

Terms of reference (ToR) for the procurement of services below the EU threshold

CONFIDENTIAL

Supporting Legal Reforms in Armenia’s Transport Sector	Project number/ cost centre: G-012368-005
	Tender number 7000004855

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0. List of abbreviations

AVB	General Terms and Conditions of Contract for supplying services and work
EasTnT	Strengthening sustainable and digital trade routes and logistics concepts between Eastern Partnership countries and with the EU
MTAI	Ministry of Territorial Administration and Infrastructure of the Republic of Armenia
NDC	Nationally Determined Contributions
PPD	public and private stakeholder discussion
ToR	Terms of reference

1. Context

“Strengthening sustainable and digital trade routes and logistics concepts between Eastern Partnership countries and with the EU” Project (hereafter referred to as, EasTnT Project or Project) is commissioned by the German Ministry for Economic Cooperation and Development (BMZ). The EasTnT Project is implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. The project targets closer economic integration of Eastern Partnership (EaP) countries with each other and with the EU, leveraging strengthened cooperation among key stakeholders in trade routes and logistics. The approach is to build on enhancing digital and sustainable practices within the transport and logistics sectors, aiming to align with EU standards and fostering regional collaboration. The objective of the project entails a comprehensive and multi-level approach aimed at fostering economic integration, enhancing sustainability, and driving digital transformation across the Eastern Partnership countries, through targeted actions and collaborative efforts with the key stakeholders.

The Project supports regulatory and institutional modernization efforts in Armenia’s logistics and transport sectors. In this framework, a key priority is to support the legal reform in Armenia’s transportation sector, by doing this through supported new legislation and regulations aiming to enable digital solutions in the transportation sector with the final goal of promoting international transportation of goods and trade facilitation.

The Ministry of Territorial Administration and Infrastructure of the Republic of Armenia (MTAI) acts as the policy making authority of the transport sector in Armenia. As such, it has the role to initiate legal reforms in the transportation sector with the objective of bringing the legislation and practices in line with the EU acquis and the good international practice.

Currently Armenia’s transportation sector and particularly the commercial vehicles face the challenges given the fact that entry of such vehicles to the EU zone is practically impossible due to failing to comply with the EU requirements relevant to the international transportation of goods.

The priority areas which need immediate legal reform include the periodic roadworthiness tests for motor vehicles and their trailers, the technical roadside inspection of the roadworthiness of commercial vehicles, the transportation of dangerous goods by road, transportable pressure equipment, conditions to be complied with to pursue the occupation of road transport operator, the initial qualification of drivers of certain road vehicles for the carriage of goods or passengers, the establishment of rules for certain types of combined transport of goods between Member States. It is also part of the reform efforts to improve and harmonize Armenia’s certain social legislation relating to road transport, the international transport operations on the initial qualification and periodic training of drivers of certain road vehicles for the carriage of goods or passengers. Additional reform efforts are mandatory under the NDC commitments and priorities of the Country to enable the sustainable transport, digitalization of transportation services, electric mobility charging infrastructure.

To support these efforts, the Project, in collaboration with the **MTAI, is initiating the legal reform efforts in Armenia’s transportation sector.**

The reforms entail the following areas relevant to transportation:

- Adopting legislation on periodic roadworthiness tests for motor vehicles and their trailers, in line with Directive 2014/45/EU of the European Parliament and of the Council of 3 April 2014 on Periodic Roadworthiness Tests for Motor Vehicles and trailers.
- Adopting legislation on the technical roadside inspection of the roadworthiness of commercial vehicles circulating in the Union in line with Directive 2014/47/EU of the European Parliament and of the Council.

- Adopting Government Decisions to regulate the procedure of transportation of dangerous goods by road – in line with Council Directive 95/50/EC OF 6 October 1995 on uniform procedures for checks on the transport of dangerous goods by road.
- Amending domestic legislation in compliance with Directive 2010/35/EU of the European Parliament and of the Council of 16 June 2010 on transportable pressure equipment.
- Reviewing legislation, including Armenia’s administrative violations legislation in line with Regulation (EC) No 561/2006 of the European Parliament and of the Council of 15 March 2006 on the harmonization of certain social legislation relating to road transport.
- Amending domestic legislation on international transport operations in line with Regulation (EC) No 1071/2009 of the European Parliament and of the Council of 21 October 2009 establishing common rules concerning the conditions to be complied with to pursue the occupation of road transport operator and repealing Council Directive 96/26EC.
- Approximating Armenia’s existing legislation with the Council Directive 92/106EEC of 7 December 1992 on the establishment of common rules for certain types of combined transport of goods between Member States.
- Developing new legal acts and amendments to the existing legislation in compliance with the NDC priorities to enable sustainable transport, digitalization of transportation services, modernization and compliance of electric mobility charging infrastructure among others with the objective of promoting the regional and international transportation of goods with the final goal of trade facilitation.

