

## **Terms of Reference**

### **Partner scoping and dialogue methodology support - international expert**

**21/01/2025**

**Reference:** Partner scoping and dialogue methodology support - international expert

**Project:** WYDE Civic Engagement

**1. Purpose:** Elbarlament is recruiting a consultant (hereafter: the service provider) to support the organisation in identifying a suitable organisation to conduct a Participatory Policy Assessment in line with the [INSPIRED approach](#) developed by the European Partnership for Democracy (EPD) and to provide methodological support to the selected organisation to this effect.

The service provider will sign a service contract with elbarlament e.V., intended to take effect in February 2025.

**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:

- Assessing up to eight youth-led organisations or youth-focused civil society organisations based in the target countries of the WYDE Civic Engagement project (global reach except for European countries) for their suitability to

facilitate a national multi-stakeholder dialogue focused on promoting youth political participation (approximately five (4-5) working days)

- Deepening the assessment of pre-selected organisations (approximately two (2-3) working days)
- Mission to the country of the finally selected organisation/CSO to support up to two pre-selected organisations with conceptualising a policy dialogue project following the INSPIRED approach<sup>1</sup> (approximately five (5-6) working days)
- Training one finally selected youth-led organisation/CSO on the INSPIRED approach, after receiving training on the method himself/herself by elbarlament (approximately four (4) working days)
- Supporting the selected organisation with 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 approach (approximately two (2) working days).<sup>2</sup>
- Reviewing, complementing, and finalising a draft Participatory Policy Assessment to be produced by a local consultant based in the country of the selected organisation or a staff member from that organisations (approximately four (5-6) working days)

The maximum total number of working days for this assignment is 25 working 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 six 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.

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<sup>1</sup> 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>

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

**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 (C1 level),
- At least three years of working experience in the international cooperation sector (for instance, in NGOs, think tanks, research projects)
- Experience managing projects focused on political or policy dialogue involving political decision makers and civil society organisations
- Experience assessing civil society organisations for suitability as project implementation partners
- Experience providing training
- Experience producing analytical reports, stakeholders mappings, or similar reports
- Experience with designing dialogue processes or providing feedback and guidance to CSOs engaging in dialogue activities.

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

- A technical offer consisting of a short cover letter (max. one page) describing the overall interest in the position and outlining how the service provider intends to fulfil the assignment, and a CV (max four pages)
- 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 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 70%, the financial offer will be weighted at 30%.

**8. Deadline and selection modalities:** Interested candidates are invited to submit the

application documents by 6 February 2025 at 13.00 CET by sending an email to [recruitment@elbarlament.org](mailto:recruitment@elbarlament.org), copying [bloching@elbarlament.org](mailto:bloching@elbarlament.org).

#### ANNEX I - Evaluation grid

Criteria	Score
Relevant master or comparable degree	10
Fluency in English (C1 level)	10
Number of years of relevant work experience	15
Experience managing dialogue-related projects	15
Experience assessing CSOs	15
Experience providing training	10
Experience producing reports, mappings	15
Experience designing dialogue processes	10
<b>Overall total score</b>	<b>100</b>