

**TERMS of REFERENCE  
CONSULTANT / TEAM of CONSULTANTS**

**Regional Workshop on Developing the Capacity of the CSOs from the Black Sea Region in Implementing the Development Effectiveness Principles**

Project:	CPDE-SIDA Programme „Promoting the Universal Application of EDC for The Sustainable Development Goals (SDGs)”
Assignment:	Design and implementation of the Regional Workshop on Developing the Capacity of the CSOs from the Black Sea Region in Implementing the CSO DE Principles
Countries covered by the project:	EU and non-EU Black Sea countries and Belarus
Period of contract:	3 months (February 2021 – April 2021)
Type of contract:	Consultancy contract (only with legal entities)
Budget available:	\$ 5.000 USD (taxes included)
Open to:	Consultant / Team of Consultants from the following countries: EU member states and Black Sea NGO Forum participants
Deadline for submitting applications:	29 January 2021, 23:59 Romanian time (GMT+2)
Submit to:	<a href="mailto:fond.romania@gmail.com">fond.romania@gmail.com</a>

*1. OBJECTIVE OF THE ASSIGNMENT*

The current call for applications targets consultants/ team of consultants with relevant experience in the field of CSO Development Effectiveness Principles and ODA financing and transparency, with the purpose of designing and implementing a Regional Workshop on Developing the Capacity of the CSOs from the Black Sea Region in Implementing the Development Effectiveness Principles, aimed at increasing the capacity of the participants to plan and assess their engagement in International Development Cooperation activities, with a focus on Development Effectiveness and ODA transparency and accountability.

The Regional Workshop on Developing the Capacity of the CSOs from the Black Sea Region in Implementing the Development Effectiveness Principles will target CSO representatives from the Black Sea NGO Forum (in particular the CSO Sustainability & Resilience Working Group), from the EU member states and from Belarus, engaged in International Development Cooperation activities.

The main topics which will be addressed during the programme, will be focused on CSOs Development Effectiveness Principles, with an emphasis on transparency and accountability of the ODA financing.

The Regional Workshop will be held exclusively online.

## *II. RATIONALE: BACKGROUND INFORMATION*

The current assignment is part of the project „ CPDE-SIDA Programme „Promoting the Universal Application of EDC for The Sustainable Development Goals (SDGs)”, implemented by the Romanian NGDO Platform – FOND.

The aim of the project is to strengthen development partnerships in Europe towards more sustainable development in Europe and beyond by strengthening CSOs capacities and effectiveness to engage in promoting EDC.

There is a growing need for CSOs to improve their own accountability and development effectiveness in order to lead by examples and demand greater accountability and effectiveness from other developmental actors, especially in times of severe global social and economic crisis caused by the covid-19 pandemic. At the same time, efforts for significantly improving their own accountability and effectiveness are also necessary for CSOs to broaden their constituency base, and respond to the trend of shrinking civic space by increasing the overall trust and support for the sector.

In the first half of 2020, in the context of the COVID-19 pandemic, non-governmental organisations from the Black Sea region (but not only) have been forced to quickly adapt their ongoing projects and redesigning their activities, in order to ensure the commitment in implementing the CSOs Development Effectiveness Principles and contributing on transparency and accountability of the ODA financing.

This workshop is organized in response to the above-mentioned needs of the CSOs in the Black Sea region, and aims to expand their knowledge on topics such as: transparency and accountability of the ODA financing, as well as to build their capacity on Implementing the Development Effectiveness Principles.

*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 programme and methodology for the Regional Workshop on Developing the Capacity of the CSOs from the Black Sea Region in Implementing the Development Effectiveness Principles based on input received from FOND;
- Conduct the Regional Workshop;
- Provide a toolkit with resources on the main issues addressed during the Regional Workshop, which can be disseminated to other CSOs;
- Provide an evaluation report of the Regional Workshop with recommendations to improve the programme.

## *IV. DELIVERABLES*

- The programme and methodology for the Regional Workshop;

- The toolkit with resources on the main issues addressed during the workshop, which can be disseminated to other CSOs;
- The evaluation report of the training and period with recommendations to improve the programme.

The activities and all materials will be delivered in English.

#### V. TIMELINE

Activity	Deadline
Selection of the consultant/ team of consultants	December 2020 - February 2021
Selection of the participants to the Regional Workshop	February - March 2021
Implementation of Regional Workshop ( <i>recommended length: 5 online training sessions</i> )	March – April 2021
Final evaluation report & recommendations for future programmes	End of April 2021

#### 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:

- Support the consultant/ team of consultants with necessary background documents and information (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. BUDGET

The total value of the consultancy contract is \$ 5.000 USD (taxes included).

The payment will be made in tranches, based on the delivery of the following:

1. First tranche – 25% (after the final approval of the methodology);
2. Second tranche – 50% (after the finalization of the Regional Workshop);
3. Third tranche – 25% (after the delivery of the toolkit and final report).

## IX. SKILLS AND COMPETENCIES

Required:

- At least 3 years of professional experience in consultancy on CSOs Development Effectiveness Principles
- Proven knowledge / experience in in the field of Financing for Development and/or ODA transparency and accountability is considered an advantage.
- Proficiency in English;
- Experience of working in multicultural contexts;
- Excellent interpersonal skills;
- Excellent facilitation and training skills.

## X. 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 29<sup>th</sup> of January 2021, 23:59 Romanian time (GMT+2):

- CV;
- Motivation letter;
- Two relevant samples of relevant courses/ trainings/ workshops developed by the applicant(s) (one 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).

Candidates accepted for the interview stage will be announced on the 8<sup>th</sup> February 2020.

### 2) Online interview

The online interviews will take place between 9<sup>th</sup> and 15<sup>th</sup> February 2020, 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:

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>

Istanbul CSO Development Effectiveness Principles:

<https://concordeurope.org/wp-content/uploads/2012/09/DEEEP-BOOK-2014-510.pdf?ad4440&ad4440>

*The CSO Partnership for Development Effectiveness – CPDE:* <https://blackseango.org/cpde/>

*The European Network on Debt and Development (Eurodad) working areas:*

[https://www.eurodad.org/working\\_areas\\_summary](https://www.eurodad.org/working_areas_summary)