2. Tasks to be performed by the contractor

The contractor is responsible to engage a team leader and two local legal experts of required qualifications and professional expertise to perform the tasks under this Section.

The term for performing the tasks under this TOR is **June 2026 to October 2027**.

The team leader will be responsible for organizing the PPDs with the stakeholders and for delivering the inception report with the outline of tasks and reflection on timing of deliverables, distribution of workload among the legal experts.

Additionally, the team leader will deliver the final report with reflection on the accomplished tasks, including the draft package, PPD related materials, the discussion PPT, event agenda, participant signing sheet, details on meetings held.

The key local legal expert 1 and the key local legal expert 2 will develop legal acts under this Section.

The tasks will be carried out in **four distinct directions**. Each direction has its clearly envisaged tasks and delivery timelines, as well as the level of effort allocated to the team leader and the two local legal experts respectively. Efforts towards performing each direction may take place in sequence or simultaneously with the other direction/s, however in observance of the deadlines.

A. Direction I, the Contractor will deliver the following tasks within four months after concluding the contract, with the level of effort of 32 (thirty-two) expert days:

- Delivering the inception report with an outline of tasks and reflection on the manner of organizing the workload, timing of delivering the deliverables, distribution of workload among the legal experts.

- Developing legal acts and, as necessary, amendments to the existing legal acts to ensure compliance of domestic legislation on periodic roadworthiness tests for motor vehicles and their trailers, in line with Directive 2014/45/EU of the European Parliament and of the Council of 3 April 2014 on Periodic Roadworthiness Tests for Motor Vehicles and trailers.
- Developing domestic legal acts to enable the technical roadside inspection of the roadworthiness of commercial vehicles in line with Directive 2014/47/EU of the European Parliament and of the Council.
- Developing relevant justification to draft legal acts.
- Coordinating the drafting efforts on regular basis with the MTAI and the Project team.
- Presenting the draft reform package at discussions with public and private stakeholders and finalizing the drafts based on the stakeholder feedback.
- Organizing a public discussion to present and discuss the draft reform package.
- Presenting to the Project team the final report with reflection on deliverables and the accomplished tasks.

Deliverables under Direction I.

- i. Inception report delivered.
- ii. The draft reform package on periodic roadworthiness tests for the motor vehicles and their trailers in line with Directive 2014/45/EU of the European Parliament and of the Council of 3 April 2014 and on technical roadside inspection of the roadworthiness of commercial vehicles in line with Directive 2014/47/EU of the European Parliament and of the Council developed.
- iii. Justification to draft legal acts developed.
- iv. Efforts with the MTAI and the project team coordinated.
- v. The draft reform package is presented and discussed with the stakeholders at the PPD and is finalized based on the stakeholder comments/feedback.
- vi. The PPD organized and the event agenda, participant signing sheet, details on meetings held delivered to the project team.
- vii. Final report with reflection on the accomplished tasks delivered to the project team, including PPD related materials, PPT, event agenda, participant signing sheet, meetings/discussion held.

B. Direction II, the Consultant will deliver the following tasks within six months after concluding the contract, with the level of effort of 36 (thirty-six) expert days:

- Developing legal acts and, as necessary, amendments to the existing legal acts to ensure compliance of domestic legislation on transportation of dangerous goods by road – in line with Council Directive 95/50/EC OF 6 October 1995 on uniform procedures for checks on the transport of dangerous goods by road.
- Drafting legal acts and, where relevant, amendments to the existing legislation in compliance with Directive 2010/35/EU of the European Parliament and of the Council of 16 June 2010 on transportable pressure equipment.
- Drafting legal acts and, where relevant, amendments to the existing legislation aimed at approximating Armenia's existing legislation with the Council Directive 92/106/EEC of 7 December 1992 on the establishment of common rules for certain types of combined transport of goods between Member States.
- Developing relevant justification to draft legal acts.
- Coordinating the drafting efforts on regular basis with the MTAI and the Project team.
- Presenting the draft reform package at PPDs and finalizing the drafts based on the stakeholder feedback.
- Organizing a public discussion to present and discuss the draft reform package.

