

## **Call for expressions of interest for consultancy services: research, operational and strategic consultancy support for EaP CSF Working Group 1**

**Consultancy services:** To provide EaP CSF Working Group 1 with research, operational and strategic support throughout its yearly activities that include Working Group meetings, participation in EaP Platform 1 meetings on strengthening institutions, good governance and security, and associated panels, implementation of work plans, country and region-focused input collection.

**Closing Date:** Monday, 10 May 2021

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### **1. Title of the contracts:**

Working Group consultant for EaP CSF Working Group 1 (WG1)

Duration: May-December 2021; potentially can be extended for 2022 and 2023

### **2. About EaP CSF and EaP CSF Working Groups**

The Eastern Partnership Civil Society Forum (hereinafter EaP CSF or the Forum) is a community of non-governmental organisations established in 2009, with the support of the European Commission. EaP CSF is open to bona fide non-governmental organisations from the six partner states (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine), as well as to EU member states civil society organisations (CSOs) which share the objectives of the Forum and value cooperation.

Every two years, 160 CSOs (20 from each EaP National Platform (total 120), and a maximum of 40 EU CSOs) are selected to participate in the life of the Forum as EaP CSF delegates. They are organised in 5 Working Groups in alignment with the official Eastern Partnership architecture:

- Democracy, human rights, good governance and stability (WG1);
- Economic integration and convergence with EU policies (WG2);
- Environment, climate change and energy security (WG3);
- Contacts between people (WG4);
- Social and labour policies and social dialogue (WG5)

Each WG is managed by two coordinators, one representing EaP-based organisations and one representing EU-based organisations.

### **3. About EaP CSF Working Group 1**

EaP CSF Working Group 1 “Democracy, Human Rights, Good Governance and Stability” is the largest WG of the Forum. It provides expertise on a range of topics, including rule of law and judiciary reforms, human rights, free media, enabling environment for civil society, public administration reform and local authorities, fight against corruption, gender equality policies, security, CSDP and civil protection, hybrid threats and propaganda.

WG1 has a number of policy priorities which it seeks to further promote in the EaP agenda, including:

- Supporting creation of stable and robust democratic institutions and structures
- Improving electoral frameworks
- Transparent and accountable judiciary
- Promoting stronger participation of civil society in decision making processes and improvements of enabling environment for CSOs
- Watchdogging the adherence of the EaP governments to human rights standards
- Supporting the implementation of the Istanbul Convention and gender equality
- Advocating for support to free media, media literacy and fight against propaganda
- Promoting decentralization, gender and participative budgeting and participative decision-making at local level
- Supporting participation of interested EaP countries in CSDP
- Promoting the concept of resilience through the lenses of vulnerabilities and vulnerable groups identified in the EaP countries, including the challenges exposed during the COVID-19 pandemic
- Countering hybrid threats
- Security and impact of the conflicts in the region on human security

To find out more about EaP CSF WG1, its membership, projects and publications, please check <https://eap-csf.eu/working-group-one/>

### **4. Responsibilities of the WG1 consultant and indicative deliverables**

The selected WG1 consultant will perform the following duties in agreement with the EaP CSF Secretariat and the two coordinators of WG1:

#### *Technical/ research support*

- Support WG1 with technical expertise on several thematic areas (i.e. public administration reform, rule of law and security, CSDP and civil protection);
- Follow the relevant policy/political processes at the EU institutions level and identify those that have an implication for the EaP countries, and the thematic areas covered by WG1
- Conduct desk research and collect input from members and from existing products of the Forum (i.e. re-granting projects, policy papers, statements) on dedicated topics at stake;

- Contribute to and review policy input drafted by WG1 members/ WG1 coordinators/ Secretariat staff.
- Provide a comparative regional analysis and perspective over given topics;
- Support the WG1 coordinators and the Secretariat in shaping the annual WG1 meeting agenda and the WG1 meeting during EaP CSF Annual Assembly;
- Design and draft written products such as i.e. WG1 meeting agenda, internal/ external event concepts and questions to speakers, research notes, policy briefs, statements, terms of reference, etc. in cooperation with WG1 Coordinators and Secretariat staff;
- Coordinate the collection of input from members for the Forum's participation in the EaP Platform 1 meetings on "Strengthening institutions and good governance" and its respective Panels on: (1) Rule of Law; (2) Governance and Public Administration reform; (3) CSDP, Security and Civil Protection.

The list of indicative deliverables includes:

- Detailed WG1 meeting concepts, agendas and reports;
- Desk-based and participatory research products (on a case by case basis);
- Suggestions for an improved participation of the WG1 in EaP Platform 1 meeting and its respective panels and other high-level meetings
- Written contributions to the overall operation of WG1 and its activities;

*This is not an exhaustive list of responsibilities and deliverables. Both are subject to review on a regular basis, in agreement with the Consultant.*

## **5. General qualifications of the consultant**

- Postgraduate university degree (political science/ international relations/ development studies/ CSO management/ economics, etc.) with relevant thematic expertise and work experience;
- Good understanding of the EaP policy and of the role of civil society in shaping it;
- Sound knowledge of the functioning of the EU institutions and EU's foreign affairs, in particular towards EU's Eastern Neighbourhood and any related flagship initiatives or programmes;
- Good understanding of economic indicators and capacity to provide qualitative analysis on given topics;
- Good understanding of organizational structures operations and policies of non-governmental organisations and familiarity with EaP CSF processes and structures;
- Capacity to understand and assess the opportunities, challenges and limitations of structures such as EaP CSF Working Groups;
- Good desk and participatory research skills coupled with good drafting and reporting abilities;
- Good command of English (mandatory) and of Russian (desirable); knowledge of any other EaP and EU languages is appreciated;
- Ability to work independently and as a part of a team;
- Flexibility and ability to work under tight deadlines;

- Experience working with EaP CSF is a plus.

## 6. Duration and location of the assessment and estimated workload

**Expected workload:** between 2h/week and 20h/week, depending on the calendar of activities of WG1 and the agreed responsibilities with each consultant;

**Duration of the assignment:** until the end of 2021 (with possibility of extension in 2022 and 2023)

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

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

## 7. Recruitment process

Qualified candidates are invited to apply by **10/05/2021, 23:59 CET** by sending the following documents to **applications@eap-csf.eu** (Subject line: **EaP CSF – WG1 consultant application**):

- CV (maximum 5 pages, in English)
- Motivation letter (maximum 1 page, in English, explaining why the candidate could be an asset for Working Group 1)
- Financial proposal (specifying expected hourly rate)

Only pre-selected candidates will be contacted for a brief interview that will take place in the second half of May 2021.

EaP CSF applies a 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)

## 8. References

For more information about EaP CSF Working Groups, please check: <https://eap-csf.eu/working-groups/>

For more information about the participation of EaP CSF in the EaP architecture meetings, please check: <https://eap-csf.eu/policy-dialogue/>