



Contract: IPA/2018/402-893

Title: EU Technical Assistance to CSO (TACSO 3) in the Western Balkans and Turkey

Terms of Reference for the recruitment of EU TACSO 3 Country Coordinator for Bosnia and Herzegovina

Objectives and purpose of the EU TACSO 3 project:

The overall objective of the Civil Society Facility (CSF) and Media Programme, of which this EU TACSO 3 is a part, is to strengthen participatory democracies and the EU approximation process in the Western Balkans and Turkey (Albania, Bosnia and Herzegovina, Kosovo*, North Macedonia, Montenegro, Serbia, Turkey). The main goal of EU TACSO 3 is to strengthen the capacity of civil society organisations (CSOs) to actively take part in the democratic processes and to stimulate an enabling environment for civil society and pluralistic media development.

The specific purpose of TACSO 3 is to provide services to the target groups in 6 main areas:

1. CSOs organisational and operational capacity development
2. Enabling environment for civil society development
3. Communication and visibility of civil society
4. Development and Monitoring of the Civil Society and Media Guidelines
5. Effective relations between EU and CSOs
6. Events management (including the People-to-People programme)

The EU TACSO 3 has started in January 2019 and will last until December 17, 2021. The project is implemented by the consortium of GDSI Limited and LDK Consultants.

General background of this assignment:

EU TACSO 3 has been designed based on the assumption that the achievement of the above set objective could be effective and sustainable only if applying **home-grown** and **participatory** approaches. These consider that any initiative should and can only be conceived by local stakeholders rather than handed down by the international actors. It also means that the measures should fit the specificities of the local legislative, administrative and political culture to yield tangible results. Information sharing, keeping all stakeholders involved, consultation and dialogue, respecting local knowledge and skills are being practiced throughout the project implementation.

In line with this purpose, EU TACSO 3 tends to rely on the local infrastructures for civil society in the Western Balkans and Turkey, and invests additional efforts and resources to build on local knowledge and create synergies with other CSF and Media Programme initiatives. Collaboration with National Resource Centres (NRCs) and the EU Delegations (EUDs) in the seven IPA Beneficiaries is crucial and will be strengthened continuously. To that end, the position of EU TACSO 3 project is regional and it is to bring an added value to the efforts of local stakeholders.

As an extra effort to strengthen stakeholder coordination and provision of locally-driven inputs to strengthening of civil society, EU TACSO 3 has introduced the mechanism of Country Coordinators (CCs) in the IPA Beneficiaries, who will become an integral part of the core EU TACSO 3 team.

Scope of Work of the Expert:

Assignment:

Under the supervision of the EU TACSO 3 Team Leader, the Country Coordinator for Bosnia and Herzegovina (CC) will be responsible for facilitation, organisation and implementation of project activities relevant to Bosnia and Herzegovina. He/she will closely cooperate with the core EU TACSO 3 team of senior experts to coordinate the activities of EU TACSO 3 at national level with the NRC, the EUD to Bosnia and Herzegovina and other stakeholders. The key purpose of the assignment is for the CC to make sure that the project activities in Bosnia and Herzegovina are coherent with relevant actions of the CSF and other civil society development initiatives, serving thus to the overall EU TACSO 3 project effectiveness. The CC should particularly pay attention to the need for cooperation between the government and civil society in the context of EU integration process in Bosnia and Herzegovina, and make sure that he/she plays an impartial role when it comes to transfer of good practices in this area.

In more details, the objectives of the assignment are:

- a) Ensuring that the EU TACSO 3 interventions meet the needs of civil society in Bosnia and Herzegovina;
- b) Ensuring that the EU TACSO 3 interventions are aligned with and have an added value to EU-funded project and initiatives already being implemented in Bosnia and Herzegovina in the respective project areas. This particularly stands for the portfolio of NRC and other IPA CSF initiatives, as well as those of other relevant donors and stakeholders;
- c) Facilitating collaboration between the government and civil society and support the improvement of public awareness on civil society and public image of CSOs;
- d) Facilitating the efforts of relevant stakeholders to improve enabling environment for civil society development;
- e) Contributing to the EU TACSO 3 project quality, reporting, visibility and evaluation.

In principle, the CC for Bosnia and Herzegovina will be in charge of the implementation and coordination of the activities at national level under the overall EU TACSO 3 project and will be part of the EU TACSO team. More precisely, the tasks will include the following:

1) Monitor the civil society situation and provide content-based input to the EU TACSO 3 core team as relevant for the assessment of the state of civil society in Bosnia and Herzegovina and planning of appropriate interventions. This will include:

- a) Monitoring the developments of the conducive environment for the work of civil society and provide regular monthly overviews to EU TACSO 3 Team Leader (i.e. possible changes in legislation, CSO-government cooperation, mapping relevant analysis, initiatives and cases in practice). CC's key role is to analyse the situation and point out to the most critical issues in Bosnia and Herzegovina;
- b) Monitoring the state of capacities of civil society and inform EU TACSO 3 team on the capacity and development needs; this includes mapping the capacity needs (identifying relevant analysis, consulting with relevant stakeholders) and capacity building interventions (particularly those of NRC but also donors, CSF projects and other) with the purpose to respond to the needs by creating synergies;
- c) Regular reporting to EU TACSO 3 team: ad hoc (as needed) and regular monthly briefing on the state of civil society, including the assessment of situation, suggestions of appropriate interventions by EU TACSO 3, as well as suggestions on an improved approach to developing and monitoring EU Civil Society and Media Guidelines;



- d) Participation in planning and design of EU TACSO 3 project activities (meetings, regular consulting etc.), with substantial inputs considering the continuous insight in the local context and in line with the overall project framework.

