

ToR n° 140
Activity 3.2.2

Terms of Reference for Mapping Editing Expert
(Mapping update)

Background and Justification

The « Rule of Law Platform – Central Asia » (hereafter the « Platform ») aims at supporting the objectives of the European Union Rule of Law Initiative for Central Asia (hereafter the « Initiative »), promoting reform and good governance in judicial systems, as the overarching regional framework for enhanced cooperation in the Rule of Law area, in Central Asia.

The ToR provide that “*mapping should be accessible and user-friendly allowing rapid access to project main features/relevant information*”. For this reason, the mapping has been prepared and is available as an aggregated list that will present in sequence the three above indicating lists of donors, and for each donor all the Rule of Law projects in Central Asia, per country or regional. This aggregated list is a file that may be downloaded from the Platform web site.

Alternatively, Platform web site visitors will have the opportunity to access lists of projects using a search engine which will enable them to sort Rule of Law projects in Central Asia using the following criteria:

- status (completed, ongoing, forcast)
- topic (key-words: access to justice, judicial reform, criminal law and procedure, administrative law and procedure, civil law and personal and propert rights, legal institutions for a market economy, children's rights, women's rights, human rights, democracy, governance and anti-corruption, training,...)
- donor or contributor
- country (per Project country or regional)

Each project is presented according to a standard format: key features (title, implementation country, topic(s), dates of implementation, status, contributor(s), budget, implementing operator including name, contact information and web site link, etc.), summary description including objectives and project structure, results including output and impact. As called for by the ToR, the mapping presents projects “main features and relevant information”, not a comprehensive account of projects’ activities, outputs and expertise. As whenever possible, contact information and links will be made available, readers will be referred to these sources to conduct further research on their own.

The mapping developed during the inception phase has been constantly updated during the implementation phase of the Project and currently includes about 265 initiatives in the area of rule of law in Central Asia.

However, the mapping in its current format suffers some imperfections which should be corrected. The format of the mapping should stay as it is but the presentation and the contents require editing. The text should be presented more correctly, coherently and consistently. Instead of the current different text styles (Calibri, Roman, Arial, ...) and sizes of fonts, only Arial should be used throughout the text, only one format for dates, only one formats for

amounts, etc. As a publicly accessible EU-funded document, the mapping and needs to comply with minimum publication standards.

In general, service contract budgets should be adapted: the amounts for service contracts to the overall available budget should be indicated, not the sum actually contracted, which is a commercial secret. Only the few amounts marked in green need to be changed.

One text part is in pink as the layout is corrupted here and the text cannot be read. Two boxes are in yellow, where a short description should be obtained from the EU Delegation to Kazakhstan.

The present ToR relate to a mission for a Short-Term Expert to edit the mapping according to the above specifications (hereafter the “Expert”).

All assessments and recommendations should be presented in the context of practical conditions necessary to the good application of EU rules and standards, and should accordingly take into consideration the situation and conditions of the countries of Central Asia, including regional aspects, as appropriate.

Objectives of the Mission

The main objective of the mission is to improve the presentation of the mapping of initiatives and projects of technical assistance in the area of rule of law in Central Asia.

Tasks

The Expert’s tasks consist in:

- Editing the text of the mapping according to the above specifications,
- Uploading the edited individual project presentations that have been edited to the Project web site.

Target Groups

The public at large consulting the web site of the Rule of Law Platform – Central Asia.

Expected Deliverables

- An edited version of the mapping in English.

Profile of the Expert

- A university degree in law.
- Experience in co-operation with projects of technical assistance, especially in the legal area in former CIS countries.
- Excellent writing/editing skills in the English language.

- Fluency in English, knowledge of Russian is a plus.

Indicative Timetable of Activities and Deliverables

The assignment is expected to take place in August-September 2014 and will involve a total of twelve (12) working day. The expert is expected to plan and perform all activities in accordance with best professional practice, bearing in mind the following arrangements.

Assignment Arrangements	
Purpose	Indicative man-days
Working days home based	12 man-day
Total	12 man-day

Required Submission and Approval Procedure reports

The text of the draft of the edited mapping in English should be sent to the Team Leader by mail (barre@ruleoflaw.eu) c/o Ms. Yurova (e.yurova@altairasesores.es) not later than on **September 1, 2014**. The TL will comment/ approve the draft within seven (7) working days of receipt. Changes and additions will be made by the Expert, as required within seven (7) working days of notification. The draft deliverable (including appropriate revisions) will be submitted then to the TL for his approval. Once the TL has given his final approval, the Expert should upload individually on the Platform web site the information on projects that have been created or edited.

**Note: All prepared documents have to be submitted in English in single virus free Word file.*

***Note: All reports/documents must include the following disclaimer: "The views expressed are those of the author and do not necessarily represent the views of the EU Commission or Delegation".*

****Note: The Copyright of all intellectual work financed by the EU belongs to the EU.*

Inputs

- 12 working days of expertise.

Location and Duration of the Assignment

Location: Home based.

Mission Period: Total twelve (12) working days in August-September 2014.