Terms of References
Consultant to develop toolkits for workshops on CSO dialogue with EU Delegations and EU Gender Action Plan

The EU policy and institutional framework recognises and promotes the central role of civil society in development, democratic governance and in building equitable and inclusive societies. In recent years the EU has intended to develop a more strategic engagement and structured dialogue with CSOs in partner countries. The EC Communication ‘The roots of democracy and sustainable development: Europe’s engagement with Civil Society in external relations’ as a starting point, marked the beginning of a new era for EU support to the multiple roles of civil society and it had concrete consequences on the relations between the EU Delegations and CSOs in partner countries. In this context, CONCORD is assessing the quality of the relationship between CSOs and EU Delegations through its EU Delegations Report with the latest one “Towards a more effective partnership with civil society”.

CONCORD will also engage, follow and evaluate the implementation of the EU Gender Action Plan in order to draw lessons that show it is possible to use development effectiveness principles to inform development cooperation plans and projects.

Several regional workshops will be held in partner countries to increase the ability of CSOs to participate in and monitor the EU Gender Action Plan and to actively engage with the EU Delegations. To support the organisation of the workshops, a toolkit will be developed with the help of a consultant (or group of consultants).

Objective of the consultancy
- To develop a workshop toolkit on how CSO can effectively engage with EU Delegations at country level; and on how CSO can participate and monitor the EU Gender Action Plan

Deliverables
By the end of the assignment, the consultant/s is expected to:
1. Deliver a workshop toolkit on CSO engagement with EU Delegations and on the gender action plan
2. Facilitate two ‘training of trainers’ sessions to CONCORD members on how to use the toolkit

About the Toolkit
The Toolkit should be accessible, concise and in simple language, avoiding expert terminology and provide tools and propose methodologies to be used in workshops and presentations on, with a view to encourage audiences and participants to take leadership and active part in debates. They will be translated into French, Spanish and Arabic and available on-line.

Purposes
1. CSOs to become aware of how they can successfully engage with EU delegations worldwide and why this is important with the aim to influence EU or government policy, to participate in shaping EU and government programmes in the country, or to access funding opportunities
2. provides resources for CSOs to improve their engagement with the EU
3. to support CSO networks and platforms to get their constituencies (individual CSOs) engaged in their relations with the EU Delegations.

**Content of the toolkit**

The toolkit should have four general topics and the following modules:

1. Overview of EU development policies and tools at country level
   a. EU institutions and development policies
   b. Roadmaps: strategic engagement between EU delegations and civil society
   c. Gender
2. The EU delegation and entry points for CSOs
   a. Who's who at the EU delegation
   b. Trends in how the EU funds CSOs
3. Experiences of CSOs in engaging with the EU delegation
   a. Intro to the definitions and roles of CSOs in EU documents
   b. SWOT analysis of civil society in engaging with the EU delegation
   c. Roleplay: effective participation in programme processes and consultations
4. More specific module on Gender Action Plan *(to be developed after September)*

**Note:** Sections 2 and 3 include gender mainstreaming (ex: gender focal points, etc)

For the first three modules the toolkit already exist (available [here](#)) and needs to be just updated with consultation of the EU Delegations Group. The Gender Action Plan toolkit needs to be developed from the beginning together with the Gender Reference Group.

**Key specifications of the toolkit**

- Format: text (to be submitted in a format readable by MS-Word), video, graphics, audio, web-based applications or any other format or mix of formats that can be used in different cultural settings
- Language: English
- Terminology: the toolkit must be written in simple, accessible and concise language, avoiding expert terminology.
- Universality: The toolkit should be used by people from around the world and in different cultural contexts. As set out above, certain components will have to be adapted to specific stakeholder groups/types of CSOs.
- Translation: The toolkit must be written in a way that it can easily be translated into other languages.

**Indicative Timelines**

The consultancy will be held between June and December 2017, according to the following calendar:

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>June</td>
<td>Initial meetings and toolkit drafting</td>
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<tr>
<td>July</td>
<td>Finalisation of the EU Delegations toolkit</td>
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<tr>
<td>6 September</td>
<td>Pilot regional workshop in El Salvador</td>
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<tr>
<td>September - October</td>
<td>Finalisation of the Gender Action Plan based on the lessons learned from the El Salvador workshop</td>
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<tr>
<td>November/December</td>
<td>Training of Trainers</td>
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**Inputs**

The key part of the methodology is to review of relevant documents, in particular documents related to the EU Delegations reports and EU Gender Action Plan. The toolkit for how to actively engage with the EU Delegations should be developed based on the previous training materials developed by CONCORD’s EU Delegations group. It is not expected that lengthy meetings or support will be needed to produce the document, and the consultancy can be undertaken remotely. If needed, CONCORD may be able to coordinate meetings with members.

**Skills and Qualifications**

Consultants are expected to have:
- Background in education or pedagogy
- Excellent and creative command of English
- Excellent drafting skills
- Sense of initiative, proactive working attitude
- Experience in preparing and facilitating international and multi-cultural workshops for civil society
- Familiarity with EU development policy from a civil society perspective, with a focus on gender.
- Proven experience in developing and/or facilitating capacity building materials or participative workshops for CSOs
- Solid knowledge of CSOs in development, their roles, needs, capacities and the challenges they are facing;
- Ability to visualise processes and topics by preparing and using graphics, charts and diagrams
- Experience in working with CSOs, in particular communities

**Application procedure**

Please send a CV outlining your relevance expertise for meeting this assignment along with a technical proposal on how you will undertake this assignment, including a suggested number of days and their distribution between the time frame, the different tasks and phases of the work and your day rate (including VAT).

**CONCORD’s introduction**

CONCORD is the European confederation of Relief and Development NGOs. We are made up of member organisations: 28 national associations, 20 international networks and 3 associate members that represent over 2,600 NGOs, supported by millions of citizens across Europe. CONCORD is the main interlocutor with the EU institutions on development policy. Its aim is to strengthen the impact of European development NGOs vis-à-vis the European Institutions and to positively influence the European Development policies for a fair, just and sustainable world.