- Presenting the final report with reflection on the accomplished tasks to the project team, including PPD related materials, PPT, event agenda, participant signing sheet, meeting/discussion held.

Deliverables under Direction II.

- i. Legal acts and, as relevant, amendments to legal acts on the procedure of transportation of dangerous goods by road – in line with Council Directive 95/50/EC and on transportable pressure equipment in compliance with Directive 2010/35/EU of the European Parliament and of the Council and on the establishment of common rules for certain types of combined transport of goods in approximation with Council Directive 92/106/EEC developed;
- ii. Justification to draft legal acts developed;
- iii. Efforts coordinated with the MTAI and the project team;
- iv. The draft reform package presented and discussed with the stakeholders at PPDs and are finalized based on the stakeholder comments/feedback.
- v. The PPD organized.
- vi. Final report with reflection on the accomplished tasks, including PPD related materials, PPT, event agenda, participant signing sheet, details on meetings held presented to the project team.

C. Direction III, the Consultant will deliver the following tasks within eight months after concluding the contract, with the level of effort of 33 (thirty-three) expert days:

- Developing amendments to the existing legislation, including, however not limited to administrative violations legislation, to ensure compliance with Regulation (EC) No 561/2006 of the European Parliament and of the Council of 15 March 2006 on the harmonization of certain social legislation relating to road transport and where relevant developing new legal acts.
- Amending domestic legislation, and where relevant developing legal acts to ensure compliance with international transport operations in line with Regulation (EC) No 1071/2009 of the European Parliament and of the Council of 21 October 2009 establishing common rules concerning the conditions to be complied with to pursue the occupation of road transport operator and repealing Council Directive 96/26/EC.
- Developing the relevant justification to draft legal acts.
- Coordinating the drafting efforts on daily basis with the MTAI and the Project team.
- Presenting the draft reform package at the PPD and finalizing the drafts based on the stakeholder feedback.
- Organizing a public discussion to present and discuss the draft reform package.
- Presenting the final report with reflection on the accomplished tasks to the project team, including PPD related materials, PPT, event agenda, participant signing sheet, details on meetings held.

Deliverables under Direction III.

- i. Legal acts and, as relevant, amendments to legal acts to ensure the harmonization of certain social legislation relating to road transport legislation in line with Regulation (EC) No 561/2006 of the European Parliament and of the Council, on international transport operations in line with Regulation (EC) No 1071/2009 of the European Parliament and of the Council developed.
- ii. Justification to draft legal acts developed.
- iii. Efforts coordinated with the MTAI and the project team.
- iv. The draft reform package is presented and discussed with the stakeholders at the PPD and is finalized based on the stakeholder comments/feedback.

- v. The PPD organized and the event agenda, participant signing sheet, details on meetings held delivered to the project team.
- vi. Final report with reflection on the accomplished tasks, including PPD related materials, PPT, event agenda, participant sheet, details on meetings held presented to the project team. signing

D. Direction IV. the Consultant will deliver the following tasks within 12 months after concluding the contract, with the level of effort of 45 (forty-five) expert days

- Developing legal acts and, as necessary, amendments to the existing legal acts to enable Armenia’s sustainable transport relevant to legislation on digitalization of transportation services, electric mobility charging infrastructure, NDC priorities in the transportation sector in compliance with the EU acquis.
- Developing the relevant justification to draft legal acts.
- Coordinating the drafting efforts on daily basis with the MTAI and the Project team.
- Presenting the draft reform package at PPDs and finalizing the drafts based on the stakeholder feedback.
- Organizing a public discussion to present and discuss the draft reform package.
- Presenting the final report with reflection on the accomplished tasks, including PPD related materials, PPT, event agenda, participant signing sheet, details on meetings held to the project team.

Deliverables under Direction IV.

- i. Legal acts and, as relevant, amendments to legal acts relevant to sustainable transportation in line with EU acquis developed.
- ii. Justification to draft legal acts are developed.
- iii. Efforts coordinated with the MTAI and the project team.
- iv. The draft reform package is presented and discussed with the stakeholders at PPDs and is finalized based on the stakeholder comments/feedback.
- v. The PPD organized and the event agenda, participant signing sheet, details on meetings held delivered to the project team.
- V. Final report with reflection on the accomplished tasks, including PPD related materials, PPT, event agenda, participant signing sheet, details on meetings held presented to the project team.

