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TERMS OF REFERENCE

For selecting a team of experts for implementation of the “Resilient CSOs + Responsible Budgeting = Accelerated AA implementation” Project

1. Brief project description

Donors: European Commission and Friedrich Ebert Foundation

Implementation period: January 2023 – June 2025

Project total budget: EUR 1.1 million

Independent Analytical Center Expert-Grup, as lead partner, in consortium with the Friedrich Ebert Foundation, the Institute for European Policies and Reforms (IPRE), and Institutum Virtutes Civilis (IVC) started implementation in January 2023 of the EU-grant project “Resilient CSOs + Responsible Budgeting = Accelerated AA implementation”.

The general objective of the project is to build and consolidate the capacity of civil society organizations (CSOs) to support the implementation of the conditionalities attached to Moldova’s accession process to the EU and the Association Agenda, at the national and local levels.

Specific objectives:

1. Improve capacity, ensure resilience, and enhance participation of CSOs in the budget monitoring and advocacy at the central and local levels, with a priority focus on budget analysis in the context of AA implementation and Moldova’s accession process to the EU.
2. Enhance the capacity and involvement of the three CSOs' platforms (i) the Moldovan National Platform of the Eastern Partnership Civil Society Forum (ii) the EU-Moldova Civil Society Platform and (iii) the Domestic Advisory Group on Trade and Sustainable Development, to provide cohesive support for the implementation of the AA and the conditionalities attached to Moldova’s accession process to the EU.

The main activities of the project are:

- Developing and delivering a capacity-building training program for CSOs on budget expenditure monitoring aiming at enhancing their participation in budget expenditure monitoring and advocacy at central and local levels;
- Drafting and publishing 30 expenditure monitoring reports by the selected CSOs, covering topics on certain projects and policies at the local and central levels related to the Europeanization agenda;
- Conducting visibility and advocacy events on budget monitoring at the local and central levels;
- Establishing a well-functioning joint secretariat for the coordination of the three above-mentioned CSOs platforms, aiming at ensuring that their members act in cohesion with regard to the implementation of the AA and Europeanization agenda;
- Delivering a capacity-building training for members of the 3 CSOs platforms (mentioned above) in key competencies linked to the AA and Europeanization agenda;
- Launching an awareness-raising and information campaign among CSOs on the importance of civic engagement in advancing the AA and Europeanization agenda;
- Launching an advocacy campaign on national and European levels, aiming at informing the domestic and international audience, about the state of play with the Europeanization reforms agenda.

The project is funded by the European Union and co-funded Friedrich Ebert Foundation

Target groups and final beneficiaries of the project:

For the implementation of the **specific objective 1** of the project, the target group is 15 community-based CSOs from 5 development regions of the country: North, Centre, South, TAU Gagauzia, and Transnistria, that will benefit from capacity building and will be provided grants to conduct budget monitoring and advocacy activities. It is planned that 45 members of the selected CSOs will be trained to receive expertise and be capable to engage constructively in the budgetary processes: analyzing the local and state budgets, monitoring the budgetary planning and execution, with a special emphasis on monitoring budgets in the context of AA implementation, Europeanization agenda and use of the EU assistance.

For the implementation of the **specific objective 2** of the project, the target group is the three platforms of CSOs: the Moldovan National Platform of the Eastern Partnership Civil Society Forum, the EU-Moldova Civil Society Platform, and the Domestic Advisory Group on Trade and Sustainable Development, whose capacity will be improved and be supported financially. It is planned that about 75 CSOs will be selected to receive training on organizational management and development, fundraising, financial reporting, policy advocacy, and other key aspects for the successful development of CSOs.

2. Scope of the assignment and key activities to be conducted by the selected team of experts

The project envisages hiring a team of experts that would be involved in various tasks aiming at achieving the project objectives. Particularly, the tasks will involve:

