

## TERMS OF REFERENCE

### EVALUATION OF THE BALKAN CIVIL SOCIETY DEVELOPMENT NETWORK

#### 1. BACKGROUND

➤ **Contracting Authority**

The Contracting Authority is the Balkan Civil Society Development Network (BCSDN) Executive Office.

➤ **Beneficiary**

The beneficiary of this project is the Balkan Civil Society Development Network.

➤ **Relevant Background:**

Balkan Civil Society Development Network (BCSDN) is a network of 14 civil society organizations from 11 countries in southeast Europe (Albania, Bosnia and Herzegovina, Croatia, Kosovo, Macedonia, Romania, Montenegro, Slovenia, Serbia, Turkey, and Bulgaria). Our mission is to empower the civil society and influence European and national policies towards a more enabling environment for civil society development to ensure sustainable and functioning democracies in the Balkans.

Our goals and objectives are the following:

1. To increase the role of civil society by strengthening its voice in policy- and decision-making at the national, regional and EU level;
2. To promote the civil dialogue between the civil society actors, state institutions and the European Union in order to influence the public policies;
3. To develop advocacy knowledge and skills among civil society actors as a base for greater impact; and
4. To strengthen communication, coordination, and cooperation between the civil society actors in the Balkan region.

The Balkan Civil Society Development Network consists of partner organizations, which are equal in their rights and duties as members of the network. The principles of cooperation, partnership, tolerance, dialogue, and respect for others are the main working principles of the network. The Network comprises the Council, the Board, the Executive Office, and the Executive Director.

BCSDN target group are CSOs working on civil society development (CSDev) in the Balkan region. The direct beneficiaries are local civil society development and resource organizations. With its activities, the network targets stakeholders such as national institutions and international governmental organizations (IGOs). Among national institutions, the focus is on national public bodies and/or offices for cooperation with CSOs in member countries. Among IGOs, in focus are the EU institutions, Council of Europe (CoE), the Regional Cooperation Council (RCC), the Western Balkan Fund, and related inter-governmental initiatives in the Balkan region. BCSDN promotes the principle of inclusiveness of marginalized and vulnerable groups in the society (incl. Roma community, inhabitants of rural areas). BCSDN works in countries of the Balkan region, Europe, and internationally, according to its mission, vision, and goals.

## **2. DESCRIPTION OF THE ASSIGNMENT**

A complete network evaluation has been planned for a couple of years ago. As our strategic planning process is ongoing, the independent evaluation of the network's functioning is crucial for developing our future goals.

Therefore, the main objective of this assignment is to get an independent review and outside look and analysis of the network and its functioning. The aim is to review BCSDN performance and achievements in the past years, methods of cooperation established among the members, credibility, and recognition within target groups, to identify the strengths of our network, but also to determine the weaknesses and challenges. This evaluation and the recommendation provided thereof will be the basis for guiding BCSDN in its further development and growth, and the realization of its vision, mission, and long-term goals, particularly in terms of securing its sustainability.

### **2.1 Requested services regarding the assignment**

The selected evaluator is expected to perform one-on-one interviews with BCSDN members and stakeholders and deliver a final report. The evaluator is expected to perform the following activities:

- To get familiar with BCSDN, its core work, mission, vision and current Strategic Framework based on the documents we provide and one-on-one interviews with staff from BCSDN Executive Office;
- To prepare the interview questions in collaboration with BCSDN EO;
- To conduct one-on-one online interviews with members and stakeholders for feedback/assessment of the current performance of the network and their input for the way forward
- Preparation of a final report with recommendations for the mid-term strategy 2021-2023.

The activities can be adjusted appropriately in agreement with BCSDN EO.

### **2.2 Required outputs**

Preparation of an evaluation report with an opinion on the functioning of the network and recommendations for improved performance and sustainability of the network in the long-term.

## **3. COMPANY PROFILE**

- A company with proven international experience of at least 10 years in evaluating the organizations/ entities performance;
- At least 10 evaluations of networks, coalitions, alliances and consortia of CSOs and/or other entities performed;
- Experience in performing evaluations in the Balkan region will be considered a strong asset;

## **4. AWARD CRITERIA**

Best value for money.

The offer will be evaluated in the following manner:

- Max 80 points for the expertise – the company’s profile -
- Max 20 points for the financial offer.

The maximum points that an offer may receive are 100, and the minimum is 75.

## **5. LOCATION AND DURATION**

### **➤ Location(s) of assignment:**

The Contracting Authority is based in Skopje, Republic of North Macedonia.

The address of the Balkan Civil Society Development Network Executive Office is:

Macedonia Street 43-1/9

1000-Skopje, Macedonia.

However, taking into consideration the current developments with the COVID-19 pandemics, the assignment will be conveyed as a home-base work.

All meetings and interviews shall be organized by e-mail, skype calls, or other options. The Contracting Authority shall make the available all necessary information and contact details to facilitate the work of the consultant in this respect.

➤ **Duration:** 2 months

➤ **Type of Contract:** global price agreement

➤ **Starting period**

The indicative timing is August 2020, where the consultant is expected to provide the report upon 45 days as of the date of the issue of the Contracting Authority’s notification on the start date of the mission.

The specific start date of the mission will be specified upon contract signature, with an official notification issued by the Contracting Authority with prior agreement with the consultant.

## **6. REPORTING**

The consultant shall produce:

An evaluation report with an opinion on the functioning of the network and recommendations for improved performance and sustainability of the network in the long-term. The official language of this contract is English and all reports, analysis, correspondence, and documentation prepared within the Contract should be produced in English.

## **7. PAYMENT TERMS**

Payment will be made upon submission of an invoice/ request for payment, subject to the approval of the respective report prepared for the assignment.

### **3. MAXIMUM BUDGET**

The maximum budget for the assignment is EUR 10.000.

### **4. APPLICATION**

**Deadline for application**

24:00 Central European Time on 7th August 2020 (Friday).

Any application received after this deadline will not be considered.

**Application format and details to be provided**

The offer should contain:

- Document confirming the scope of work of the company, including the company's experience as stipulated in point 3 of this document;
- Financial offer.

However, the bidders should be aware that the Contracting Authority may request the provision of supporting documents to confirm the statements given in the respective documents and CVs.

**How to apply**

Applications shall be submitted by E-mail ONLY to the following mail address: – [executiveoffice@balkancsd.net](mailto:executiveoffice@balkancsd.net) with the subject: For Performing *Evaluation of the Balkan Civil Society Development Network*