

**Support to civil society participation in the implementation of EU trade agreements**

**EU-Central America Association Agreement**

***Workshop Terms of Reference***

***Thursday 12th November 2020***

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| **Activity: Workshop for DAG members on the Impact of the Covid-19 Pandemic on Trade and Sustainable development** |
| **Expert(s): 1 Moderator and 1 Key Expert** |
| **Date of Assignment: Thursday 12th November 2020**  |
| **Place of Assignment: Home-Based (Virtual – via Webex)** |

1. ***Introduction to the Project***

The *Overall Objective* of this project is to **support the implementation of TSD chapters of EU Trade Agreements through consistent, visible and increased participation of the civil society**.

For each trade agreement **two DAGs are established**, one representing EU civil society and one representing the civil society of the trade partner. They meet separately several times a year in each of these their domestic configurations and jointly once a year, alternatively in Brussels and in the partner country or countries as a Joint Civil Society Forum or as a Joint Consultative Committee. With an overall goal of **supporting existing DAGs or establishing new ones and maintaining dynamic, motivated and self-sustaining DAGs across EU trade agreements**, the contractor, in agreement with the Contracting Authority and in cooperation with the REX secretariat, will e**nsure the logistical and secretarial aspects of the DAG meetings under each trade agreement**. The contractor will also provide capacity building in the form of **benchmarking and subsequent implementation of best practices and desk studies**. Finally, the contractor will provide support in the field of communication.

DMI and its Consortium partners’ contribution to this will take form in the achievement of four specific *Purposes*, as defined in the Project Terms of Reference:

* **P1**: Organising the meetings of DAGs;
* **P2**: Providing, in agreement with the DAG members and alongside the EESC (specifically the REX secretariat) secretarial support for the meetings of civil society organised in relation to EU trade agreements;
* **P3**: Capacity building and implementing international best practice to maintain and increase the meaningful participation of both EU and partner countries’ civil society in Trade Agreements;
* **P4**: Provide support to the communication of the EU DAGs’ work to the public via existing dedicated web pages and by social media so as to reach a wide audience.

The *Results* to be achieved by the Project and the contractor are as follows:

* **R1**: All meetings are organised in a timely and efficient manner with travel arrangements, information distributed, and expenses processed within agreed deadlines;
* **R2**: All meeting documents including agendas, minutes and reports as requested and approved by the DAG drafted to a sufficient level of quality and approved within agreed deadlines;
* **R3**: Ensuring civil society groups are aware of, and act accordingly to, their roles and responsibilities provided by the Trade Agreements;
* **R4**: News of meetings, public meeting documents and project progress are regularly communicated to a growing audience.

The Project is thus structured around five *Tasks*:

* **Task 1**: Logistical management of the meetings;
* **Task 2**: Secretarial support;
* **Task 3**: Organisation of workshops during joint meetings;
* **Task 4**: Strengthening the EU DAGs; and
* **Task 5**: Communication.
1. ***Specific Activity background and outline***

The activity is part of the **Task 3** of the ToR and contributes to **Result 3**.

The Project received a request to explore the possibility to develop, organize and implement a workshop for both the EU DAG and the Central American DAG, to enhance their role under the TSD provisions within the EU-Central America Association Agreement.

The workshop is expected to be held on **12th November, 2020 from 16:00-19:00**. Specifically, in the context of the Covid-19 sanitary situation, the meeting will be held **virtually, via Webex**. It will take place in the context of the TSD sub-committee meeting, EU-Central America DAG-to-DAG meeting, and Civil Society Forum. These events will also take place in a virtual format, via Webex, in November.

According to the agreed timeframe of the Activity, the half-day workshop on **“Impact of the Covid-19 Pandemic on Trade and Sustainable development”**, will be delivered by **1 expert**, to a group of DAG members both from the EU and from the Central American regional DAGs. **The 2nd expert will be a Moderator of the event**.

The details of the Activity, including the Experts’ profiles, expected deliverables and work-plan are mentioned below.

1. ***Description of the Activity: Objectives and results to be achieved***

Technical assistance is requested from 2 senior experts to conduct and moderate a **workshop.** The workshop aims to facilitate the DAG members’ understanding and discussions over possible implications of the Covid-19 crisis on Trade and Sustainable Development, as well as its effects on implementing the EU-Central America Association Agreement.

The objectives of the workshop are:

* Help individual DAG members to develop a wider understanding of the implications of the pandemic on Trade and Sustainable Development, in each of their countries and in general globally;
* Facilitate discussions between DAG members on the challenges presented by the current situation.
* Encourage greater Civil Society participation within the framework of the Association Agreement and communicate on best practices as to how to achieve this.
1. ***Description of Experts’ Time Plan***

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| **PHASING OF TASKS** | **Man-days per expert** | **Timing** |
| **Phase I: Preparation and Needs Assessment work(desk work – home-based):**Assessing the current situation, elaboration of tailor-made workshop (including material e.g. presentation, potential case studies etc.).**Phase II: Delivering the workshop (in the field)**Delivery of the half-day workshop.Drafting of the *outcome document.* **Phase III: Reporting(home-based)**Reporting on the workshop (short summary, presentation of the material used, and lessons learned) and submitting an *outcome document* | **1 day****0,5 day****0,5 day** | Before 12th November 2020 – final material should be shared maximum 2 working days ahead of the workshop12th November 2020 – Half day during the workshop.Within 10 working days following the workshop |

1. ***Description of Experts’ Profiles***

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| **Expert 1 – Workshop Moderator**  |
| ***General Qualifications*** | * Fluent Spanish speaker (the workshop is to be carried out in Spanish, with English translation);
* Ability to work and draft in English;
* Outstanding intercultural communication skills.
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| ***Specific Experience*** | * Proven hands-on experience in facilitating workshops, including in team coaching, animating and moderating debates and discussions, finding common ground among different agendas and objectives in a results-oriented way;
* Ability to moderate discussions and animate debates;
* Knowledge of the functioning of the EU institutions;
* Knowledge of the political situation in Central America, and previous experience in the region, would be an asset.
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| ***Expert’s*** ***Inputs*** | **0,5 Man Days**  |

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| **Expert 2 – The Impact of the Covid-19 Pandemic on Trade and Sustainable Development** |
| ***General Qualifications*** | * Fluent Spanish speaker (the workshop is to be carried out in Spanish, with English Translation);
* Ability to work and draft in English;
* Outstanding intercultural communication skills.
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| ***Specific Experience*** | * Proven experience dealing with Trade and Sustainable Development and the effects of Covid-19 on these elements, **in an academic context**;
* Knowledge of the TSD chapter in the context of the EU-Central America Association Agreement and the role of civil society participation in AA and FTA implementation;
* Ability to present, guide debates and moderate discussions;
* Knowledge of the functioning of the EU institutions and of the inter-regional DAG country relations;
* Knowledge of the political situation in Central America, and previous experience in the region, would be an asset.
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| ***Expert’s*** ***Inputs*** | **2 man-days**  |

1. ***Period of Assignment and Location***

The Workshop will be carried out remotely, via Webex (which will be launched from the EESC Headquarters in Bruessels).

It will be held on Thursday 12th November 2020, from 16:00-19:00.

1. ***Workshop Agenda***

A detailed agenda will be elaborated in close collaboration with the selected Experts and the beneficiaries and will be annexed to these ToR.