2) Stakeholder analysis and management at the national level relevant for the civil society development. This will include:

- a) Identification and analysis of all stakeholders in Bosnia and Herzegovina relevant for the EU TACSO 3 project framework with regular updates to EU TACSO 3 team on stakeholder analysis. It also includes identification and analysis of EU-funded projects and initiatives within the CSF in Bosnia and Herzegovina (e.g. Capacity building of Governments to include CSOs into the Decision-making);
- b) Planning and managing meetings with stakeholders in Bosnia and Herzegovina, based on the CC proposal and following the approval of the Team Leader;
- c) Regular meetings with relevant stakeholders as agreed with the Team Leader aiming to: inform, exchange information, consult, initiate and facilitate dialogue, plan joint action etc. with primary stakeholders such as the NRC and the EUD to Bosnia and Herzegovina and other stakeholders such as Sector for cooperation with NGOs and the development of civil society within the Ministry of Justice; Advisory Body of the Council of Ministers for Cooperation with NGOs, etc..

3) Support to the implementation, visibility and reporting during the EU TACSO 3 project realisation.

This will include:

- a) Lead in the organisation of specific events, such as those within the People-to-People programme, capacity building and other events (e.g. national level consultations regarding the EU Civil Society and Media Guidelines, needs assessments) targeted specifically for BiH and support in facilitating participation of BiH target group in regional project events. Support to EU TACSO 3 team mission's to Bosnia and Herzegovina, including team meetings and meetings with stakeholders;
- b) Providing substantial inputs for EU TACSO 3 team reporting to the DG NEAR, on six-month basis;
- c) Participation in the monitoring and evaluation of EU TACSO 3 project, including suggestions on the improvements;
- d) Providing regular inputs for the visibility aspect of the EU TACSO 3 project: inputs for EU TACSO 3 website; visibility and promotion; etc.

Time input requested: A maximum of 40 working days during September - December 2021 as probation period with possibility of extension subject to EU TACSO 3 project extension in 2022. The position requires on average part-time monthly mobilization of the expert.

Location:

The CC will work home-based in Sarajevo, Bosnia and Herzegovina.

Key Outputs of Assignment:

1. Written monthly overview (and if necessary, oral and ad-hoc) reports to the EU TACSO 3 Team Leader including: the overview of civil society development and enabling environment in in Bosnia and Herzegovina;
2. Organisation of specific project events in Bosnia and Herzegovina and support to organization of regional project events, including content, administrative and logistical support;
3. Written inputs on the approach to needs assessment and design of capacity building activities and P2P activities;

4. Contributions to the content of EU TACSO 3 website and social media;
6. Inputs for six-monthly project progress and final reporting.

Project Management: The expert (CC for Bosnia and Herzegovina) will report to the EU TACSO 3 Team Leader and GDSI Project Director.

The CC work is mainly to coordinate with EU TACSO 3 team/project office, and by no means to impose, take over or confuse the NRC's relationships with stakeholders.

Required profile for the Expert:

The expert should have the following educational background and professional experience:

Qualification and skills:

University degree in social/political sciences, education, international policies, management, EU studies or equivalent (i.e. 8 years of professional experience following secondary education);
Excellent analytical, research, presentation, communication and relationship-building skills;
Excellent English and local languages communication skills, both written and oral.

General professional experience:

At least 7 years of general professional experience, of which at least 5 years of experience in carrying out similar tasks in relevant fields such as project management, research and policy development, capacity building to civil society etc.;

At least 3, preferably 5 years of practical experience in civil society and/or public policy development, particularly the aspect of or capacity development of civil society and civil society-government dialogue and cooperation.

Specific professional experience:

At least 3, preferably 5 years of experience in working with CSOs in Bosnia and Herzegovina;

At least 3, preferably 5 years of experience in delivering trainings and/or consultancy support (coaching, mentoring, monitoring and evaluating);

Proven advanced knowledge of policy dialogue, including the institutional framework for civil society-government cooperation and funding in Bosnia and Herzegovina (managing and/or participating at a minimum two projects/initiatives dealing with the subject);

Considerable knowledge of capacity building of CSOs and familiarity with grassroots and CSO networks in Bosnia and Herzegovina is considered an advantage (at least three years of experience in capacity building; participation at a minimum one project dealing with grassroots and networks);

Familiarity with the concepts of organisational development, good governance in civil society, transparency and accountability of CSOs, participatory policy making, advocacy, volunteering, thematic networking, re-granting, ToT, fundraising including project proposal writing and funding from public budget is considered an advantage (participation at a minimum one project dealing with one or more of the listed subjects);

Sensitivity to and basic knowledge on gender equality (participation at a minimum one project/initiative/training on gender equality).



It is of key importance that the expert is independent, i.e. not directly involved or formally engaged with any CSO in Bosnia and Herzegovina. He/she should keep an impartial position throughout the duration of his/her engagement with the EU TACSO 3.

Language requirements:

The primary language of the assignment is English, but knowledge of local language is essential.