

**TERMS of REFERENCE**  
**CONSULTANT / TEAM of CONSULTANTS**  
**DESIGNING AND IMPLEMENTING A TRAINING MODULE FOR**  
**THE START-UP OF REGIONAL CSO NETWORKS**

<b>Project:</b>	„Building CSO Capacity for Regional Cooperation within the Black Sea Region” implemented by the Romanian NGDO Platform – FOND and funded by the European Union (January 2019 – December 2021)
<b>Assignment:</b>	Designing and implementing a training module for the start-up of regional CSO networks in the Black Sea Region
<b>Countries covered by the project:</b>	Black Sea countries – Non-EU: Armenia, Azerbaijan, Belarus, Georgia, Republic of Moldova, Russia, Turkey, Ukraine & EU: Bulgaria, Greece and Romania
<b>Period of contract:</b>	10 months (February – November 2020)
<b>Type of contract:</b>	Consultancy contract (only with legal entities)
<b>Open to:</b>	Consultant / Team of Consultants from the following countries: EU member states and the above-mentioned non-EU Black Sea countries
<b>Deadline for submitting applications:</b>	20 <sup>th</sup> of January 2020, 5:00 PM Romanian time (GMT+2)
<b>Submit to:</b>	<a href="mailto:fond.romania@gmail.com">fond.romania@gmail.com</a>

*I. OBJECTIVE OF THE ASSIGNMENT*

The current call for applications targets consultants/ team of consultants with relevant experience in working with CSOs and CSO networks, with the purpose of designing and implementing a training module for the start-up of regional CSO networks in the Black Sea Region, having as main outcome supporting the Black Sea NGO Forum Working Groups transform into regional thematic networks.

The training module for the start-up of regional CSO networks in the Black Sea Region will **target at least 3 Black Sea NGO Forum Working Groups**. Currently, the Forum has 10 Working Groups: Civic Engagement; CSO Sustainability & Resilience; Culture & Education; Environment & Climate Change; Human Rights; Knowledge Networks for Development; Media & Communication; Sustainable Development & Corporate Social Responsibility; Volunteering Development; and Youth Engagement.

The training module will include **2 main phases**:

1. The face-to-face training (3-5 days);
2. Post-training follow-up comprised of: online mentoring and peer-to-peer learning (3 months).

The main topics covered by the training will be: how to set up a CSO network, how CSO networks function (specificities), governance development, creating a shared purpose and common values, membership engagement, stakeholder engagement.

## *II. RATIONALE: BACKGROUND INFORMATION*

**The current assignment is part of the project "Building CSO Capacity for Regional Cooperation within the Black Sea Region" implemented by the Romanian NGDO Platform – FOND and funded by the European Union for the period January 2019 – December 2021 in the context of the Black Sea NGO Forum.**

The main goal of the project is to increase stability and prosperity in the Black Sea Region by strengthening regional cooperation among civil society organisations in the Region in the context of sustainable development and societal resilience. The European funded project seeks to:

- Improve the internal capacity of the Black Sea NGO Forum;
- Provide capacity building opportunities for CSOs from the Black Sea Region and for the BSNCOF Working Groups;
- Provide support for the creation of joint partnerships, projects, networks and initiatives of CSOs in the Black Sea Region;
- Increase the visibility at European and international levels of CSOs from the Black Sea Region.

**The Black Sea NGO Forum** is an annual regional event launched in 2008 and organized by the Romanian NGDO Platform (FOND), in the framework of the Black Sea Synergy Policy. The goal of the Black Sea NGO Forum is to create an open space for debate, mutual knowledge and understanding, communication and cooperation among civil society representatives, governments, international organizations and donors active in the wider Black Sea region, with a focus on sharing good practices in various domains and success stories of regional cooperation.

