



POOL OF NON-KEY EXPERTS TO SUPPORT GROW CIVIC BENEFICIARIES

Terms of Reference



2021



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Civic Space

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Pool of Non-Key Experts (PoEs) to support Grow Civic Beneficiaries

Introduction

Civic Space project is developing a Pool of Experts that will provide tailor-made support to the Grow Civic supported actions of CSOs and activists. The pool will include experts having expertise on different fields and topics. This terms of reference addresses experts who want to contribute, under a short-term contract, to the Grow Civic beneficiaries' actions with their expertise.

Experts who are interested in applying to the Pool of Experts will find in this document: information about the Civic Space Project and the Grow Civic Programme, the scope of the experts' assignments, the required qualifications and information related with the selection process. The application form in English language is available at the following link:

<https://www.civicspace.eu/upload/library/pool-of-experts-application-form-english-6062e564d5131.docx>

The application forms can be sent to info@civicspace.eu latest by 9 May 2021 16.00 hours.

Grow Civic is awaiting your applications!



Pool of Non-Key Experts (PoEs) to support Grow Civic Beneficiaries

1. Background

The Civic Space is a Technical Assistance Project funded by the European Union (EU), operating under the overall objective of contributing to build, in the Turkish Cypriot community (TCc), a stronger civil society, which supports democratic changes and confidence building measures. The four outcomes expected to be achieved by the Civic Space are:

- 1) **The public engages more in civic actions;**
- 2) **Civil Society Organisations' (CSOs) civic engagement and role in decision-making are reinforced;**
- 3) **A more enabling environment for CSOs actions is promoted in the TCc;**
- 4) **Greater links with CSOs in the Greek Cypriot community (GCc) are encouraged. The project started in December 2020 and will continue to work until June 2023.**

As laid down in the terms of reference (ToR) of the technical assistance's contract, the Civic Space works towards the following four results:

- The public and the Turkish Cypriot community in particular are better informed about CSOs' actions and are more involved in CSOs' actions and management.
- CSOs improve their capacities in general and adopt a rights-based approach to advocate for democratic changes, confidence building measures and a more enabling environment for civil society.
- Local bodies are better informed about CSOs' roles and activities and are supported in promoting a fully enabling environment for civil society.
- Exchanges and joint actions between Greek and Turkish Cypriot CSOs are mainstreamed throughout the project's activities.

Civic Space, in all its operations, seeks to mainstream cross-cutting issues, such as youth, gender, environment and climate change, sustainable development goals (SDGs), the rights-based approach and multi-communal dialogue and cooperation. Furthermore, Civic Space designs its activities with a view to engage CSOs from areas outside of Nicosia and promote inter and intra-sectorial networking.

The active citizenship mechanism, called the Grow Civic support programme, has been implemented by Civic Space between 2016 and 2020. Grow Civic has been providing flexible, transparent and accessible direct support to rights-based, public benefit work carried out by a variety of civil society actors.¹

The objectives of the Grow Civic support programme, as proposed by the Civic Space team in the new Grow Civic implementation term under the contract mentioned above are as follows:

1. To support mainstreaming of rights-based actions and actors including activists, citizens' initiatives and CSOs to promote and enhance democracy and human rights.

¹Activists legally residing in Cyprus; registered or unregistered civil society platforms; networks; citizen's initiatives; groups; registered associations; foundations and non-profit companies; trade unions; local cooperatives; professional organizations; and Greek Cypriot CSOs; citizen's initiatives or activists through a partnership with a Turkish Cypriot CSO; citizen's groups or activists.



2. To strengthen CSOs' capacities specifically on rights-based actions, visibility/communication, advocacy and organisational sustainability, and to support the creation of new initiatives or organisations having a rights-based agenda.

3. To foster and strengthen multi-communal dialogue and collaboration, and/or to support the development of mono or multi-communal thematic or cross thematic coalitions in line with the rights-based approach and EU values and principles.

4. To foster and strengthen networking and partnership with CSOs in the EU Member States or the IPA region for joint rights-based agendas and actions.

Activists and CSOs legally residing in Cyprus can request support from Grow Civic, and if found eligible, would be supported by in-kind support managed by Civic Space.

2. Aim and Scope of the Assignment

As laid down in the technical assistance's ToR, Civic Space is expected to ensure the recruitment of relevant non-key experts to provide expertise in the framework of the Grow Civic programme, on a demand basis. The experts' professional profile and level of expertise, as per the ToR, should be diverse and linked to the specific needs of Grow Civic supports. These experts are expected to be mobilised based on the needs and requirements of each Grow Civic support and in collaboration with the request owners. Hence, the experts from the PoE are expected to have sufficient experience on capacity building and working with rights based CSOs and should have sufficient knowledge regarding the civil society environment in Cyprus, specifically in the northern part of Cyprus.

