

# THREE OPEN VACANCIES

## Recruitment Notice for Local Consultants from Georgia, Belarus, and Moldova

CRRC-Armenia Foundation, in collaboration with MÄN and funded by the Swedish International Development Cooperation Agency (Sida), is launching an **open call for Local Consultants in Georgia, Moldova, and Belarus**. This consultancy is part of the REDEFINE project, which challenges harmful masculinity norms and promotes gender equality across Armenia, Belarus, Georgia, and Moldova. The consultants will provide technical, linguistic, and contextual expertise to support survey implementation, dissemination, and data processing. The consultancy will run **from 29 September to 30 November 2025**, with an estimated **maximum of 6 expert days per consultant**.

The details of the vacancies are presented below.

<b>1. BASIC DETAILS</b>	
<b>Title:</b> Local Consultant	<b>Application deadline:</b> September 15, 2025, 17:00, Yerevan time
<b>Name of Employer:</b> Caucasus Research Resource Center-Armenia (CRRC-Armenia) Foundation	<b>Mode:</b> Remote
<b>About CRRC-Armenia:</b> Caucasus Research Resource Center (CRRC)-Armenia Foundation is a regionally focused and Armenia-based independent, non-partisan research institution, where research lives. Our core mandate is to address national and regional socio-economic and political challenges via high-quality data collection, analysis, and enhancement of the scientific capacity of the research community. We are recognized nationally and internationally as a leading force in social science research and to influence policy making agenda in the country by setting the highest international standards in research and building a vibrant community of social scientists. On top of multi-method data collection and analysis, CRRC-Armenia also serves as a resource center, with open and freely available data, dozens of scientific papers, research reports, and policy briefs. Since its establishment in 2003, researchers engaged with CRRC-Armenia have been benefiting from the Foundation's methodological trainings, local and international conferences, summer schools, and a library with more than 2000 contemporary publications in social sciences and humanities.	
<b>About the Project:</b> The REDEFINE project, funded by the Swedish International Development Cooperation Agency and led by MÄN, aims to challenge harmful masculinity norms and promote gender equality in Armenia, Belarus, Georgia, and Moldova. The research component, implemented by CRRC-Armenia, examines (through a survey) how societal expectations of masculinity affect men's psycho-social help-seeking behaviors in the mentioned four countries. The research applies an intersectional feminist and critical masculinity framework to explore how gender norms interact with socio-economic status, geography, ethnicity, and political context. The survey will generate actionable, cross-country evidence to inform advocacy, service delivery, and policy reform aimed at improving mental health outcomes and advancing gender equality. CRRC-Armenia is looking to hire one Local Consultant per country (Georgia, Moldova, and Belarus) to provide country-specific expertise and technical support throughout pre-fieldwork, fieldwork, and post-fieldwork activities. The study will be conducted through an online survey targeting men aged 18 and above. Respondents will be recruited through targeted digital dissemination in trusted online environments, such as social media groups, messaging apps, community pages, forums, and direct invitations. The survey instrument is designed in English and will be translated into <b>Georgian, Russian, and Romanian</b> , with careful adaptation to ensure cultural relevance and linguistic clarity. Data collection will be monitored in real time through a country-specific response dashboards to track respondent flow, check item functioning, and ensure language display accuracy. Some open-ended responses will also be collected as part of the survey form.	

## 2. ASSIGNMENT & REPORTING STRUCTURE

<b>Purpose of Job:</b> Ensure that the survey project activities are effectively localized for the Georgian, Moldovan, and Belarusian contexts.	<b>Term:</b> Short-term consultancy contract with CRRC-Armenia
<b>Position Summary:</b> The Local Consultant will serve as the key country-specific expert supporting CRRC-Armenia in implementing the REDEFINE survey. The role involves translation and adaptation of research instruments, supporting dissemination through online channels, monitoring data collection, and translating open-ended responses. The consultant will also provide contextual insights, identify risks to data quality or respondent safety, and prepare a short debrief note summarizing outreach effectiveness and lessons learned. This is a short-term consultancy requiring up to 6 expert days of engagement between September and November 2025.	
<b>Reports to:</b> Head of Research Programs	
<b>Next in the Reporting Line:</b> Deputy Research Director	

## 3. SCOPE OF WORK

The contractor shall be responsible for the following duties:

- Advise CRRC on country-specific sensitivities, terminology, and context to inform final instrument wording.
- Translate and adapt the English questionnaire into local language(s), including back-and-forth clarifications with CRRC.
- Translate survey dissemination captions and visual text prior to design/production.
- Support the targeted dissemination in trusted online environments (e.g., chats, groups, community channels, pages) under CRRC's coordination.
- Monitor the country-specific response dashboard and/or raw data upon launch (data flow, item functioning, language display), respond to CRRC prompts, and flag issues early.
- Provide rapid in-field feedback if contextual shifts (security, platform restrictions, misinformation) could affect validity or respondent safety, and help implement mitigations, when necessary.
- Translate open-ended textual responses into English and ensure the translation's consistency with other language versions.
- Provide a short debrief note on dissemination performance and outreach, channel effectiveness, and any country-specific lessons learned.

