culture Team.➤ Evaluation of Concept Notes, providing recommendations for selection a maximum of five (5) non-capital cities/towns per country, that receive a grant of a maximum of EUR 1000 for the preparation of the full application;	Number of proposals to be assessed per day – 3 (three) (Concept Note: 2 -4 pages)		July 2021
	2 local experts AM	6 working days each expert	
	2 local Experts AZ	3 working days each expert	
	2 local experts GE	5 working days each expert	
	2 local experts MD	3 working days each expert	

¹ For the assessment of the concept note the number of days per expert in each country is defined according to the number of submitted concept notes.
For the assessment of the concept note - depending on the number of applications the selected experts may or may not use maximum number of assigned working days.

➤ Preparation of the activity report.	2 local experts UA	8 working days each expert	
➤ Preparatory meeting with EU4Culture Team.	<i>Number of applications to be assessed per day – 1 (one)</i> <i>(full application: max. 20-40 pages)</i>		
➤ Evaluation of full applications, providing recommendations for selection a maximum of three (3) non capital cities/towns per country that receive grants of a maximum of EUR 30, 000 to design a Cultural Development Strategy.	2 local experts AM	5 working days each expert	October 2021
➤ Preparation of the activity report.	2 local Experts AZ	5 working days each expert	
	2 local experts GE	5 working days each expert	
	2 local experts MD	5 working days each expert	
	2 local experts UA	5 working days each expert	
➤ Preparatory meeting with EU4Culture Team.	<i>Number of strategies to be assessed - 3 (three)</i> <i>(Strategy: max. 40-70 pages)</i>		
➤ Evaluation of full applications, providing recommendations for selection of one (1) non-capital cities/towns per country that receive a maximum EUR 300, 000 to implement the Cultural Development Strategy;	2 local experts AM	5 working days each expert	June 2022
➤ Preparation of the activity report.	2 local Experts AZ	5 working days each expert	
	2 local experts GE	5 working days each expert	
	2 local experts MD	5 working days each expert	
	2 local experts UA	5 working days each expert	

4. EXPERT PROFILE

Local expert must be the citizen and resident of Armenia, Azerbaijan, Georgia, Republic of Moldova or Ukraine and must meet the following requirements:

Professional Experience

- At least 5 years working experience in the field of culture studies or creative industries;
- Proven understanding of CCI sector;
- Experience of working on strategic planning and policy development issues;
- Experience of working on regional development issues;
- Experience of assessment of grant applications;
- Experience of working in EaP region or on the EU Eastern Neighborhood issues would be an asset;
- Experience with EU projects would be an asset.

Qualification and Skills

- University (MA) degree in arts management, cultural studies or equivalent;
- Excellent analytic and communication skills;
- Fluent written and spoken English;
- Fluent written and spoken state language of the country the expert represents;

- Computer literacy;
- Basic budgeting skills.

5. CONFLICT OF INTEREST

The applicants are required to declare that to their knowledge no actual or potential conflict of interest exists through completing self-declaration section on **Goethe Application Portal**.

6. CONFIDENTIALITY

Local experts must treat all information obtained during the fulfillment of the assignment as confidential in line with the provisions set in the expert contact.

7. FEES

The expert daily fee is defined in the amount of EUR 70 (gross).

8. INVOICING

The invoice shall be submitted to the EU4Culture team based on the procedure set in the contract between Goethe Institute and the local expert.

Local experts shall submit the Timesheets to EU4Culture and the payment shall be done based on the Timesheet.

All payments shall be verifiable and shall comply with expenditure eligibility.

9. APPLICATION PROCEDURE

Interested applicants are invited to register and complete the application form on **Goethe Application Portal**. CV of the applicant with names and contact details of two reference persons and the cover letter should be submitted together with the completed application form, all documents should be uploaded in PDF format.

Deadline for submission of the application: 24 June 2021

10. DATA PROTECTION

The applicant agrees that the personal data is processed in compliance with **GDPR REQUIREMENTS**.

11. CONTACT INFORATION

Please contact our National Coordinators, if you have any questions regarding the application process:

COUNTRY	CONTACT PERSON	EMAIL
Armenia	Marine Karoyan	Marine.Karoyan.extern@goethe.de
Azerbaijan	Firuz Baghir	Firuz.Baghir.extern@goethe.de
Georgia	Khatia Tchokhoniidze	Khatia.Tchokhoniidze@goethe.de
Republic of Moldova	Eugen Harabara	Eugeniu.harabara.extern@goethe.de
Ukraine	Daria Moskalovich	Daria.Moskalovich@goethe.de