

TERMS OF REFERENCE

THEMATIC TRAINERS FOR THE SOUTH CAUCASUS CIVIC ACADEMY

Project: South Caucasus Youth Network: Youth Civic Leaders for Change

Number of positions: 3

Contract type: Short-term consultancy

Trainer location: Armenia

Training format: Online

Working language: English

Assignment period: September–October 2026

1. Project Background

The South Caucasus Youth Network: Youth Civic Leaders for Change project aims to connect young civic leaders from Armenia, Georgia, and Azerbaijan and strengthen regional cooperation, civic engagement, and democratic participation.

Eighteen young people aged 18–30—six from each participating country—will take part in an online Civic Academy, mentoring activities, a regional networking conference, and collaborative learning opportunities. Following the learning programme, participants will develop and implement small-scale civic initiatives addressing needs in their communities.

The project is seeking three thematic trainers based in Armenia, specialising in:

- Civic Leadership;
- Civic Space;
- Countering Disinformation.

Each trainer will design and facilitate one interactive online training session of approximately 2.5–3 hours in English for all 18 participants from Armenia, Georgia, and Azerbaijan.

2. Objective of the Assignment

The assignment aims to provide participants with practical knowledge, skills, and tools that they can apply in their civic engagement and local initiatives.

Position 1: Thematic Trainer – Civic Leadership

The session should enable participants to:

- strengthen their civic leadership, teamwork, communication, and facilitation skills;
- explore democratic values, accountability, and ethical leadership;
- better understand their roles as civic leaders and community change-makers;
- identify practical ways to mobilise and engage others in community initiatives.

Position 2: Thematic Trainer – Civic Space

The session should enable participants to:

- understand the concepts of civic space, democratic governance, and active citizenship;
- explore opportunities and challenges affecting civic participation in the South Caucasus;
- become familiar with practical tools for youth participation, advocacy, and community engagement;
- apply participatory approaches when developing community-based civic initiatives.

•

Position 3: Thematic Trainer – Countering Disinformation

The session should enable participants to:

- strengthen their media literacy and critical-thinking skills;
- recognise misinformation, disinformation, propaganda, and manipulative content;
- use practical tools for fact-checking and information verification;
- promote responsible, safe, and resilient online engagement.

•

All three sessions should promote peer learning, regional dialogue, and the exchange of experiences among participants from Armenia, Georgia, and Azerbaijan.

3. Scope of Work

Each selected trainer will be responsible for one thematic module and will:

- design and facilitate one interactive online training session of approximately 2.5–3 hours;
- prepare a detailed training agenda, session plan, presentation, and supporting materials;
- apply participatory and non-formal education methods, including group work, case studies, simulations, reflection exercises, and practical assignments;
- use suitable digital collaboration tools to ensure meaningful online participation;
- incorporate examples and case studies relevant to the South Caucasus context;
- create a safe, inclusive, and respectful learning environment;
- encourage dialogue and peer learning among participants from the three countries;
- support participants in connecting the session content with the development of their local civic initiatives;
- coordinate with the project team and other trainers to ensure coherence across the Civic Academy;
- participate in online coordination meetings before and after the session, as required;
- provide reasonable remote follow-up guidance related to the trainer's thematic area during the development and implementation of participants' local initiatives;
- submit a brief post-training report summarising implementation, participant engagement, key outcomes, lessons learned, and recommendations.

4. Deliverables

Each trainer will provide:

1. A detailed training agenda and session plan;
2. A presentation and supporting learning materials;



- Interactive exercises, worksheets, and participant resources;
- Delivery of one online training session of approximately 2.5–3 hours;
- Reasonable follow-up guidance related to the assigned thematic area;
- A brief post-training report;
- Final versions of all training materials in editable and PDF formats.

The timeline for submitting the materials and report will be agreed upon with the project team during the contracting process.

5. Duration and Schedule

The online training sessions are expected to take place between September and October 2026, in accordance with the overall project work plan.

The exact date and time of each session will be agreed upon with the selected trainer.

The consultancy also includes the time required for preparation, coordination, delivery, reporting, and agreed follow-up support.

6. Required Qualifications

Applicants should demonstrate:

- at least five years of relevant professional experience in youth work, civic education, civil society development, democracy, human rights, media literacy, peacebuilding, or a related field;
- demonstrated expertise and practical experience in the thematic area for which they are applying;
- proven experience in designing and facilitating interactive training or capacity-building activities for young people, civil society organisations, or community groups;
- practical experience using participatory and non-formal education methodologies;
- strong facilitation, communication, and online training skills;
- familiarity with the civic, political, and social context of the South Caucasus;
- ability to facilitate sensitive regional discussions in an inclusive, impartial, and conflict-sensitive manner;
- fluency in English and Armenian.

Knowledge of additional regional languages will be considered an asset. The training sessions and communication with the regional participant group will be conducted in English.

7. Application Procedure

Interested applicants should send their application package to info@ubngo.am using one of the following email subject lines:

- Application – Thematic Trainer: Civic Leadership
- Application – Thematic Trainer: Civic Space
- Application – Thematic Trainer: Countering Disinformation

Applicants may apply for more than one thematic position. A separate technical proposal must be submitted for each module.

- The application package must include:

1. Curriculum Vitae, highlighting relevant professional and training experience;
2. Technical Proposal of no more than three pages, presenting:
 - proposed learning objectives;
 - session structure and key topics;
 - proposed methodology;
 - interactive exercises and digital tools;
 - expected learning outcomes;
3. Financial Proposal, indicating the total consultancy fee, including all applicable taxes and charges.

Application deadline: 28.08.2026, 23:59pm Armenian time

Incomplete or late applications may not be considered. Only shortlisted applicants will be contacted.

8. Evaluation Criteria

Applications will be evaluated according to the following criteria:

Criterion	Weight
Relevant professional experience and thematic expertise	35%
Experience designing and facilitating youth learning activities	25%
Quality, relevance, and interactivity of the technical proposal	25%
Cost-effectiveness of the financial proposal	15%
Total	100%

Shortlisted applicants may be invited to a brief online interview. The project team reserves the right not to select an applicant if the submitted applications do not meet the required standard.



9. Ownership and Use of Materials

All materials developed under this assignment must be submitted to the project team in editable and PDF formats.

The project and its implementing organisations will have the right to use, reproduce, adapt, translate, and share these materials for non-commercial educational and project-related purposes, with appropriate acknowledgement of the trainer.

Applicants must ensure that all submitted materials are original or properly referenced and do not infringe third-party intellectual property rights.

10. Safeguarding and Professional Conduct

Selected trainers will be expected to:

- maintain professional, respectful, and non-discriminatory conduct;
- create an inclusive environment for participants from different backgrounds and countries;
- respect participant confidentiality and personal data;
- avoid political bias, hate speech, discriminatory language, and conduct that could undermine regional dialogue;
- follow the project's safeguarding, communication, and visibility requirements.

11. Project Implementation

The project is coordinated by Uniting Bridge Social NGO in cooperation with EuroClub Kvareli.

It is implemented within the framework of ERICS, with financial support from the European Union and the GMF Transatlantic Foundation.