Language of deliverables – the draft reform package and the relevant justification of draft legal acts shall be done and delivered in Armenian language. The inception report and the final report under each Direction shall be done and delivered in English language.

Activities, deliverables, timelines and criteria for acceptance of each Direction

Direction I.

Milestones/partial works	Deadline/place/person responsible	Criteria for acceptance
Inception report with an outline of tasks and reflection on the manner of organizing the workload, timing of addressing the priorities, distribution of workload among the legal experts.	Second month after concluding the contract with the Contractor. Team leader	Inception report delivered and details are discussed with the project team.

<p>Develop the draft reform package to ensure full compliance of domestic legislation on periodic roadworthiness tests for motor vehicles and their trailers, in line with Directive 2014/45/EU of the European Parliament and of the Council of 3 April 2014 on Periodic Roadworthiness Tests for Motor Vehicles and trailers.</p> <p>Justification to draft legal acts developed.</p> <p>The number of legal acts will be specified during the course of the assignment.</p>	<p>Fourth month after concluding the contract with the Contractor.</p> <p>Team leader</p>	<p>The draft reform package developed and discussed. The draft legal acts comply with the legislative technical norms, as established by the RA Law on “Normative Legal Acts” and are acceptable by MTAI and the project team.</p> <p>The requirements of the relevant EU acquis are reflected in draft legal acts. <i>The draft legal acts and the relevant justifications shall be drafted and presented in Armenian language.</i></p>
<p>Organize a public discussion to present and discuss the draft reform package.</p>	<p>Within three months after concluding the contract.</p>	<p>The draft reform package discussed at the PPD; the stakeholder feedback is considered in the drafts.</p>
<p>Delivering the final report to project team with reflection on accomplished tasks, the draft reform package, the PPD event materials, PPT, agenda, participant signing sheet, details on meetings held.</p>	<p>Fourth month after concluding the contract.</p>	<p><i>Final report shall be delivered in English language.</i></p>

Period of assignment is four months, with the level of effort of 32 (thirty-two) days. The full payment to the Contractor for Direction I shall be made by GIZ upon delivery by the Contractor of the deliverables under the milestones according to the criteria for acceptance and to the satisfaction of the project team and the MTAI.

Direction II.

Milestones/partial works	Deadline/place/person responsible	Criteria for acceptance
<p>Develop the draft reform package to ensure full compliance of domestic legislation on transportation of dangerous goods by road – in line with Council Directive 95/50/EC OF 6 October 1995 on uniform procedures for checks on the transport of dangerous goods by road; with</p>	<p>Sixth month after concluding the contract with the Contractor.</p> <p>Team leader.</p>	<p>The draft reform package developed and discussed. The draft legal acts comply with the legislative technical norms, as established by the RA Law on “Normative Legal Acts” and are acceptable by MTAI and the project team.</p>

<p>Directive 2010/35/EU of the European Parliament and of the Council of 16 June 2010 on transportable pressure equipment; approximating Armenia's existing legislation with the Council Directive 92/106EEC of 7 December 1992 on the establishment of common rules for certain types of combined transport of goods between Member States.</p> <p>Justification to draft legal acts developed.</p> <p>The number of legal acts be specified during the assignment.</p>		<p>The requirements of the relevant EU acquis are reflected in draft legal acts. <i>The draft legal acts and the relevant justifications shall be drafted and presented in Armenian language.</i></p>
<p>Organize a public discussion to present and discuss the draft reform package.</p>	<p>Between the fifth and the sixth months after concluding the contract with the Contractor.</p>	<p>The draft reform package discussed at the PPD; the stakeholder feedback is considered in the drafts.</p>
<p>Delivering the final report to project team with reflection on the accomplished tasks, the draft reform package, the PPD event materials, PPT, agenda, participant signing sheet, details on meetings held.</p>	<p>On the sixth month after concluding the contract.</p>	<p><i>Final report in English language.</i></p>

Period of assignment is four months, with the level of effort of 36 (thirty-six) days. The full payment to the Contractor for Direction II shall be made by GIZ upon delivery by the Contractor of the deliverables under the milestones according to the criteria for acceptance and to the satisfaction of the project team and the MTAI.

Direction III.