It is expected that approximately 45 Grow Civic supports will be implemented between June 2021 and March 2023. The actions would be on a variety of thematic fields (e.g. environment, human rights, gender equality, LGBTI+ rights, culture, arts, peace and reconciliation, youth, children's rights, animal rights, education, health, support to vulnerable groups) implemented via different methods (e.g. trainings, communication, advocacy, events, publications, videos, study visits, data collection).

The assignment aims to provide experts' support to the Grow Civic supports when and once required by Civic Space. Under the supervision of the Civic Space team, the experts from the PoEs will be expected to provide expertise on one or more of the categories/activities below:²

- Providing training and/or consultancy as a capacity building activity on different regional, thematic fields (e.g. environment, human rights, gender equality, LGBTI+ rights, culture, arts, peace and reconciliation, youth, children's rights, animal rights, education, health, vulnerable groups) and cross thematic fields. Capacity building activities includes mainstreaming rights-based approach, gender, accessibility, environment and youth for CSOs and organised citizens.
- Providing training and/or consultancy as a capacity building activity (e.g. on legal and political literacy, advocacy, lobbying, policy development as well as PCM, fundraising, monitoring and evaluation, organisational management, working with volunteers, strategic planning).
- Developing and piloting educational or training curriculums on different thematic fields.
- Providing expertise or knowledge on communication activities (e.g., developing communication strategy, press release, social media or data management, data visualisation, editing, proof-reading).

²The list is indicative only and other categories/activities could be required during Grow Civic implementation.



- Providing expertise as a counselling activity on legal analysis, litigation, and/or legal environment.
- Facilitation and/or moderation support for events, meetings, planning activities.
- Conducting surveys and/or field research on civil society and rights-based thematic areas.
- Reporting and/or analysis of research on civil society capacity issues or other rights-based thematic fields.
- Coaching and/or mentoring on civil society capacity building issues as well as on different thematic fields.
- Providing expertise or knowledge on IT related issues (e.g., MIS systems, database development and management, digital tools and technologies).
- Other topics or activities based on demand, and to be approved on an ad-hoc manner by the EU Programme Manager.

Task 1: Provision of support to Grow Civic supported actions

Grow Civic request owners will identify the required number of expert days and the relevant category or categories in their request form. When and once the action is found to be compliant and eligible for Grow Civic support, as approved by the EU Programme Manager, the number of days of expertise on the indicated category (selected from the list of categories below) will be reviewed by the Civic Space team in communication with the relevant Grow Civic beneficiary. The number of days as well as the timing for each task would be planned at the beginning of assignment and any changes to the plan should be shared with and approved by the Civic Space project.

Civic Space will then match the beneficiary with a relevant expert from the PoEs. A contract will be devised containing the number of days, expected deliverables/outputs, timeline and the scope of the assignment and be signed with the selected expert and Civic Space.

The selected expert from the PoE(s) would be responsible to provide the support and deliver the outputs within the timeline as laid down in the contract.

Indicative list of support categories:³

- Communication (e.g., outreach, strategy, activism, campaigns)
- Consultancy, coaching or mentoring on organisational/capacity topics (e.g. strategic planning, organisational management, advocacy, fundraising, working with volunteers, monitoring and evaluation, project development and management, conflict management)
- Consultancy on thematic fields (e.g. nature and environment, human rights, gender equality, LGBTI+ rights, culture, arts, peace and reconciliation, elderly rights, accessibility, youth, children's rights, animal rights, education, health)
- Consultancy in creating and establishing a new CSO
- Digital communication & information technologies
- Facilitation or moderation
- Legal expertise
- Policy development
- Research, analysis and/or data collection
- Tools development
- Training (e.g. curriculum development, implementation of curriculum, conducting trainings)
- Other ad-hoc categories based on the needs of the Grow Civic support.



Task 2: Reporting

The experts from the PoE(s) selected for Grow Civic support are expected to draft a mission report including explanations and timing for the support they provided with relevant annexes including all visuals, communication items or other forms of outputs developed/produced during their assignment.

3. Deliverables/ results:

Within the assignment, the experts from the PoE(s) should deliver:

- Assignment agenda, methodology and/or curriculum regarding the training, coaching, capacity building, counselling or other forms of support provided.
- Supporting documents of any other support activities provided to the Grow Civic beneficiaries.
- Mission report including all outputs produced/developed during the assignment including recommendations.

All outputs and reports to be produced within the assignments will be made available in English language. If for any reason, the outputs cannot be made available in English, Civic Space approval should be sought by the experts from the PoE(s). The mission reports and outputs produced by the experts of the PoEs are subject to the approval of the EU Programme Manager.

4. Location of assignment

The location of the assignment is Cyprus; however, the tasks might be conducted home-based, if and when required by the Covid-19 pandemic measures or the scope of the assignment as and once agreed with Grow Civic beneficiaries and the Civic Space team.

