**Job Description:**

**“Enhancing Social Human Rights in Armenia” Project**

The Council of Europe is currently implementing a Project on enhancing social human rights in Armenia, with particular focus on the protection of social rights of the refugees from the Karabakh region and other vulnerable persons and groups in Armenia. In that context, it is looking for a maximum of 10 Provider(s) for the Lot 1, and 5 Providers per lot for the Lots 2 and 3 respectively, for provision of local consultancy services in the area of the social human rights, with special emphasis on the housing, employment, vocational education and training, labour rights as provided by the provisions of the European Social Charter vis-à-vis the national legislation of Armenia, reporting to the European Committee of Social Rights (ECSR) on the implementation of the ESC requirements, and other tasks, to be requested by the Council on an as needed basis, in compliance with the ordering procedure defined in the Framework Contract.

In order to support Armenia in enhancing the protection of the social human rights of the refugees from the Karabakh region, other vulnerable persons and groups, as well as public at large, the activities are proposed under three main project components, as follows:

To Support the strengthening of Armenia’s legal and policy framework in the sphere of social rights in line with the Council of Europe standards, particularly in the area of housing, employment, including vocational education and training, and labour rights.

To strengthen the capacities of national authorities, the Armenia’s Human Rights Defender’s Office and the CSOs in order to enhance the protection of social rights of the refugees of the Karabakh region, other vulnerable persons and groups and public at large, and to implement and monitor the observance of social rights in accordance with the European Social Charter and the case-law of the European Committee of the Social Rights; to sensitize the decision-makers of the procedure for accepting new provisions of the European Social Charter, as well as of the Collective Complaint procedure.

To reinforce the awareness of refugees from the Karabakh region on their rights and entitlements in the area of social rights, as well as of the provision of social services at national and local levels.

This Contract is currently estimated to cover up to 20 (twenty) activities, to be held by 31 December 2025. This estimate is for information only and shall not constitute any sort of contractual commitment on the part of the Council of Europe. The Contract may potentially represent a higher or lower number of activities, depending on the evolving needs of the Organisation.

For information purposes only, the total budget of the project amounts to 600,000 Euros and the total amount of the object of present tender shall not exceed 55,000 Euros tax exclusive for the whole duration of the Framework Contract. This information does not constitute any sort of contractual commitment or obligation on the part of the Council of Europe.

**Expected deliverables**

**Lots**

The present tendering procedure aims to select Provider(s) to support the implementation of the project and is divided into the following lots:

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| Lots | Maximum number of Providers to be selected |
| **Lot 1:** Consultancy services in the area of social rights as provided by the European Social Charter, with a specific focus on the treaty system of the ESC and its monitoring and follow-up mechanisms, social protection and social cohesion, labour rights, employment, vocational education and training, rights of persons with disabilities, right to housing and others.  | 10 |
| **Lot 2:** Consultancy services in the area of social human rights with a particular expertise in legal writing, editing and proofreading of legal texts. | 5 |
| **Lot 3:** Consultancy services in the area of social human rights with a specific focus on communication and visibility. | 5 |

**Under Lot 1:**

- To conduct a gap analysis and formulate recommendations to further strengthen the legislative and policy framework, particularly in the area of housing, employment (including vocational education and training), and labour rights in Armenia in the light of the European best practices and Council of Europe social human rights standards, specifically the European Social Charter (ESC) and the case law of the ECSR.

- To conduct needs analysis to understand the current and most pressing needs in the area of social rights of displaced people from the Karabakh region, and developing the comprehensive, gender-sensitive policy and legislative frameworks on the protection and promotion of these rights in line with the European standards and best practices, as well as of the provision of social services at national and local levels.

- To provide expert support on the reporting obligations of Armenia to the European Committee of Social Rights (ECSR) with regard to ESC requirements, including on providing the alternative reports (Human Rights Defender’s Office of Armenia, CSOs).

- To participate in expert working groups, workshops, seminars, round tables, and conferences, delivering presentations, providing written inputs, among others;

- To develop training modules on the provisions of the ESC, the national legislation in the area of social rights, and on acceptance of additional provisions of the ESC, as well as the collective complaints procedure as set out in the Additional Protocol to the ESC for the representatives of the line Ministries, the Parliament of Armenia, the HRD Office and relevant CSOs.

