

## Terms of Reference

### Call for Executive Editor, EaP Index 2025

25.07.2024

The Eastern Partnership Civil Society Forum (EaP CSF) is looking for an **Executive Editor** to assist and contribute to the elaboration and publication of the next edition of the EaP Index (2025).

- Location: remote
- Contract duration: September 2024 - September 2025
- Type of contract: consultancy contract
- Contract remuneration: 14,000 EUR (all taxes included)

#### 1. Tasks and responsibilities

Under the guidance of the EaP CSF Advocacy and EaP Index Manager, the **Executive Editor** will:

- **Draft the following:**
  - Introduction of the EaP Index (1000 – 1500 words),
  - Executive Summary (2000 – 2500 words),
  - Global Findings (2000 words)
  - Cross-sectoral sub-section focused on Gender Equality [\*based on data inputs collected from gender-related questions listed under several sub-sectoral chapters] (1000 – 1500 words)
- Together with the Sectoral Experts and the Advocacy and EaP Index Manager, **co-edit the following sectoral thematic subsections (1500-2500 words/ subsection)**
  - *Democracy and Good Governance*
    - Democratic Rights, Elections and Political Pluralism
    - Human Rights and Protection Against Torture
    - State Accountability
    - Independent Media
    - Freedom of Opinion and Expression, Freedom of Assembly and Association
    - Independent Judiciary
    - Equal opportunities and non-discrimination
    - The Fight against Corruption
    - Public Administration
  - *Policy Convergence with the EU*
    - Market economy and DCFTA Alignment
    - Freedom, security, and justice
    - Energy: legislation convergence and Energy Policy

- Environment and Climate Policy
- Transport Regulatory Policy
- Together with SDG expert and Advocacy and EaP Index Manager, co-edit the following sectoral thematic subsections (1500 – 2500 words/ subsection)
  - *Sustainable Development*
    - People
    - Planet
    - Prosperity
    - Peace and Partnership
- Together with country experts and Advocacy and EaP Index Manager, co-edit the following analytical country chapters (2000 words/ section)
  - Armenia
  - Azerbaijan
  - Belarus
  - Georgia
  - Republic of Moldova
  - Ukraine
- Draft the recommendations stemming from the EaP Index project (including data collection and data verification processes) taking into account the EaP CSF advocacy priorities, as advised by the Advocacy and EaP Index Manager, and the Policy and Advocacy Manager at EaP CSF Secretariat;
- Contribute to reviewing, updating and cross-checking data entries;
- Participate in the focus groups of each sectoral thematic area [14 in total, 120-150 minutes each] and assist in the process of reviewing the final scores;
- Advise on scoring Index entries on the basis on the collected data inputs;
- Participate in the launch event of the EaP Index 2025 and other related events in close coordination with the EaP CSF;
- Submit a short quarterly report on the activities performed under the contract, reflecting on the agreed deliverables;

\*\*\* *The above-mentioned word count per section is indicative and may vary in the final product of the EaP Index.*

## 2. Deliverables

- Expert advice on final scores of the EaP Index 2025 following data collection via survey and data verification via focus groups,
- First draft of the agreed sections and sub-sections of the EaP Index including:
  - Introduction (1),
  - Global findings (1)
  - Executive Summary (1),
  - Chapter focused on gender equality (1),
- Copy-editing and final editorial review of the following
  - Sectoral thematic sub-sections (18)
  - Country chapters (6);

- Final draft of the EaP Index following peer review process (following consultations with Advocacy and EaP Index Manager and sectoral experts)
- Participation in the launch event of the EaP Index and other related events either as a moderator or as a speaker, upon agreement with EaP CSF;

### 3. Profile of the candidate and application procedure

The ideal candidate has:

- Postgraduate degree in Social Sciences,
- Solid editorial and copywriting experience,
- Experience in producing analytical reports and policy papers,
- Excellent knowledge of the Eastern Partnership region and Eastern Partnership policy,
- Previous experience working with databases for policy analysis and Indexes will be considered an asset,
- Excellent English language skills; knowledge of Russian language or any local language spoken in the EaP region is considered an asset.

Interested candidates should submit their **application** consisting of:

- CV in English (maximum 5 pages),
- Short cover letter in English (maximum 1 page),
- Examples of any relevant materials that demonstrate the editorial experience of the applicant

To [applications@eap-csf.eu](mailto:applications@eap-csf.eu) by **25 August 2024**.

Applications will be reviewed on a rolling basis, so we strongly advise you to submit your application as soon as possible. All applicants whether EU or non-EU citizens are considered equally.

The results of the selection process will be communicated early September 2024.

For any questions you may have, please contact **Alexandra Sabou, Advocacy and EaP Index Manager** at [alexandra.sabou@eap-csf.eu](mailto:alexandra.sabou@eap-csf.eu) (CC: [advocacay@eap-csf.eu](mailto:advocacay@eap-csf.eu)).

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### About the EaP Index

The Eastern Partnership Index is a composite indicator produced by the Eastern Partnership Civil Society Forum (EaP CSF), charting the progress made by the six EaP countries towards democratic development, European integration and sustainable development.

It is published regularly through the cooperation of over 60 civil society experts, who join forces to produce an assessment measuring the steps taken by EaP countries towards good governance, including the observance and protection of democracy and human rights, sustainable development, and

integration with the European Union. The EaP Index sets out general and country-tailored recommendations that aim at raising all EaP countries to the same democratic standards.

More about the EaP Index can be found [here](#).

### **About the Eastern Partnership Civil Society Forum**

The Eastern Partnership Civil Society Forum (EaP CSF) is a unique multi-layered regional civil society platform aimed at promoting European integration, facilitating reforms and democratic transformations in the six Eastern Partnership countries - Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine. Serving as the civil society and people-to-people dimension of the Eastern Partnership, the EaP CSF strives to strengthen civil society in the region, boost pluralism in public discourse and policy making by promoting participatory democracy and fundamental freedoms. EaP CSF is a non-profit, non-government, non-partisan civil society organization with its headquarters in Brussels.

More details about EaP CSF can be found [here](#).