

## **Terms of Reference**

Eastern Partnership Civil Society Forum is looking for experts to support the Steering Committee in developing a new strategy of the EaP CSF for 2018-2020 that will be offered for the adoption at the EaP CSF Annual Assembly in October 2017. The new strategy will be a logical continuation of the previous one and will be based on the four EaP Riga Summit priorities that will continue to serve as a basis of the EaP and the Forum's work. The strategy should be concrete enough to allow its operationalisation by all structures of the Forum and the development of the annual plans on national (National Platforms) and regional (Forum as a whole and Working Groups) levels.

### **Expected results:**

#### **Expert 1**

1. Evaluation of the implementation of the current strategy of the EaP CSF
2. Development of a new strategy for 2018-2020

#### **Expert 2**

1. Identification of the key organisational, structural, procedural and other issues hampering the EaP CSF's effectiveness and the well-functioning elements
2. Development of scenarios for reform in the form of prioritised menu of options to improve the EaP CSF's fitness for purpose and a feasibly timed roadmap for phasing in the changes

### **Facilitator of the strategy session**

1. The plan of facilitation of the strategy session
2. Facilitation of a 1,5-day session on 6-7 July in Vilnius

### **Work plan and time schedule:**

#### **Expert 1**

--Assessment of the implementation of the current CSF strategy [http://archive.eap-csf.eu/assets/files/EaP-CSF-Strategy-2015-2017-05112014\(1\).pdf](http://archive.eap-csf.eu/assets/files/EaP-CSF-Strategy-2015-2017-05112014(1).pdf) based on the annual reports and interviews with 6-7 key players. The draft assessment will be ready by 23 June. Incorporating the comments of the Steering Committee and the Secretariat, the final assessment (5 pages maximum) will be ready before July 1 and will be presented at the Steering Committee meeting

--Analysing the responses of the Forum's members to the survey on strategy and producing a two-page summary on the major points that will be taken to the strategy by 23 June and presented at the Steering Committee meeting

--Running the general approach to the strategy development and its structure by the Steering Committee and the Secretariat by 1 of July

--Taking part in the strategy session together with the Steering Committee for a one full-day on 6 July in Vilnius

--Developing a draft of the EaP CSF strategy based on the strategy session and the results of the assessment and survey by 15 August; incorporating the comments of the Steering Committee and the Secretariat. The final document will be ready by 1<sup>st</sup> of September.

### **Expert 2**

--Assessment of the current structures, internal processes and procedures of the EaP CSF based on the already existing documents with a focus on identifying the issues that are preventing the Forum from reaching its potential (minutes of the brainstorming on the EaP CSF internal processes from the Steering Committee meeting in April 2017; 2016 EaP CSF members' survey, minutes of the session on the EaP CSF internal reform at WG1 meeting in 2016 and 2017 and Annual Assembly in 2016) and interviews with 6-7 key players; a three-page summary is produced by 23 June

--Developing a short questionnaire for the 2017 CSF members to collect their opinion and inform them of the goals of the assessment (based on the issues already collected; the Secretariat and the Steering Committee will provide the basis for the questionnaire)

--Taking part in the strategy session together with the Steering Committee for a 1,5 day session on 6 July in Vilnius and presenting the preliminary results of the assessment;

--Based on the discussions taking place at the SC meeting, developing a draft of the EaP CSF internal reforms scenarios (prioritised with pros and cons of each scenario explained) that provide solutions to the identified problems by 15 August; incorporating the comments of the Steering Committee and the Secretariat, the final document is ready by 1<sup>st</sup> of September.

### **Facilitator**

-- The plan of the one-day strategy session (50% of the time dedicated to the development of the strategy; 50% - to the internal reform) approved by the expert 1 and 2 correspondingly, the Steering Committee and Secretariat;

--Facilitation of 1,5-day session with participation of up to 18 people.

### **Expertise required**

#### **Expert 1**

- 8-10 years' experience in assessment and evaluation of NGOs
- 5 years' experience in strategy development in non-profit sector
- Good knowledge of the Eastern Partnership policy and the EaP CSF
- Drafting skills in English

Workdays envisaged: 10

#### **Expert 2**

- 8-10 years' experience in assessment and evaluation of NGOs;
- 5 years' experience is advising NGOs on organisational development;
- Good understanding of networks and experience in advising them on organisational development;
- Good knowledge of the EaP CSF

- Drafting skills in English

Workdays envisaged: 10

**Facilitator**

- Minimum 5-years' experience in facilitating strategy development process with CSOs
- Good understanding of the EaP CSF and Eastern Partnership policy
- Drafting skills in English

Workdays envisaged: 3

**Please apply before midnight (CET) of June 7, 2017 by sending your CV and a one-page (maximum) cover letter elaborating on your expertise you can offer in response to this call at [applications@eap-csf.eu](mailto:applications@eap-csf.eu)**