- To develop a clear roadmap for national authorities to facilitate the acceptance and further implementation of additional provisions of the Charter.

- To develop training modules and conduct trainings on labour rights under the new Labour Code of Armenia and the ILO requirements for the national authorities and HRD Office.

- To participate in expert working groups, workshops, seminars, round tables, and conferences, delivering presentations, providing written inputs, among others.

- Other deliverables within this lot as requested by the Council of Europe.

**Under Lot 2:**

- To do legal writing, editing and proofreading of legal texts and/or documents translated from English into Armenian, and from Armenian into English, that includes specific legal (social human rights) terminology;

- Other deliverables within this lot as requested by the Council of Europe.

**Under Lot 3:**

- To carry out awareness raising activities, including, but not limited to, awareness raising sessions for the refugees from the Karabakh region on their rights and entitlements in the area of social rights.

- To develop communication strategies/action plans for the project and/or its beneficiaries on promoting social rights and contribute to their implemntation.

- To develop visibility materials, leaflets, audio-visual materials with an emphasis on social rights in sphere of housing, employment, VET education and training, labour rights, etc.

- To prepare press releases, media advisories, news items, social media posts on different activities implemented by the project.

- To participate in expert working groups, workshops, seminars, round tables, and conferences, delivering presentations, providing written inputs, among others.

- Other deliverables within this lot as requested by the Council of Europe.

**Eligibility criteria**

**For Lot 1:**

* University degree in law, human rights, international relations, political science or other relevant field;
* Having at least 3 years of professional experience in the areas related to the fields of expertise as described within the Lot 1 under the scope of this contract;
* Excellent verbal and written Armenian (native);
* Knowledge of the English language (minimum B2 level [CEFR](https://www.coe.int/en/web/common-european-framework-reference-languages/table-2-cefr-3.3-common-reference-levels-self-assessment-grid)).

**For Lot 2:**

* University degree in in language studies, linguistics, law, international relations, political sciences, human rights, or related fields;
* Having at least 3 years of professional experience in the areas related to the fields of expertise as described within the Lot 2 under the scope of this contract;
* Excellent verbal and written Armenian (native);
* Knowledge of the English language (minimum C1 level [CEFR](https://www.coe.int/en/web/common-european-framework-reference-languages/table-2-cefr-3.3-common-reference-levels-self-assessment-grid)).

**For Lot 3:**

* University degree in communications, journalism, public relations or other relevant field;
* Having at least 3 years of professional experience in the areas related to the fields of expertise as described within the Lot 3 under the scope of this contract;
* Excellent verbal and written Armenian (native);
* Knowledge of the English language (minimum C1 level [CEFR](https://www.coe.int/en/web/common-european-framework-reference-languages/table-2-cefr-3.3-common-reference-levels-self-assessment-grid)).

**Documents to be provided**

* **A completed and signed copy of the Act of Engagement**[[1]](#footnote-1) (See attached);
* For natural persons: A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria;

For legal persons: a detailed CVs, preferably in Europass Format, of at least one employee that would be assigned to the tasks under this framework contract, clearly demonstrating that they satisfy the eligibility criteria;

For consortia: a detailed CVs, preferably in Europass Format, of all consortium members clearly demonstrating that they satisfy the eligibility criteria;

* Registration documents, for legal persons only;
* A concise motivation letter highlighting and specifying the relevant experience for each lot that the tenderer is applying for;
* At least two (2) examples of previous relevant work in English and/or Armenian for each lot that the tenderer is applying for (provide the annexed electronic document, or relevant links to the documents);
* Minimum three references (only names, positions, phone numbers, and emails).

**All documents shall be submitted in English, failure to do so will result in the exclusion of the tender.**

**If any of the documents listed above are missing, the Council of Europe reserves the right to reject the tender.**

**The Council reserves the right to reject a tender if the scanned documents are of such a quality that the documents cannot be read once printed.**

1. The Act of Engagement must be completed, signed and scanned in its entirety (i.e. including all the pages). The scanned Act of Engagement may be sent page by page (attached to a single email) or as a compiled document, although a compiled document would be preferred. For all scanned documents, .pdf files are preferred. [↑](#footnote-ref-1)