

Terms of Reference

Participatory Policy Assessment in Nepal - international expert

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Project: WYDE Civic Engagement

1. Purpose: Elbarlament is recruiting a consultant (hereafter: the service provider) to provide a participatory Policy Assessment in line with the [INSPIRED approach](#) developed by the European Partnership for Democracy (EPD).

The service provider will sign a service contract with elbarlament e.V., intended to take effect in January 2024.

2. Background: Elbarlament is a peacebuilding and democracy support organisation, with a special focus on empowering women and youth. We implement democracy support and peacebuilding projects in four thematic fields: Arts & Culture; Civic Education; Environment & Climate Change; Women, Peace and Security. We support parliaments, governments, civil society actors and international institutions, implementing projects and delivering consulting services in German, English, French and Arabic. Our international and multilingual team is based in Berlin, Cologne and Erbil (Iraq).

Elbarlament is currently implementing activities in the framework of the project WYDE Civic Engagement. The project, which is financed by the European Union, aims to improve the enfranchisement, empowerment, and inclusion of youth in all levels of democratic participation at the national, regional, and global scales.

3. Objectives and expected results: The service provider will have the following tasks:

- Assisting in the selection and providing guidance to a Nepal-based consultant to be hired by elbarlament (approximately one working day)
- Supporting the selection of adequate primary sources (interview partners or focus group participants) and relevant secondary sources (public policy documents, laws, regulations, think tank reports, etc.) that will provide the evidence base for a

Participatory Policy Assessment (PPA) report in English language, in line with the INSPIRED approach¹ (approximately two working days).²

- Reviewing, complementing, and finalising a draft Participatory Policy Assessment to be produced by the Nepal-based consultant (approximately four working days)
- Supporting elbarlament in the design of the Consensus Building phase of the INSPIRED dialogue process (approximately three working days)
- Assisting elbarlament in forging an effective and trust-based relationship with the EU Delegation in Nepal along the INSPIRED policy dialogue process (approximately three working days)

The maximum total number of working days for this assignment is 13 days. Due to the advisory nature of the services to be provided, these days will be distributed according to the needs identified along the INSPIRED dialogue process and should not exceed a maximum duration of 6 months.

4. Remuneration: The remuneration for this assignment is to be based on a working day rate (including all applicable taxes). The service provider is required to provide time sheets at the end of the assignment.

5. Qualifications: The service provider will possess the following qualifications to receive the maximum score for their CV(s), which is/are to be included in their technical offer:

- A master's degree or a comparable degree in a relevant field (social sciences, international relations, regional/area studies, project management or evaluation, etc.),
- Fluent in English (C2 level),
- At least ten years of working experience in the international cooperation sector,
- Previous experience in Nepal and knowledge of its civil society sector,
- Extensive experience of writing mapping studies, project evaluations or similar reports,
- Experience with designing dialogue processes.

6. Application and selection: Candidates are invited to submit the application documents detailed below. Incomplete applications will not be considered.

¹ More information about INSPIRED can be found on the INSPIRED wiki: <https://inspired.epd.eu/guide/how-does-inspired-work-in-practice/collective-assessment-phase/the-participatory-policy-analysis-ppa>

² The PPA report shall include the following sections: Context and problem definition, policy landscape, implementation mechanisms, institutional framework, indicators, conclusion.

- A technical offer consisting of a short cover letter describing the overall interest in the position and outlining how the service provider intends to fulfil the assignment (on max. one page), and a CV.
- A financial offer that states the professional daily fee rate and the total amount requested for delivering the services described in these ToR, all taxes included.

7. Evaluation criteria: The application packages will be assessed by elbarlament e.V. against the criteria listed in Annex I. Candidates scoring at least 75/100 with regard to the evaluation grid below (Annex I) for their technical offer will have their financial offer considered. Elbarlament reserves the right to enter a negotiation with the candidates on the financial offer proposed by them, before finalising the evaluation process. The technical offer will be weighted at 80%, the financial offer will be weighted at 20%.

8. Deadline and selection modalities: Interested candidates are invited to submit the application documents by 31 December November at 18.00 CET by sending an email to recruitment@elbarlament.org, copying bloching@elbarlament.org.

ANNEX I - Evaluation grid

Criteria	Score
Relevant master or comparable degree	10
Fluent in English (C2 level)	10
Number of years of relevant work experience	15
Previous experience in Nepal and knowledge of its civil society sector	25
Experience with writing studies / conducting research	20
Experience with designing dialogue processes	20
Overall total score	100