Milestones/partial works	Deadline/place/person responsible	Criteria for acceptance
<p>Developing draft reform package, including however not limited to administrative violations legislation, to ensure compliance with Regulation (EC) No 561/2006 of the European Parliament and of the Council of 15 March 2006 on the harmonization of certain social legislation</p>	<p>Eighth month after concluding the contract with the Contractor.</p> <p>Team leader</p>	<p>The draft reform package developed and discussed. The drafts comply with the legislative technical norms, as established by the RA Law on "Normative Legal Acts" and are acceptable by MTAI and the project team.</p> <p>The requirements of the relevant EU acquis are</p>

<p>relating to road transport; to ensure compliance with international transport operations in line with Regulation (EC) No 1071/2009 of the European Parliament and of the Council of 21 October 2009 establishing common rules concerning the conditions to be complied with to pursue the occupation of road transport operator and repealing Council Directive 96/26EC</p> <p>Justification to draft legal acts developed.</p> <p>The number of legal acts be specified during the assignment.</p>		<p>reflected in the draft legal acts. <i>The draft legal acts and the relevant justifications shall be drafted and presented in Armenian language.</i></p>
<p>Organize a public discussion to present and discuss the draft reform package.</p>	<p>Between seventh and eighth months after concluding the contract.</p>	<p>The draft reform package discussed at the PPD and the stakeholder feedback is reflected in drafts.</p>
<p>Delivering the final report to project team with reflection on accomplished tasks, the draft legal reform package, PPD event materials, PPD, agenda, participant signing sheet, meetings held.</p>	<p>On the eighth month after concluding the contract.</p>	<p><i>Final report in English language.</i></p>

Period of assignment is three months, with the level of effort of 33 (thirty-three) days. The full payment to the Contractor for Direction III shall be made by GIZ upon delivery by the Contractor of the deliverables under the milestones according to the criteria for acceptance and to the satisfaction of the project team and the MTAI.

Direction IV.

Milestones/partial works	Deadline/place/person responsible	Criteria for acceptance
<p>Developing the draft reform package to enable Armenia's sustainable transport.</p> <p>Justification to draft legal acts developed.</p>	<p>Between the tenth and twelve months after concluding the contract.</p> <p>Team leader</p>	<p>The the draft reform package developed and discussed. It complies with the legislative technical norms, as established by the RA Law on "Normative Legal Acts" and is acceptable by MTAI and the project team.</p>

The number of legal acts to be developed will be specified during the course of the assignment.		The requirements of the relevant EU acquis are reflected in the draft legal acts. <i>The draft legal acts and the relevant justifications shall be drafted and presented in Armenian language.</i>
Organize a public discussion to present and discuss the draft reform packages.	Between the eleventh and twelve months after concluding the contract.	The draft reform package discussed with the public stakeholders and the stakeholder feedback is reflected in drafts.
Delivering final report to project team to reflect on accomplished tasks, draft reform package, PPD event materials, PPT, agenda, participant signing sheet, details on meetings held.	Between the eleventh and twelve months after concluding the contract.	<i>Final report in English language.</i>

Period of assignment is four months, with the level of effort of 45 (forty-five) days. The full payment to the Contractor for Direction IV shall be made by GIZ upon delivery by the Contractor of deliverable under the milestones according to the criteria for acceptance and to the satisfaction of the project team and the MTAI.

Period of assignment: from June 2026 until October 2027.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the works for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists the team leader and the two local legal experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and allocation of work among the individual members of the team.

Details about backstopping

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.1 of the GIZ AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

The tenderer is required to describe the project management concept.

Further requirements (1.7)

When organizing the public discussion under each Direction, consideration of gender equality, gender ration issues shall be given.

4. Personnel concept

The tenderer is required to provide the CVs for the Team leader and two local legal experts. The CVs shall have two reference names with contract information.

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

Team leader

Tasks of the team leader

- Overall responsibility for developing the complete legal reform package under each Direction as specified under this TOR in consideration of both quality and timeline considerations.
- Organizing the stakeholder discussion under each Direction to present the draft reform package and finalizing each draft legal act based on stakeholder feedback.
- Coordinating and ensuring communication with GIZ, MTAI.

- Personnel management, in particular identifying the need for short-term assignments within the available budget.
- Delivering the inception report with an outline of tasks to be performed and with reflection on the manner of organizing the workload, timeline of addressing the priorities, distribution of workload among the legal experts.
- Delivering the final report to the project team with reflection on the accomplished tasks, the draft reform package, the PPD event materials, PPT, agenda, participant signing sheet, meetings held.