Since its first edition, the Forum has been a driver of change in the region, reuniting more than 1200 participants with various backgrounds from 11 countries: Armenia, Azerbaijan, Belarus, Bulgaria, Georgia, Greece, the Republic of Moldova, Turkey, Ukraine, Romania and Russia. Over the years, the Forum has explored together with its participants a diversity of themes of regional interest (democracy & human rights; local development; youth; children rights; environment; citizen participation etc), encouraged multi-stakeholder dialogue, sharing of best practices and creation partnerships, supported fellowships in the region, organised study visits for CSOs and offered awards to CSOs for excellence in promoting regional cooperation. All these activities contributed to building trust and confidence, identifying common challenges and opportunities and addressing them together.

Moreover, the Black Sea NGO Forum evolved into a more and more structured initiative, with each edition strategically building on the objectives of the previous editions. Over the years, the objectives of the annual Forum changed from providing a space for discussion and networking to identifying common needs and challenges, developing bilateral and regional projects and creating regional networks.

Since 2015, the Black Sea NGO Forum has a ***Strategic Framework for Civil Society Cooperation in the Black Sea Region***, which has been revised at the 12<sup>th</sup> edition of the Forum in October 2019. One of the main strategic directions included in the framework refers to supporting the creation of regional thematic networks in 10 thematic cooperation areas. Consequently, 10 corresponding working groups have been formed with the ultimate goal of developing into regional thematic networks. To this end, FOND has supported the organisation of 10 regional thematic meetings of the Black Sea NGO Forum Working Groups with the logistic support of the

European Commission in 2016-2017. This type of support was very much appreciated by the participants and 2 working groups made steps towards creating two more informal networks.

The Evaluation Report for the editions 2012-2016 of the Black Sea NGO Forum highlighted the need for further support given to the Forum's working groups in order to create sustainable CSO networks that could in turn create joint projects and initiatives with long-term impact. This especially translates into capacity building for the working groups to acquire the necessary skills and know-how for starting up thematic regional networks.

*A list with useful resources is available in the annex below. For more background information, please do not hesitate to contact us at: [fond.romania@gmail.com](mailto:fond.romania@gmail.com).*

### *III. TASKS TO BE PERFORMED*

The assignment of the consultant / team of consultants includes the following mandatory activities:

- Develop the training module on the start-up of regional CSO networks to include: methodology for the face-to-face training and methodology for the online mentoring & peer-to-peer learning follow-up activity based on input received from FOND;
- Conduct the face-to-face training on the start-up of regional CSO networks;
- Provide a toolkit with resources on the main issues addressed during the training, which can be disseminated to other CSOs;
- Provide mentoring support for the participants post-training (at least 1 online session for each working group participating at the training);
- Coordinate a peer-to-peer follow-up activity post-training (at least 1 online session for each working group participating at the training);
- Provide an evaluation report of the training module with recommendations to improve future editions.

### *IV. DELIVERABLES*

- The methodology for the training module (face-to-face training and follow-up - online mentoring & peer-to-peer learning);
- The report of the face-to-face training on the start-up of regional CSO networks;
- The toolkit with resources on the main issues addressed during the training, which can be disseminated to other CSOs;
- An overview of the results of the follow-up post-training online mentoring & peer-to-peer learning, including participants' assignments and progress;
- The evaluation report of the training module with recommendations to improve future editions.

The activities and all materials will be delivered in English.

## V. TIMELINE

Activity	Deadline
Selection of the consultant/ team of consultants	December 2019 – January 2020
Design of the training module	February – March 2020
Selection of the participants to the programme	April - June 2020
Implementation of face-to-face training	July - September 2020
Follow-up training: Online mentoring & peer-to-peer learning	September - November 2020
Final evaluation report & recommendations for future training modules	30 <sup>th</sup> September 2020

## VI. ROLES & RESPONSIBILITIES

### Consultant/ Team of Consultants:

- Perform the tasks part of this consultancy with professionalism and in timely manner, according to a calendar agreed with FOND, based on the deadlines established in this ToR;
- Provide the deliverables established in this ToR.

### The Romanian NGDO Platform – FOND (Black Sea NGO Forum - Project team):

- Support the consultant/ team of consultants with necessary background documents and information about the Black Sea NGO Forum (including contacts of participants);
- Provide feedback on the deliverables resulted from this assignment.

