

Terms of Reference
Experts for the technical assistance “EU-Mexico Sector Dialogues Support Facility”
Reference: EXP014/2017 and EXP015/2017

1. GENERAL INFORMATION

The Organisation of Iberoamerican States (OEI) in consortium with ICON, is preparing an offer to provide technical assistance and expertise in priority policy areas between EU and Mexico.

Two experts will be selected to be part of the technical offer and a pool of non-key experts on related sub-sectors shall also be made available.

2. INFORMATION OF TECHNICAL ASSISTANCE

The overall objective of the project is to contribute to the implementation of the EU-Mexico Strategic Partnership, the Global Agreement and its modernization, as well as other relevant agreements concluded between the EU Institutions and the Mexican Ministries and Institutions. Its specific objective is to support sector dialogues on priority themes of EU-Mexico mutual interest by implementing concrete action proposals.

The specific purpose of the project is as follows: To provide the EU and Mexico with adequate and timely technical assistance for the implementation of the "EU-Mexico Sector Dialogues Support Facility". This entails consultancy services in specialised areas as well as logistical support, ensuring that activities are programmed and implemented in an efficient and effective manner and that foreseen results are achieved, thereby contributing to the realisation of the overall objective.

3. DESCRIPTION OF THE SERVICES

The project activities and strategy will be defined in the methodology proposed by the consortium implementing the service contract object of this tender.

The contractor will carry out activities which aim at supporting the achievement of the following results:

- **R1:** EU-Mexico relationship in the framework of the Global Agreement and the Strategic Partnership is extended and strengthened.
- **R2:** Relevant thematic studies for the different dialogues have been prepared.
- **R3:** The external dimension of EU policies in priority areas is promoted and influences the dialogues with Mexican institutions.
- **R4:** Cooperation in priority areas is reinforced and concrete follow-up measures to sector dialogues are put in place and implemented, including technical assistance and advice to high-level institutional partners.
- **R5:** Updated information is available and regularly disseminated regarding the evolution and “state of play” of the different sector dialogues as well as their contents and results.
- **R6:** New areas of cooperation of EU and mutual interest are identified and developed.
- **R7:** Events, conferences, seminars, meetings, missions, technical visits as foreseen in this ToR have been organised.

- **R8:** The project has monitored the progress for the different sector dialogues, reported about it and disseminated the relevant information about them.

4. PERIOD & LOCATION

The operational base for the PMU and operational base for the Key Experts will be in Mexico City. The place of implementation for each individual activity will be defined in the specific Terms of Reference of the approved actions. It is foreseen that the activities will be carried out in Mexico and in the Member States of the European Union. Exceptionally activities in other countries may be undertaken when duly justified and previously approved by the EU Delegation.

The intended start date is 01/06/2018 and the period of implementation of the contract will be 36 months from this date.

5. PROFESSIONAL PROFILE

Key expert 1: Team Leader (660 Working days) – EXP014/2017

The Team Leader (TL) performs advisory functions in two areas: the first concerns the monitoring of various sector dialogues, and the second deals with the planning, monitoring, implementation and evaluation of project activities themselves. In order to ensure successful implementation of the project, close relationship will need to be established between the Team Leader and the EU Delegation as well as the Mexican Authorities.

The main tasks assigned to the team leader are (indicative and not exhaustive list):

- a) Overall responsibility for the management of the project with the support of the Junior Expert;
- b) Monitoring the implementation of the various activities;
- c) Maintaining close cooperation with various Mexican and European actors involved in the various sector dialogues;
- d) Strategic planning and programming of the call for expressions of interest (timeline of the implementation);
- e) Preparation of the Steering Committee meetings.

The TL should submit to the EU Delegation a semi-annual report that includes an overview of the evolution of the different sector dialogues that are part of EU-Mexico Strategic Partnership in the period, as well as a summary regarding the progress of project activities.

Qualifications and skills

- University degree, with at least a postgraduate degree in areas relevant to the job;
- Excellent team management skills;
- Good communication and facilitation skills;
- Fluency in English and Spanish as well as excellent drafting skills in both languages
- Strong analytical skill and computer literacy;
- Strong knowledge of EU policies and procedures.

General professional experience

- 10 years of general professional experience;
- A minimum of 5 years work experience in project management.

Specific professional experience

- A minimum of 5 years work experience in project management preferably overseas;
- Work experience in international cooperation projects in Mexico is an advantage.

Key expert 2: Junior expert (660 Working days) – EXP015/2017

The junior expert will support the Team Leader in the implementation of the project including supporting the institutional partners in drafting specific ToR for actions, facilitating exchanges among different EU and Mexican institutional partners, and support the Project Coordination Unit regarding administrative tasks.

Qualifications and skills

- University degree, with at least a postgraduate degree in areas relevant to the job;
- Good communication and facilitation skills;
- Fluency in English and Spanish;
- Strong analytical skill and computer literacy

General professional experience

- 5 years of general professional experience.
- A minimum of 3 years working in project management and implementation.

Specific professional experience

- Work experience in international cooperation projects in Mexico is an advantage.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

6. SUBMISSION OF PROPOSALS AND DEADLINE

Interested persons who meet the requirements established in the present Terms of Reference should send their CV- it must be in English and in the Phare format- indicating their interest to participate in the selection process and clearly highlighting the reference number of the position : Team Leader (**REF. EXP014/2017**), Junior expert (**REF. EXP015/2017**). Applications must be send electronically to concertacion@oei.es

The OEI reserves its right to request further information as justification of the accredited experience and qualifications in the CV presented.

Deadline for the reception of applications: **08 January 2018 at 23pm** (Madrid local time).

Selected candidates will be contacted via email. Applicants who did not receive an email in the detailed dates should understand that they have not being selected.

It will be considered positively the early reception of the applications.