Qualifications of the team leader

- Education/training (2.1.1): Master's degree in political science, international relations, economics, legal science or equivalent professional experience.
- Language (2.1.2): English - B2 proficiency level.
- General professional experience (2.1.3): 5 years of experience organizing public discussion events, developing training materials.
- Specific professional experience (2.1.4): 5 years of experience in developing reports for international donor organization funded projects.
- Skills: evidence of coordinating efforts among multiple stakeholders reflected in the CV.
- Previous experience in project coordination or administration is an advantage.

Key Expert /Local Legal Expert 1

Tasks of local legal expert 1

- Developing the legal reform package, including justification of draft legal acts according to the milestones under each Direction in consideration of both quality and timeline considerations.
- Coordinating the drafting efforts with MTAI and the project team;
- Presenting the draft reform package at the PPD and finalizing the drafts based on stakeholder feedback.
- Identifying the need for short-term assignments within the available budget.
- Contribute to organizing the PPD event and developing related materials in coordination with the team leader.
- Contributing to the final report with reflection on the accomplished tasks, the draft reform package, the PPD event materials, PPT, agenda, participant signing sheet and meetings held.

Qualifications of key expert 1

- Education/training (2.2.1): Master's degree in Law (LL.M.).
- Language (2.2.2): Armenian – mother tongue; English - B2 proficiency level.
- General professional experience (2.2.3): 10 years of professional experience as lawyer.
- Specific professional experience (2.2.4): 5 years of specific professional experience in developing normative legal acts.
- Proficiency in delivering presentations in public discussion settings.
- Legal reform projects: 5 years of experience in legal reform projects, task forces.
- Required evidence: list of legal acts developed and reform task forces engaged, with 2 reference names.

Key Expert /Local Legal Expert 2

Tasks of local legal expert 2

- Developing the legal reform package, including justification of draft legal acts according to the milestones under each Direction in consideration of both quality and timeline considerations.
- Coordinating the drafting efforts with MTAI and the project team;
- Presenting the draft reform package at the PPD and finalizing the drafts based on stakeholder feedback.
- Identifying the need for short-term assignments within the available budget.
- Contribute to organizing the PPD event and developing related materials in coordination with the team leader.
- Contributing to the final report with reflection on the accomplished tasks, the draft reform package, the PPD event materials, PPT, agenda, participant signing sheet and meetings held.

Qualifications of key expert 2

- Education/training (2.2.1): Master's degree in Law (LL.M.).
- Language (2.2.2): Armenian – mother tongue; English - B2 proficiency level.
- General professional experience (2.2.3): 10 years of professional experience as lawyer.
- Specific professional experience (2.2.4): 5 years of specific professional experience in developing normative legal acts.
- Proficiency in delivering presentations in public discussion settings.
- Legal reform projects: 5 years of experience in legal reform projects, task forces.
- Required evidence: list of legal acts developed and reform task forces engaged, with 2 reference names.

5. Costing requirements

Assignment of personnel

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Direction I.				
Team leader	1	10		The team leader will engage in Direction I with the level of effort of 10 days
Key local legal expert 1	1	11		Legal expert 1 will engage in Direction 1 with the level of effort of effort of 11 days

Key local legal expert 2	1	11		Legal expert 2 will engage in Direction 1 with the level of effort of effort of 11 days
Direction II.				
Team leader	1	8		The team leader will engage in Direction II with the level of effort of 8 days
Key local legal expert 1	1	14		Legal expert will engage in Direction II with the level of effort of effort of 14 days
Key local legal expert 2	1	14		Legal expert will engage in Direction II with the level of effort of effort of 14 days
Direction III.				
Team leader	1	7		The team leader will engage in Direction III with the level of effort of 7 days
Key local legal expert 1	1	13		Legal expert will engage in Direction III with the level of effort of effort of 13 days.
Key local legal expert 2	1	13		Legal expert will engage in Direction III with the level of effort of effort of 13 days.
Direction IV.				
Team leader	1	9		The team leader will engage in Direction VI with the level of effort of 9 days
Key local legal expert 1	1	18		Legal expert will engage in Direction IV with the level of effort of effort of 18 days.
Key local legal expert 2	1	18		Legal expert will engage in Direction IV with the level of effort of effort of 18 days.
Team Leader	1	34		The team leader will have 34 (thirty-four) days under this TOR
Key local legal expert 1	1	56		The key local legal expert 1 will have 56 (fifty-six) days under this TOR
Key local legal expert 2	1	56		The key local legal expert 2 will have 56 (fifty-six) days under this TOR.
Total	Experts 3	Expert Days 146	Total Days 146	In total 3 experts are engaged with the level of effort of 146 expert days

