

Terms of Reference

Call for applications - EaP CSF National Platforms' Assessor

The Eastern Partnership Civil Society Forum is looking for an external consultant/ team of two external consultants to carry out the second External Assessment of the six National Platforms' compliance with the Ethical Code of Conduct and the implementation of the recommendations stemming from the EaP CSF Internal Reform.

About the Eastern Partnership Civil Society Forum

[The Eastern Partnership Civil Society Forum](#) (*hereinafter EaP CSF or the Forum*) is a community of nongovernmental organisations with over 1000 members. It was established in 2009 following the Prague Summit launching the Eastern Partnership (EaP) policy and is open to bona fide non-governmental organisations from the six partner countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine), as well as to EU member state CSOs which share the objectives of the Forum. The Forum aims to support the further development of civil society organisations, and to promote contacts between them as well as facilitate their dialogue with public authorities, joint advocacy and participation in EaP policymaking and implementation. The Forum is an integral part of the Eastern Partnership architecture and represents the people to people dimension of the EaP, which forms the Eastern dimension of the European Neighbourhood Policy. More about the Forum and its statutory documents can be found [here](#).

About the Internal Reform of EaP CSF and the National Platforms' External Assessment

The Internal Reform of the EaP CSF addresses several internal processes across the organisation including membership, delegates' selection, introduction of the Code of Ethical Conduct and Compliance Committee and fundamental statutory standards for National Platforms (NPs).

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 level, two compliance mechanisms have been advised:

- the annual self-assessment organised by the local Code of Ethical Conduct Advisors (appointed within each NP),
- the external assessment led by independent consultants (hereinafter referred to as "NP External 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 Internal Reform namely, its provision related to the enhanced role of the NPs in the delegate selection process, 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.

Furthermore, external assessment of the NPs will demonstrate NPs' progress towards the organisational development indicators regulated by the re-granting scheme as part of Financial Support to Third Parties during the period of 2021-2023.

The NPs will be audited against existing 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. Those NPs evaluated as “not ready” to lead the delegate selection process during the first External Assessment will be reevaluated on this aspect.¹

The external assessment is scheduled to take place between the end of October 2021 and the end of January 2022.

More information:

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

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, all the measures requested by the Internal Reform and the implementation of the recommendations provided by the first External Assessment²;
- conducting interviews, and analysing collected data;
- liaising closely with each Code of Ethical Conduct Advisor, NP Facilitators, NP Secretariat, members, Compliance Committee members;

¹ NPs that have not yet fulfilled the requirements of the Code of Conduct and have not updated their Statutes in line with the Forum's recommendations and requirements will continue to use the “old” delegates' selection process. In the long-term, the expectation is that all NPs will operate the same Delegate Selection system.

² The NP-specific narrative reports elaborated during the first External Assessment of the National Platforms will be shared with the selected consultant after his/ her recruitment.

- 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;
- reviewing the six National Platforms Reports and assess the level of implementation of the provided recommendations during the first external assessment (December 2019-January 2020);
- preparing NP-specific narrative 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;
- assessing the readiness of the National Platforms from Azerbaijan, Belarus, Georgia and Ukraine to take over the delegate selection process as of 2022;

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 National Platform.**

Expected duration of assignment: 8-10 working days

The assignment will include the following steps:

- Desk research
- Methodology proposal fine-tuning
- Assessment of the implementation of the Ethical Code of Conduct in the 6 NPs
- 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 **Friday, 8 October, 18h00 CET** by sending the following documents to applications@eap-csf.eu (Subject line: “Application – NP assessor”)

- CV (maximum 2 pages, in English)
- Expression of interest (maximum 1 page, in English)
- Methodology (minimum 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 Alexandra Sabou, Statutory Affairs Manager, alexandra.sabou@eap-csf.eu