5. Indicative timing and expert days for the assignment

The support provision indicatively will take place between 01 July 2021 and 31 March 2023. The timing and duration of each assignment of the experts within the PoEs would be decided on a case by case basis, according to the needs of the Grow Civic support, as approved by the EU Programme Manager.

Up to 200 days are reserved for the PoEs. The experts might work on weekends or public holidays when and if needed by their assignment and within the maximum number of days mentioned in their contract (see section 7 below).

To ensure the accountability and integrity of the service provision and to prevent any conflict of interest, within the framework of these terms of reference, the experts from the PoEs cannot provide their Grow Civic support services to a CSO they are directly affiliated with. Similarly, the experts from the PoEs cannot be the activist request owner herself/himself/themselves.

The experts from the PoE(s) must be independent and free from any conflict of interest and respect the confidentiality of all information and documentation shared with them.

³The list is indicative only and other categories/activities could be required during Grow Civic implementation.



6. Qualifications and Specific Experience of the PoE(s):

The following qualifications are sought for the experts from the PoEs:

- University degree (at least Bachelor's degree) on a related field (e.g. political science, communication, social sciences, economy, administration, law); and in the absence of a degree, at least an additional professional experience of 3 years in the related field.
- Experience with or in civil society and/or with civil society capacity building related fields and topics (e.g. conducting trainings for CSOs, mentoring, coaching or counselling in/with CSOs, project development and management for/of CSOs, planning or implementation of strategic plans, advocacy or communication strategies).
- At least 6 years (for senior experts) or 2 years (for junior experts) of professional experience on the categories/fields mentioned above.
- Proven reporting skills.
- Good command of Turkish and/or English.
- Experience with Cypriot civil society will be an asset.
- Good command of the other language (Turkish or English) or Greek language will be an asset.

In addition to the experts of the PoEs, Civic Space may propose to the approval of the EU programme manager, experts outside of the PoEs, on duly justified cases. These additional experts should meet the above-mentioned requested qualifications and once approved, will become part of the PoEs.

7. Selection and Supervision of the PoE(s)

To ensure transparency and accountability, Civic Space will create a compliance check panel, and the CVs of the experts candidate to the PoEs will be selected for different categories mentioned above based on the qualifications and specific expertise laid down in the present ToR. The compliance check grid to be used during selection is provided at the end of these ToR.

Those who are compliant with the categories and qualifications will be added to the PoEs. The list of the selected experts added to the PoEs as well as the incompliant candidates (with reasons for incompliance dully explained) will be submitted to the EU programme manager for approval.

To provide equal opportunity for all possible experts, Civic Space will regularly open the call and add the compliant experts to the PoEs with the prior approval of the EU Programme Manager.

Being added to the PoEs does not guarantee that all experts in the pool will be provided with assignments, as their recruitment would depend, as mentioned above, on the specific needs of each approved Grow Civic support.

When and if their expertise would be required, experts from the PoEs will be contacted by the Civic Space team and asked for their availability for the relevant mission. Grow Civic supports requiring the expertise of the PoEs will be proposed at least 2 candidates from which they will select the one they would like to work with. Civic Space will then issue contracts with the available expert from the PoEs. The contract will contain the scope, timing and number of days for the relevant assignment they would be working for. The selection and contracting process should take place within a limited timeframe, ideally within 10 days from the selected expert's approval date.

Once a Grow Civic support has been approved and the expert has been selected from the PoEs, the Grow Civic support requester will be monitoring and supervising the expert's assignment. The technical aspects, timing and output/deliverable production would be closely supervised by the relevant Grow Civic requester, supported by the Civic Space team (including non-key experts), while the overall supervision of the assignment would be monitored by the Key Expert 2.

The experts from the PoE(s) will send their mission report to the Civic Space together with a timesheet, no later than 10 days following the end date of their assignment.

⁴These may include the following: if a specific expertise request is not covered within the defined support categories of these ToR; if the requested expertise is not available in the PoEs; if the Grow Civic support requires a specific expert.



Compliance check grid to be used for selection of experts to be added to the PoEs

Required qualifications

YES

NO

University degree (at least Bachelor's degree) on a related field (e.g., political science, communication, social sciences, economy, administration, law); and in the absence of a degree, at least an additional professional experience of 3 years in the related field.

Experience with or in civil society and/or civil society capacity building related fields and topics (e.g., conducting trainings for CSOs, mentoring, coaching or counselling in/with CSOs, project development and management for/of CSOs, planning or implementation of strategic plans, advocacy or communication strategies)

At least 6 years (for senior experts) or 2 years (for junior experts) of professional experience on the categories/fields mentioned above

Proven reporting skills

Good command of Turkish or English

Experience with Cypriot civil society (asset) – experts fulfilling this qualification will be prioritised

Good command of the other language (TR or ENG) or Greek language (asset) - experts fulfilling this qualification will be prioritised