Public discussion events within the scope of each Direction

Public discussions	Number of events	Number of participants in each event	Cost per event	Total cost	Comments
Direction I On 3 rd month after contract is concluded	1 (4 hour-long event)	25	AMD 350,000 (three hundred and fifty thousand Armenian drams)	AMD 350,000	Cost includes: i. conference venue rent – AMD 150,000; ii. equipment rent – AMD 43,000; iii. coffee, tea, bottled water for 25 participants – AMD 32,000; iv. small snacks – AMD 75,000 iii. interpretation services for 2 hours – AMD 50,000.
Direction II On the 6 th month after the contract is concluded	1 (4 hour-long event)	25	AMD 350,000 (three hundred and fifty thousand Armenian drams)	AMD 350,000	Cost includes: i. conference venue rent – AMD 150,000; ii. equipment rent – AMD 43,000; iii. coffee, tea, bottled water for 25 participants – AMD 32,000; iv. small snacks – AMD 75,000 iii. interpretation services for 2 hours – AMD 50,000.
Direction III On the 8 th month after the contract is concluded	1 (4 hour-long event)	25	AMD 350,000 (three hundred and fifty thousand Armenian drams)	AMD 350,000	Cost includes: i. conference venue rent – AMD 150,000; ii. equipment rent – AMD 43,000; iii. coffee, tea, bottled water for 25 participants – AMD 32,000;

					iv. small snacks – AMD 75,000 iii. interpretation services for 2 hours – AMD 50,000.
Direction IV 11 th month after the contract is concluded	1 (4 hour-long event)	25	AMD 350,000 (three hundred and fifty thousand Armenian drams)	AMD 350,000	Cost includes: i. conference venue rent – AMD 150,000; ii. equipment rent – AMD 43,000; iii. coffee, tea, bottled water for 25 participants – AMD 32,000; iv. small snacks – AMD 75,000 iii. interpretation services for 2 hours – AMD 50,000.
Total	4 events	100 Participant		AMD 1,400,000 (one million and four hundred thousand)	The total cost includes expenses for four public discussion events, which will take place with certain intervals.

The fixed maximum amounts indicated in both the Terms of Reference (ToR) and the Price Schedule should be understood as “up to” limits.

These amounts are not intended for automatic or full utilization; rather, they are to be applied only when necessary and strictly against appropriate supporting evidence.

Contributions of the Contractor

Milestones/partial works	Estimated expert days for orientation	Deadline/place/person responsible
Direction 1 deliverables	32 expert days	Deadline: fourth month upon concluding the contract. Responsible: Team leader.
Direction 2 deliverables	36 expert days	Deadline: sixth month upon concluding the contract. Responsible: Team leader

Direction 3 deliverables	33 expert days	Deadline: eighth month upon concluding the contract. Responsible: Team leader
Direction 4 deliverables	45 expert days	Deadline: from tenth to twelves month upon concluding the contract. Responsible: Team leader

PPD events

The Contractor will organize a public discussion event under each Direction, with the total number of 4 public events. Each public discussion event will be planned to last 4 hours and will target 25 participants – total 100 participants. AMD 350,000 is planned for each event to cover the costs of conference room and equipment rent, coffee refreshments and interpretation services.

Purpose – facilitate a PPD format event to discuss the draft legal reform package and finalize the draft reform package based on participant feedback.

Travel expenses: no travel is envisaged under Chapter 2 of this TOR and, consequently, no travel expenses are planned.

6. Inputs of GIZ or other actors

GIZ EasTnT and/or other actors are expected to make the following available:

- Host small focus group discussions of up to 20 individuals.
- Make available the relevant stakeholder contacts, as needed.

7. Requirements on the format of the tender

The complete tender must not exceed 10 pages (excluding CVs and references).

The CVs of the legal experts must clearly show the position and job the proposed person held in the referent project and for how long. The CVs shall be submitted in English language.

The number of days, and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule. No travel is envisaged under this TOR, respectively no travel costs are expressed in the price schedule.