

## Terms of reference

### Call for applications - EaP CSF National Platforms' Assessor

The Eastern Partnership Civil Society Forum (EaP CSF or the Forum), in line with the provisions of its Internal Reform adopted on 31 October 2018, is looking for an external consultant/ team of two external consultants to carry out the first assessment of the implementation by the National Platforms of the measures stemming from the EaP CSF Internal Reform.

#### Background

The Internal Reform of the Forum addresses a number of internal EaP CSF processes at all levels of the EaP CSF including membership, delegates' selection, introduction of the Code of Ethical Conduct and Compliance Committee and basic standards for National Platforms.

The Code of Ethical Conduct represents a code of responsible behaviour applicable across the Forum that points at desirable values and principles, and prohibited behaviour and activities; relates to both individual and collective behaviour of members at all levels and across the Forum; indicates instruments enhancing the respect of the fundamental values and principles of the Forum. To oversee the implementation of the Code of Ethical Conduct at the National Platform (NP) level, two compliance mechanisms have been advised: the annual internal self-assessment organised by the local Code of Ethical Conduct Advisors (appointed within each NP) and the triennial external assessments run by independent consultants (hereinafter referred to as "NP Assessor"). While the self-assessment is a reflective exercise across all NPs, the aim of the external assessment is to offer an independent and unbiased overview of the degree to which the Code of Ethical Conduct has been embedded in each NP of the Forum.

The introduction of the EaP CSF Compliance Committee triggers the development of a similar compliance mechanism at the NP level. This mechanism has already existed in several NPs before its introduction at the EaP CSF level.

The Internal Reform namely, its provision related to the enhanced role of the NPs in the delegate selection process, and the launch of the regranting to NPs, trigger an external audit of the internal regulations of the NPs to ensure that they operate in a transparent and accountable way, in line with the newly adopted Code of Conduct and to guarantee that they can take the lead in the delegate selection process.

The NPs will be audited against a set of indicators assessing the procedures regulating several operations of the Platform (including membership application process, decision-making procedures, mandate of governing bodies in place), representativeness, transparency and accountability check. The mid-term NP regranting reports will need to detail how the recommendations of the audit have been implemented. Those NPs that have not yet fulfilled the requirements of the Code of Conduct and have not updated NP statutes will continue to use the currently existing delegates' selection process. In the long-term, the expectation is that all NPs will operate the same Delegate Selection system.

The external assessment is scheduled to take place during the second half of 2019 (October – December 2019).

*More information:*

- [Provisions of the Internal Reform of EaP CSF](#)
- [EaP CSF Code of Ethical Conduct](#)
- [Rules of procedures of the EaP CSF Compliance Committee](#)

### **Duties, responsibilities and expected results**

The NP assessor, who should not be a member of any EaP CSF National Platform, will carry out a rapid assessment of the implementation of the Code of Ethical Conduct of the Forum across six National Platforms (based in Armenia, Azerbaijan, Belarus, Georgia, Moldova, and Ukraine) and all the measures stemming from the Internal Reform:

S/he will be responsible for:

- preparing a methodology and a guide for evaluation of the implementation of the Ethical Code of Conduct by each NP and all the measures requested by the Internal Reform;
- preparing questionnaires, conducting interviews, running short surveys and analysing collected data;
- liaising closely with each Code of Ethical Conduct Advisor, NP Facilitators, NP Secretariat, members, Compliance Committee members;
- assessing the portfolio of major activities of each NP against the implementation of the Ethical Code of Conduct and all the Internal Reform related measures;
- preparing NP-specific reports that briefly present the current situation, showcase good practices and offer an overview of the challenges or limitations faced by each NP in the implementation phase of the NP-related provisions of the Internal Reform;
- reporting to NPs' facilitators and advisors, Steering Committee and its Secretariat;
- providing recommendations for the improvement of the implementation process of the NP-related provisions of the Internal Reform;

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

- Postgraduate university degree (in International Relations, Sociology, Social and Behavioural Studies, Law) or equivalent with relevant work experience in social-sector consulting/ NGO management;
- Good understanding of organizational structures operations and policies of non-governmental organisations and familiarity with EaP CSF processes and structures;
- Good understanding of the challenges and limitations, as well as opportunities of non-governmental organisations to integrate and maintain their Ethical Code of Conduct, create a Compliance Committee at their level, secure a fair and transparent delegate selection process;
- Track record of work relevant to the current assignment and previous experience working with/ consulting international non-governmental organisations;
- Excellent drafting and writing skills in both English and Russian;

- Strong organisational and planning skills;
- Discretion in dealing with internal information provided by each NP, impartiality and independence in carrying out the external assessment.
- **Should not be a member of any EaP CSF NP.**

### **Indicative timeline for the assignment**

- Recruitment phase:
  - Launch of the call for applications: September 23, 2019
  - Applications deadline: October 15, 2019
  - Selection: October 18, 2019
  - Signature of the contract with the selected consultant: October 22, 2019
- Proposal phase - assessment methodology and evaluation indicators: October 25 – 31, 2019
- Assessment phase: November 1 – 15
- Reporting phase: December 10 – 15, at the latest

### **Expected duration of assignment: 8-11 working days**

- Methodology proposal fine-tuning
- Assessment of the implementation of the Ethical Code of Conduct in the 6 NPs (interviews/ survey/ analysis internal documents)
- Collection and analysis of data
- Final Reporting

### **Location of the assignment: home-based**

The current assignment does not involve travelling to the Eastern Partnership Countries.

### **Application procedure**

Qualified candidates are invited to apply by **Tuesday, October 15, 18h00 CET** by sending the following documents to [applications@eap-csf.eu](mailto:applications@eap-csf.eu) (Subject line: "Application – NP assessor")

- CV (maximum 2 pages, in English)
- Expression of interest (maximum 1 page, in English)
- Methodology (maximum 2 pages, explaining how the work will be conducted)
- Financial proposal (specifying a total lump sum amount for the task specified in this call)

EaP CSF applies fair and transparent recruitment process that will take into account both the expertise and skills of the applicants, as well as their financial proposal.

For any additional information, please contact [admin@eap-csf.eu](mailto:admin@eap-csf.eu)