

## Terms of Reference

### *Updating and developing key regulations of the Forum – call for consultant(s)*

Eastern Partnership Civil Society Forum (EaP CSF) is looking for consultant(s) to support its Steering Committee (SC) in reviewing existing key regulations of the Forum and developing the missing ones that will be offered for the adoption to the EaP CSF Delegates at the 10<sup>th</sup> EaP CSF Annual Assembly (December 2018).

### **Background**

The Forum is currently undergoing an internal reform process. The consultants hired to prepare a proposal of the reform have identified several shortcomings in the statutory processes of the Forum, including key regulations requiring an update or missing. Once the internal reform is adopted (autumn 2018), one of the next steps will be presenting the updated key regulations at the Annual Assembly in December 2018 for adoption.

The key regulations concerned are:

- Key Forum regulations - (review and update of the existing ones in the accordance with the internal reform and actual practices) including:
  - o Operation of Forum structures (Structural units: Working Groups, National Platforms, the Steering Committee and the Secretariat; their operational procedures and responsibilities; decision-making procedures; accountability)
  - o Membership and Delegate selection (substantial rewriting following the proposal presented in the internal reform)
  - o Code of Conduct (does not exist so far)

The updated/developed key regulations will not only become the basis of operation of the Forum, but also the model for operation of bodies connected to it (namely six National Platforms), who will review their own internal regulations in line with the Forum documents (an external assessment of this process is part of the internal reform stipulations). As of 2019, the NPs will be funded via the operational grant that the EaP CSF is receiving, hence the need to review and bring in line their internal regulations.

### **Expected results**

**Rewriting of the existing Forum regulations and developing the new ones.** The existing Forum regulations should be reviewed, updated and made coherent in line with the adopted internal reform scenario. Any potential gaps in existing regulations should be identified and concrete

recommendations on how to address them offered. Developing missing regulations (Code of Conduct and others).

A set of minimum standards to ensure the fundamental principles of integrity, transparency, and accountability of the Forum and adjoining structures will be introduced in the form of a unified Code of Conduct. This Code of Conduct will be applied to the whole of the Forum: National Platforms (NPs), EaP and EU members, delegates, Steering Committee, Secretariat, Arbitration Committee.

The Code of Conduct will include:

- A set of fundamental principles which broadly define the Forum's core values and types of behaviours which are acceptable and encouraged
- A set of operational standards that guide the organisation's governance, management and activities. The operational standards will include sub-sections on the following:
  - o Integrity
  - o Good governance
  - o Gender equality
  - o Inclusiveness and participation
  - o Transparency
  - o Human resources
  - o Public trust
  - o Financial and legal procedures
  - o Partnership, collaboration and networking
  - o Accountability

The consultant will closely work with the Steering Committee of the EaP CSF and its Secretariat

### **Envisaged timeline and work plan**

- Deadline for applications: 10 September
- Selection: by 17 September
- **By 17 September: consultant is contracted and the work on the Code of Conduct starts**
- **by 1 October: the first draft of the CoC is ready**
- 3-4 October: Steering Committee members discusses the first draft at its meeting
- **by 10 October: the first drafts comments by the SC and the Secretariat are provided to the consultant**
- **25 October - the final CoC is ready** and sent to the Forum members for comments
- 15 November – deadline for comments

- **By 20 November the comments of members are incorporated by the consultant**
- 26 November – the final document is ready and sent to the Annual Assembly (AA) 2018-2019 delegates
- 11-12 December: the Delegates vote on the documents during the AA2018 in Tbilisi
- February-March – updating the internal regulations in line with the adopted internal reform and working on the missing regulation

#### **Estimation of work days: 16 days**

- 4 days on developing the first draft of the Code of Conduct (by 2 October)
- 2 days on revision and incorporation of the comments by the SC and the Secretariat on the CoC (by 25 October)
- 1 day on incorporation of the final comments on CoC
- 9 days on revision of existing regulations and rewriting and developing the missing regulation in line with the adopted reform (February-March 2019)

#### **Required expertise and eligibility**

- 5-7 years' experience in evaluation of NGOs and their regulations;
- 5 years' experience in advising NGOs on organisational development;
- Experience in drafting regulations and statutory documents.
- Familiarity with the EaP CSF processes and procedures is an advantage
- Good English writing skills.

Please apply by **10 September** by sending your CV and a one-page (maximum) cover letter elaborating on the expertise you can offer, as well as the consultancy services fee per workday to [applications@eap-csf.eu](mailto:applications@eap-csf.eu).

Shortlisted candidates will be contacted and requested to outline their methodology.