1. Based on provided materials (a capacity building curricula on budget monitoring) experts will have to create 5 presentations and deliver 5 training sessions for the CSOs on budget expenditure monitoring in the framework of Europeanization agenda, namely:
 - Presentation 1: focused on main concepts about civic participation in the budgetary process;
 - Presentation 2: focused on correlation between the budgetary process and the Europeanization agenda;
 - Presentation 3: focused on conducting expenditure tracking activities in social and human rights areas;
 - Presentation 4: focused on conducting expenditure tracking activities in the justice sector;
 - Presentation 5: focused on conducting expenditure tracking activities in economic areas ;
2. Offering mentorship and guidance to beneficiaries CSOs in drafting budget expenditure monitoring reports. Experts will engage actively with the CSOs to ensure the necessary quality, relevance and impact of these reports;
3. Based on provided materials, experts will have to create 5 presentations and deliver 5 training sessions for the 3 CSO platforms members in key competencies linked to the AA and Europeanization agenda, namely:
 - Presentation 1: fundraising for CSOs;
 - Presentation 2: policy advocacy in the context of the EU enlargement process;
 - Presentation 3: effective communication inside the organisation, with the constituents, stakeholders and the public;
 - Presentation 4: financial, human resources and operational management of CSOs;
 - Presentation 5: institutional governance: internal procedures, boards and check-and-balances within the organisation.
4. Assisting the members of the 3 CSOs' in drafting 10 position papers on monitoring reforms and budgetary allocations linked to the Europeanization agenda and taking part in the public events (round tables) to present the results of respective position papers.
5. Participation in drafting two annual shadow reports on the implementation of the Association Agreement and conditionalities attached to Moldova's EU candidate status.

3. Deliverables and Timeline of project activities

| Deliverables | Timeline of project activities |
|--|--|
| 5 presentations on budget monitoring developed and delivered to the beneficiary CSOs | by the end of August 2023 |
| mentorship offered to beneficiary CSOs in drafting expenditure tracking reports | September 2023 – December 2024 |
| 5 presentations on capacity building in key competencies linked to the AA and Europeanization agenda designed for the 3 CSO platforms developed and delivered | September 2023 – December 2023 |
| provided contribution/ input in drafting 10 position papers/declarations | Through the duration of project, by the end of June 2025 |
| participation in drafting two shadow reports on the implementation of the AA and conditionalities attached to Moldova's EU candidate status, and participation at high-level conferences to present the reports. | 1st report – by March 2024 2nd report – by March 2025 |

4. Tasks distribution by expert and allocation of expert-days

| Deliverables by expert | Estimated effort, days |
|---|------------------------|
| Expert 1 | 2 |
| Preparing the presentation and conducting a one-day capacity-building training for CSOs on civic participation in budgetary processes at the central and local level | 2 |
| Expert 2 | 2 |
| Preparing the presentation and conducting a one-day capacity-building training for CSOs on expenditure-tracking activities in economic areas | 2 |
| Expert 3 | 12 |
| Contribution to drafting the second annual shadow report on the implementation of the AA, responsible for the chapter on trade and trade-related aspects | 7 |
| Providing contribution/ peer review to the position papers/declarations developed by members of the CSO platforms (contribution to 2 position papers linked to economic subjects) | 5 |
| Expert 4 | 11 |
| Contribution to drafting the second annual shadow report on the implementation of the AA, responsible for the chapter related to infrastructure, transport, energy | 6 |
| Providing contribution/peer review to the position papers/declarations developed by members of the CSOs platforms (contribution to 2 position papers linked to economic and economic infrastructure subjects) | 5 |

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| Expert 5 | 2 |
| Preparing the presentation and conducting a one-day capacity-building training for the 3 CSOs platforms members on institutional governance: internal procedures, boards and check-and-balances within the organization | 2 |
| Expert 6 | 2 |
| Preparing the presentation and conducting a one-day capacity-building training for CSOs on the correlation between the budgetary process and the Europeanization agenda | 2 |
| Expert 7 | 15 |
| Contribution to the drafting the first annual shadow report on the implementation of the AA, responsible for foreign and security policy chapter | 5 |
| Contribution to the drafting the second annual shadow report on the implementation of the AA, responsible for foreign and security policy chapter | 5 |
| Providing contribution/peer review to the position papers/declarations developed by members of the CSOs platforms (2 position papers linked to foreign and security policy and justice sector) | 5 |
| Expert 8 | 19 |
| Preparing the presentation and delivering a one-day capacity-building training for the 3 CSOs platforms members on conducting expenditure tracking activities in the justice sector | 2 |
| Contribution to the drafting of the first annual shadow report on the implementation of the AA, responsible for the public administration and regional development chapter | 5 |
| Contribution to the drafting of the second annual shadow report on the implementation of the AA, responsible for public administration and regional development chapter | 5 |
| Preparing the presentation and conducting a one-day capacity-building training for the 3 CSOs platforms on policy advocacy in the context of the EU enlargement process | 2 |
| Providing contribution/peer review to the position papers/declarations developed by members of the CSOs platforms (1 position paper linked to public administration) | 5 |
| Expert 9 | 10 |
| Contribution to the drafting the first annual shadow report on the implementation of the AA, responsible for the justice sector chapter | 5 |
| Contribution to the drafting the second annual shadow report on the implementation of the AA, responsible for the justice sector chapter | 5 |
| Expert 10 | 42 |
| Preparing the presentation and conducting a one-day capacity-building training for CSOs on expenditure tracking activities in social and human rights areas (public services, social services, employment policies, human rights and gender policies) | 2 |
| Offering mentorship to one CSO in drafting 2 budget monitoring reports | 30 |

