Consultant to produce a publication on the role of EU delegations in supporting an enabling environment for civil society

Background

CONCORD is the European Confederation of Relief and Development NGOs. Its 28 national associations, 20 international networks and 3 associate members represent over 2,600 NGOs, supported by millions of citizens across Europe.

Since 2005, CONCORD has been monitoring the relation between EU delegation and Civil Society Organisations (CSOs) in partner countries. In 2012 the adoption of the EC communication ‘The roots of democracy and sustainable development: Europe's engagement with Civil Society in external relations’ marked thebeginning of a new era for EU’s relations with civil society.

In light of these significant progresses, the 2016 report will be an advocacy tool monitoring the implementation of the EC communication on CS and the role of the EUD in supporting an enabling environment for civil society at field level and to ensure their participation in policy making and development programmes. It will look at improvements in CS-EUD engagement since the previous CONCORD survey was conducted in 2014 and will assess whether CONCORD recommendations were useful and relevant. It will be used for advocacy purposes towards EU institutions, MS and EUD. It will also provide a snapshot on how shifting trends trickle down to the field level that will be useful not only for advocacy but also for awareness raising amongst CSOs and for EU NGOs own reflection on their role and on how they can contribute to reinforce positive trends and counter damaging ones.

The specific objectives of the publication are two-fold:

1) EUD roadmaps and other tools for engagement with CS at country level
   - To assess the quality of the country roadmaps as implementation tools in favour of supporting CS roles, participation, space and enabling environment and the quality of the collaboration between EU delegations, MS and Civil Society Organizations in the implementation, monitoring and possible review of the roadmaps and their action plans.
   - To assess the role of CS in the review of the EU human rights country strategies and in the implementation of the Gender Action Plan at country level and to assess how these different tools complement each other in supporting an enabling environment.
   - To gather good practices and lessons learnt from both EUD and CSOs practice and initiatives in relation to the implementation, monitoring and review of the roadmaps, HR strategies and Gender Action Plan and issue recommendations to the EU, member states and CSOs on their basis.

2) Trends in EU funding for CS and their impact at country level
   - To assess the impact of current trends in EC development finance on the financing of CS at country level measured in terms of access for different categories of actors, quantity and quality of funding opportunities for CS including issues of competition within and outside CS (including private sector), models of partnerships, diversity of funding sources and mechanisms (aid modalities), diversity of priorities and sectors of support...
To issue recommendations to DG DEVCO, Member States and EU NGOs on the financing of CS at country level as an essential element of an enabling environment and an integrated aspect of the country roadmaps.

**Summary of tasks:**

The consultant will have overall responsibility for:

- Preparing the questions for an on-line survey that will cover two aspects of the European Union Delegation (EUD) role: 1) the implementation of EUD roadmaps and 2) Civil society access to EU funding at country level. The hypothesis to be verified and quantifiable variables will be agreed upon with CONCORD EUD group.

- Preparing and conducting 8 case studies through desk research and semi-structured interviews with representatives of CSOs, EUDs and MS embassies or cooperation missions with the objective of understanding trends and apprehending difficulties, challenges and opportunities and identifying good practices. These interviews will be conducted over the phone, by skype or in person in line with clear guiding instructions to be agreed with EUD group.

- Analysing and commenting the results of the survey. Providing data in a user friendly format and a summary of main qualitative comments.

- Preparing summary reports of the 8 case studies and extracting and summarizing lessons learnt and good practices.

- Facilitating and preparing a presentation and questions for a workshop or webinar to discuss outcomes, conclusions and recommendations with the EUD group.

- Drafting the report to be published on a dedicated webpage (around 38 pages in total) including:
  - Information on methodology: how we proceeded, number of respondents, who they are, how many respondents per country, etc. It will also provide information on the country case studies, their choice and methodology;
  - Commented results of the survey;
  - Summary report of each case study;
  - Examples of (good and bad) practices extracted from case studies and from commentaries collected through the survey;
  - A summary report of 8 pages (to be posted and printed) containing an introduction, main results, conclusions and recommendations to the EU and Member States, EUD and Civil Society Organisations (CSOs)

- Reporting regularly on progress to the EU Delegation group of CONCORD through teleconference.
### Timing:

The consultancy work should be undertaken between the 15th of June and 15th of December 2016 and will be organized in 3 phases.

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<tr>
<th>Period</th>
<th>Key Tasks</th>
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<tr>
<td>Phase 1: June-July</td>
<td>Preparing the survey</td>
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<td>Preparing a survey and putting it online</td>
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<td>Phase 2: September - October</td>
<td>Preparing and commenting statistics from the survey, identifying trends, comparing with 2014 report etc.</td>
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<td>Summarising main qualitative comments from the survey</td>
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<td>On basis of the outcome of the survey, selecting 8 country cases in consultation with EUDG</td>
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<td>Preparing and conducting the interviews (4 per country)</td>
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<td>Phase 3: November – December</td>
<td>Drafting summary reports of the survey (results + analysis and comments) and case studies and collection of lessons learnt</td>
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<td>Discussing conclusions and recommendations with EUD group (half day workshop)</td>
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<td>Consolidating comments from CONCORD members and drafting final material to be posted on the webpage including the summary report of 8 pages</td>
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The Consultant will work closely with the Policy and Advocacy Assistant in the Secretariat and with the EU Delegation group coordinating and supervising the whole process.

We estimate a total number of 20 working days. Their exact number and distribution among the 3 phases will be agreed prior to the beginning of the assignment.
Candidate profile:

Successful candidates for this post will respond as much as possible to the following profile:

**Essential**

- Experience in data analysis and statistics, policy analysis, report writing and political communication, incl. ability to clearly formulate key recommendations
- Experience in conducting research through survey development and analysis and through interviews
- Excellent English writing and editing skills; ability to write about complex issues and to present data and statistics in an engaging way
- Good understanding of French and Spanish (capacity to analyse survey’s responses in FR and SP)
- University degree and experience in a relevant field such as Development Cooperation or Political Science
- Excellent knowledge of EU Development Cooperation issues at both HQ and field level
- Very good understanding and knowledge of the role and realities of CSOs in developing countries and the role and set-up of EU Delegations.

**Desirable**

- Experience of working in an NGO environment and with complex multicultural networks
- Facilitation and communication skills and aptitude to listen to and integrate and reflect different views and opinions
- Post-graduate degree in a relevant field

**Deadline for applications:** Sunday, 16th of June 2016

*Please send your CV and cover letter to Claudia Conticello, CONCORD Secretariat, Claudia.conticello@concordeurope.org*