

Terms of Reference for the recruitment of EU TACSO 3 Country Coordinator for North Macedonia

Position: EU TACSO 3 Country Coordinator for North Macedonia

Duration of contract: until the end of December 2022

Full-time/part-time: 50 working days between September and December 2022 inclusive

Objectives and purpose of the EU TACSO 3 project:

The overall objective of the Civil Society Facility (CSF) and Media Programme, of which the EU TACSO 3 project is a part, is to strengthen participatory democracies and the EU approximation process in the Western Balkans and Turkey (Albania, Bosnia and Herzegovina, Kosovo¹, 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 EU 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 project started in January 2019 and will last until December 31, 2022. The project is implemented by the consortium of GDSI Limited and LDK Consultants.

General background of this assignment:

EU TACSO 3 is a regional project, covering Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, Serbia and Turkey. In each of these locations, the project has a part-time or full-time representative who carries out project activities as required.

EU TACSO 3 supports the European Commission/DG NEAR in its work to support civil society in the Enlargement region. This includes supporting and monitoring the Civil Society Facility and developing and monitoring the DG NEAR Revised Guidelines on EU Support to Civil Society in the Enlargement region.

The Country Coordinator plays a critical role in ensuring that the EU TACSO 3 project monitors and responds to the situation in each location, and designs and delivers appropriate activities.

Scope of Work of the Expert:

Assignment:

Under the supervision of the EU TACSO 3 Team Leader, the Country Coordinator (CC) for North Macedonia is responsible for the facilitation, organisation and implementation of project activities relevant to North Macedonia. He/she will closely cooperate with the core EU TACSO 3 team of senior experts to coordinate the activities of EU TACSO 3 at a national level with the National Civil Society Resource Centre (NRC), the EU Delegation (EUD) to North Macedonia and other stakeholders. The Country Coordinator also maintains close contact with the national authorities, including ministries, offices and departments responsible for coordination and funding of civil society.

Key tasks include, but are not limited to:

- 1) Monitoring the situation with regard to civil society and preparing short monthly reports
- 2) Coordinating project activities and sharing information with key stakeholders
- 3) Participation in planning and design of project activities

¹Kosovo (*) - This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ opinion on the Kosovo declaration of independence.

- 4) Undertaking research into the state of civil society as part of the assessment of the Guidelines for EU Support to Civil Society
- 5) Providing six-monthly reports on project activities in the country and a summary of the situation with regard to civil society
- 6) Maintaining close contact with the work of the Technical Assistance (TA) project supporting the Government of North Macedonia, and ensuring coherence between the TA and the work of EU TACSO 3.
- 7) Providing regular inputs for the visibility of the EU TACSO 3 project: inputs for EU TACSO 3 website; visibility and promotion at the national level; etc.

Time input requested: A maximum of 50 working days between September 2022 – December 2022.

Location:

The CC will be based in Skopje, Republic of North Macedonia. The CC will primarily work from the EU TACSO 3 office in Skopje; the option for home-based work may be agreed upon with the Contracting Authority.

Key Outputs of Assignment:

1. Written monthly brief reports to the EU TACSO 3 Team leader including the overview of the situation as it relates to civil society in the Republic of North Macedonia with recommendations for appropriate intervention;
2. Research reports and collected data in relation to the assessment against the EU Civil Society Guidelines.
3. Contributions to the content of EU TACSO 3 website and social media;
4. Inputs for the database of EU-funded projects in North Macedonia;
5. Inputs for six-monthly project progress reporting.

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

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;
- Excellent analytical, research, presentation, communication and relationship-building skills;
- Excellent English and Macedonian languages communication skills, both written and oral. Knowledge of other local languages is an asset.

General professional experience:

- At least 10 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 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 years of experience in working with CSOs in North Macedonia;
- At least 3 years of experience in monitoring, evaluation and learning roles
- Proven advanced knowledge of policy dialogue, including the institutional framework for civil society-government cooperation and funding in North Macedonia (managing and/or participating in a minimum of two projects dealing with the subject);
- Knowledge of capacity building of CSOs and familiarity with grassroots and CSO networks in North Macedonia is considered an advantage (at least three years of experience in capacity building; and participation in a minimum of one project dealing with grassroots and networks-
- Familiarity with the concepts relevant to CSO organisational development such as enabling legal and financial environment for civil society, participatory policy-making, advocacy, volunteering, thematic networking, re-granting, project proposal writing and funding from public budget (participation in a minimum of one project dealing with one or more of the listed subjects);
- Sensitivity to and basic knowledge of gender equality (participation at a minimum in 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 North Macedonia or the Western Balkans and Turkey region. 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, and fluency in Macedonian is essential. Knowledge of other local languages is an advantage.

Application procedure:

Interested candidates should submit:

- 1) their CV (in EU expert format) with the contact details of three referees, and
- 2) a cover letter describing how their experience meets the terms of reference,

By email to jobs@gdsi.ie by 20 September 2022 with the subject: *Application for EU TACSO 3 CC for MK*. Successful applicants will be asked to complete a short written test, followed by an interview.