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|---|-----------|
| Offering mentorship to one CSO in drafting 1 budget monitoring report | 10 |
| Expert 11 | 15 |
| Contribution to the drafting of the first and second annual shadow report on the implementation of the AA, responsible for the chapter on social and labor dimension | 15 |
| Expert 12 | 15 |
| Contribution to the drafting of the first and second annual shadow report on the implementation of the AA, responsible for the chapter on human rights and gender dimension | 15 |
| Expert 13 | 2 |
| Preparing the presentation and conducting a one-day capacity-building training for the 3 CSOs platforms members on fundraising | 2 |
| Expert 14 | 2 |
| Preparing the presentation and conducting a one-day capacity-building training for the 3 CSOs platforms members on effective communication inside the organization, with the constituents, stakeholders, and the public | 2 |
| Expert 15 | 2 |
| Preparing the presentation and conducting a one-day capacity-building training for the 3 CSOs platforms members on financial, human resources and operational management of CSOs | 2 |

Each applicant will indicate for what expert position (number) is applying. The applicant can apply for more than one position.

5. Requirements for experts depending on the area of application:

- Master degree in economic areas, public administration, finance, social area, human rights, international relations, or other relevant areas;
- At least 4 years of experience in monitoring and evaluation of public policies;
- At least 4 years of experience in developing policy studies in economic and social areas, public administration, finance, human rights, gender equality and other related areas;
- Knowledge and experience in conducting budgetary analysis, at the central and local levels;
- Proven experience in monitoring the implementation of the Association Agreement between the Republic of Moldova and the EU;
- Knowledge of concepts of budgetary participation, budgeting based on human rights, gender equality, environment sustainability, and participatory budgeting techniques (tools);
- Knowledge of the concepts of the territorial approach to budgeting;
- Excellent teamwork and communication skills;
- Excellent public communication and presentation skills.

6. Evaluation grid

The evaluation of the applications will be carried out in two stages:

Stage 1: Analysis of the technical offers according to the specified criteria with the respective scoring, including verification of compliance with the ToR.

Stage 2: Analysis of financial offers and calculation of the score according to the unique calculation formula.

The evaluation score (maximum 100 points) will represent a sum of the score obtained through the technical offer (maximum 80 points) and the financial offer (maximum 20 points).

In the first stage, the technical offer, submitted by each expert, will be evaluated against the minimum compliance requirements as follow:

| Evaluation criteria | Points (max) |
|--|---------------------|
| Master degree in economic areas, public administration, finance, social area, human rights, international relations, or other relevant areas | 10 |
| At least 4 years of experience in monitoring and evaluation of public policies | 15 |
| At least 4 years of experience in developing policy studies in economic and social areas, public administration, finance, human rights, gender equality and other related areas | 15 |
| Knowledge and experience in conducting budgetary analysis, at the central and local levels. | 15 |
| Proven experience in monitoring the implementation of the Association Agreement between the Republic of Moldova and the EU | 15 |
| Knowledge of concepts of budgetary participation, budgeting based on human rights, gender equality, environmental sustainability, and participatory budgeting techniques (tools) | 15 |
| Knowledge of the concepts of the territorial approach to budgeting | 5 |
| Excellent teamwork and communication skills | 5 |
| Excellent public communication and presentation skills | 5 |

The minimum qualification score for the technical offer – 75 points.

In the second stage, the Evaluation Committee will examine only the financial offers of the bidders that meet the minimum qualification score following the evaluation of the technical offers, mentioned above.

Contracts will be awarded on the basis of the most economically advantageous tender established for the call for tender under the best price-quality ratio. A weighting formula will be applied.

7. Submission of CVs

Interested candidates should submit their:

- Technical offer (including the CVs in English, indicating for what expert position/positions they apply and other documents specified in instructions to tenderes);
- The financial offer indicating the net daily rate to be paid for a full working day (8 hours).

The offers will be submitted by email at procurari@expert-grup.org.