

## Terms of Reference for Senior Short-Term Expert for Feasibility Study

### Background

The overall objective of the project “EU Support to the Civil Society Resource Centre – phase 2” is empowered civil society that actively takes part in policy creation and contributes to strengthened participatory democracy in the country. The specific objective of the project is increased capacity and resilience of CSOs to be competent, effective and accountable independent actors and environment that is conducive to civil society. More information about the project is available at: [www.rcgo.mk](http://www.rcgo.mk)

One of the areas that the project has been addressing is providing full-scale support to local CSOs. Thus, a foreseen activity under this project phase is establishing a countrywide platform of supporters to CSOs.

To implement this activity, the project is looking for Senior short-term expert (STE) to prepare a feasibility study as described below. The Senior STE will be supervised, coordinated, and supported by the project coordinator.

### Purpose of the Assignment

Purpose of this assignment is to prepare feasibility study aiming at identifying the possible options and the best solutions for establishing a sustainable countrywide platform of supporters to CSOs.

In particular, it is expected that the feasibility study will:

- identify the possible options for the modality of this network/platform of supporters (resource centres/antenna contact points/etc) to CSOs
- give recommendations on the relations between the resource centres/antenna contact points and the state/local institutions.
- give recommendations on the physical location of the resource centres/antenna contact points, including the one in Skopje.
- provide the details needed for the open call for selection of the RCs/antenna contact points.
- give recommendations for the necessary self-regulatory standards and internal procedures for operation of this platform, as well as effective feedback mechanisms for constituencies.
- give recommendations and possible options for ensuring long-term sustainability of this network/platform, including potential income generating activities.
- give recommendations on better defined indicators for measuring the performance of the platform, including gender responsive indicators.

### Scope of the assignment

The STE will be asked to:

1. Define the plan for conducting the feasibility study.
2. Review and analyse similar cases of (platforms of) supporters to CSOs in the country or the region.
3. Conduct interviews with relevant stakeholders.



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4. Prepare the feasibility study with specific recommendations on the respective issues described in the section Purpose of the Assignment.
5. Present the feasibility study to the project team and contracting authority.
6. Finalise the feasibility study based on possible comments and inputs from the project team and the contracting authority.

### Assignment duration

It is envisaged for the assignment to commence in July, the first draft of the feasibility study to be submitted by the end of September 2023 and the whole assignment to be completed by the end of October 2023. Total of 25 STE days are planned for this assignment, as follows:

Activity	STE days
Introduction to the assignment and defining the plan for conducting the feasibility study	1
Desk research	4
Conducting interviews and field work	5
Preparing the feasibility study	14
Presentation of the feasibility study and reporting	1
<b>Total</b>	<b>25</b>

### Expert profile

Short Term Expert should fulfil the following requirements:

#### General requirements

- University degree (in case of no university degree additional 5 years of relevant work experience are required)
- 10 years of work experience in civil society development
- Proven knowledge of English language (in speaking and writing)

#### Specific requirements

- At least 10 years of experience in managing a CSO/CSOs' network, including strategizing, fundraising and ensuring sustainability.
- Proven experience in establishing networks/platforms
- Proven experience in data collection, research, and analysis
- At least 5 years of experience with civil society projects, including EU-funded projects.

Applicants must be independent and free from any conflict of interest. Note that civil servants and other staff of a beneficiary public administration may not be recruited unless prior written approval has been obtained from the Contracting Authority.



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### Application procedure

Application should encompass:

- Letter of intent and availability submitted by the expert for the assignment together with financial proposal expressed in expert fee per day.
- Short proposal for the assignment that should include methodological plan for implementing the feasibility study.
- CV in EU expert format.

Deadline for applications is 26 June 2023. Applications should be submitted to [info@rcgo.mk](mailto:info@rcgo.mk).

Selection of the STE will be done in consultation with the Delegation of the European Union, based on the defined criteria. Only successful applicants will be contacted and notified.



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