### Expected Deliverables

The contractor is expected to submit the following deliverables:

- Final translated and contextually adapted questionnaire (approved by CRRC-Armenia).
- Translated captions and survey dissemination materials.
- Support in survey dissemination and real-time feedback during the survey field period on response rates, platform performance, and contextual issues.
- English translation of all open-ended responses.
- A brief written debrief note (2-3 pages) on dissemination performance and lessons learned.

### Timeframe and Schedule

The Consultants are expected to collaborate with CRRC-Armenia within the overall timeframe of **September 29–November 30**, 2025. CRRC-Armenia anticipates an involvement

of a **total of 6 expert days** maximum per Consultant, spread across the following major activities:

Major Activity	Timeframe	Allocation of Expert Days
Translation and contextual adaptation of survey instrument before piloting and revisions after pilot; Translation of dissemination materials & post captions	Sep 29 – Oct 12	Max. 2
Survey dissemination, monitoring, and feedback provision	Oct 15 – Nov 15	Max. 1
Translation of open-ended responses	Nov 16 – Nov 17	Max. 1
Preparation of brief written debrief note	Nov 17 – Nov 18	Max. 1
Availability for in-process debriefing online meetings and written correspondence, as needed	Throughout the entire duration of the contract	Max. 1

## 4. REQUIRED QUALIFICATIONS

### Minimum requirements

1. Proven experience in social research, surveys, or related fields.
2. Undergraduate degree, preferably in social sciences (economics, sociology, anthropology, political science, conflict studies, psychology, human geography, social statistics, etc.).
3. Deep knowledge and understanding of the socio-cultural and political contexts in Georgia, Belarus, or Moldova.
4. Excellent command of written and spoken Georgian, Russian, or Romanian.
5. Excellent command of written and spoken English.
6. Strong adaptive translation and localization skills (English + local language).
7. Understanding of gender, masculinity and related social issues.
8. Gender- and cultural sensitivity, and ethical conduct.
9. Alignment with the core values and principles of gender equality, inclusion, non-violence, and non-discrimination.
10. Ability to work independently and flexibly to provide rapid and useful feedback remotely.
11. Familiarity with online community engagement and digital dissemination.
12. Strong commitment to teamwork and constructive collaboration, strong time management skills.
13. Strong computer literacy.

#### (+) Additional merits

Your application will be considered advantageous, if you additionally demonstrate one or more of the following merits:

1. Relevant graduate and postgraduate degrees.
2. Deep knowledge of more than one of the country contexts listed.
3. Excellent command of more than one of the languages listed.
4. Experience of providing translation services within research or related fields.
5. Experience in gender and/or feminist research and advocacy.

## 5. HOW TO APPLY

Interested candidates with appropriate qualifications are welcome to apply for the opportunity by **September 15, 2025, 17:00, Yerevan time.**

A **complete** application **must** include the following documents **in English**:

1. CV
2. Bid form ([download here](#), complete, and convert to PDF)
3. At least one reference contact
4. At least one example of past similar work (e.g., translation, research, dissemination)

Please submit all documents by email to [arpine.arakelyan@crrc.am](mailto:arpine.arakelyan@crrc.am), with “**Local Consultant from [Country]. REDEFINE**” in the subject line. **Incomplete applications will be disqualified** during the technical screening phase. Only short-listed candidates will be contacted for an interview.

## 6. RECRUITMENT PROCESS KEY DATES

<b>September 15</b>	Deadline for submitting applications
<b>September 18</b>	Technical screening and disqualification of incomplete applications
<b>September 18-19</b>	Review of qualified applications
<b>September 22</b>	Interviews with shortlisted candidates
<b>September 23</b>	Final selection and notification of results
<b>September 24-25</b>	Contract signing and launch of collaboration

## 7. TERMS AND CONDITIONS

#### Binding Terms:

This Recruitment Notice will serve as an Annex to a service contract. All financial, administrative, legal, and other associated matters are specified in the contract. The latter, in full alignment with CRRC-Armenia Policies & Procedures, serves as the binding point of reference for both sides, upon bilateral signing.