## VII. CONTRACT

The consultant/team of consultants must be represented by a legal entity for the signing of the service contract concerning the above mentioned assignment.

## VIII. SKILLS AND COMPETENCIES

### Required:

- At least 3-5 years of experience in CSO consultancy;
- Proven knowledge of and experience in working with CSO networks;
- Proficiency in English, knowledge of Russian is an added value;
- Experience of working in multicultural contexts;
- Excellent interpersonal skills;
- Excellent facilitation and training skills;
- Proven ability to adapt the methodology to challenges and opportunities emerging during the consultancy;
- Proven ability to multitask and work under tight deadlines.

### Would be considered an advantage:

- Knowledge of the context and dynamics specific to the Black Sea Region and/ or experience in working with civil society organisations in the Black Sea Region.

## IX. APPLICATION PROCESS

The application procedure consists of two stages:

### 1) Initial selection

Interested candidates must send the following application documents by e-mail: [fond.romania@gmail.com](mailto:fond.romania@gmail.com), until the 20<sup>th</sup> of January 2020, 5:00 PM Romanian time (GMT+2):

- CV;
- **Motivation letter** (highlighting your experience of working with CSO networks);
- **Two relevant samples of courses/ trainings developed by the applicant(s)**, one of them preferably on a subject related to the subject of the assignment. Please note that the samples will not be made public, their use will be solely for the selection process;
- **Activity plan of the assignment** (including a calendar of activities);
- **Financial offer.**

Candidates accepted for the interview stage will be announced on the 24<sup>th</sup> of January 2020.

### 2) Interview

The interviews will take place between 27<sup>th</sup> and 31<sup>st</sup> January 2020, with the possibility of organising the interviews via Skype.

At the stage of the interview, the selected candidates must demonstrate their motivation and commitment for carrying out the assignment, as well as present the activity plan of the assignment (including the calendar of activities).

*Should you need any other information related to the current assignment, do not hesitate to contact us at: [fond.romania@gmail.com](mailto:fond.romania@gmail.com).*

## ANNEX 1

### USEFUL RESOURCES:

#### Available online:

Black Sea NGO Forum website: [www.blackseango.org](http://www.blackseango.org)

Strategic Framework for Civil Society Cooperation in the Black Sea Region: <http://www.blackseango.org/wp-content/uploads/2017/05/Strategic-Framework-for-Civil-Society-in-the-Black-Sea-Region.pdf>

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Report on the Impact of the Forum after the first 4 editions (2008-2011): <http://www.blackseango.org/wp-content/uploads/2016/09/The-Impact-of-the-Black-Sea-NGO-Forum-2008-2011.pdf>

The Black Sea NGO Forum A Decade On: Evaluation, Impact and Perspectives (2012-2016): <http://www.blackseango.org/wp-content/uploads/2017/11/The-Black-Sea-NGO-Forum-a-decade-on-Evaluation-Impact-and-Perspectives-2017.pdf>

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Report on Enabling Environment for Civil Society Development in the Black Sea Region: Towards a Regional Strategy for Cooperation: [http://www.blackseango.org/wp-content/uploads/2015/11/Report-Enabling-Environment-for-CSOs-in-the-Black-Sea-Region\\_final.pdf](http://www.blackseango.org/wp-content/uploads/2015/11/Report-Enabling-Environment-for-CSOs-in-the-Black-Sea-Region_final.pdf)

Report on Enabling Environment for Civil Society Development in the Black Sea Region. Second Edition:  
<http://www.blackseango.org/wp-content/uploads/2017/04/Report-on-Enabling-Environment-for-Civil-Society-in-the-Black-Sea-Region.-Second-Edition.pdf>

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Black Sea NGO Forum annual reports: <http://www.blackseango.org/resources/bsf-reports/black-sea-ngo-forum-reports/>

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*This activity is part of the project „Building CSO Capacity for Regional Cooperation within the Black Sea Region” is implemented by the Romanian NGDO Platform – FOND and funded by the European Union for the next three years, for the period January 2019 – December 2021.*

