

TERMS OF REFERENCE FOR THE CONSULTANCY: MIDTERM PLANING FOR 7 TARGET CSOs

For the project: Enhanced social protection through building capacity of CSOs in Bosnia and Herzegovina

Deadline for application: Monday, September 28th 2020, 15h (CET)

About CARE and the project

CARE International is a confederation of international non-government organizations implementing its programs for fighting poverty and social injustice in more than 90 countries throughout the world. CARE's aim in the Balkans is to achieve recognition and fulfilment of social, economic and political rights of vulnerable and marginalized groups, thus contributing to sustainable peace in the region.

The proposed project "Enhancing social protection by empowering CSOs in Bosnia and Herzegovina" contributes to strengthening social welfare and social protection services, as well as access to rights and enhanced social inclusion for the most marginalised and vulnerable populations. Poor economic performance and high unemployment rates cause shocks in the country's social welfare system largely effects the socio-economic position of all citizens, however, the most vulnerable are exposed to poverty. The state and non-state service providers are under-capacitated and underfunded to fully meet the needs of the most deprived populations.

The goal of the project is to professionalize and enhance the mandate and the role of selected civil society organizations (CSOs) in Bosnia and Herzegovina by strengthening their organizational capacities to provide services to vulnerable populations and by improving their position to actively contribute to the design and implementation of relevant policies. The project is implemented by CARE International, which has vast experience in capacity development of CSOs and advocacy in cooperation with CSOs for various causes in BiH.

The following project results/outputs are expected:

- Output 1:** Strengthened organisational capacity and management of the seven targeted CSOs in BiH.
- Output 2:** Improved service provision of seven targeted CSOs to meet the needs of target groups.
- Output 3:** Enhanced advocacy position of the seven targeted CSOs to effectively contribute to the design and implementation of relevant policies.

Purpose of the consultancy (the "task")

CARE International is looking for a Consultant(s)/ organization/ company to:

Project partners:

- Support 7 project partner CSOs' Midterm Plans (*UGCDP Gorazde, SOC Sarajevo, Nešto Više Eastern Sarajevo, Budućnost Modriča, Otaharin Bijeljina, DUGA Sarajevo and AMICA EDUCA from Tuzla*), for the period 2021 – 2023, created in synergy with the current strategic plans of each partner CSO.
- Design Annual Operational Plans for each of the 7 targeted CSOs for 2021.

Consultancy Outputs

- A detailed plan for the realisation of this consultancy, to be agreed with CARE Project Manager beforehand.
- Undertaking all tasks listed in the previous paragraph *Purpose of the consultancy: 6 (six) Midterm Plans; 1 (one) Strategic Plan; 7 (seven) Annual Operational Plans.*
(Please note that CARE will take into consideration only bids including the realisation of all named tasks in all organisations.)
- Provide online support to each of the 7 targeted CSOs in the period of 45 days for fine-tuning of the designed documents.
- A draft and Final Consultancy Report in English, together with all original documents created during the consultancy (original hard copies of tables, analysis, plans etc. to be approved coordination with the Project Manager on eventual adjustments).

CARE's Responsibilities

- Provide all necessary information and documentation of the project to the Consultant and agree on the work plan with the Consultant.
- Coordinate with partner organisations and the Consultant during the entire preparation and realisation of the task
- Provide logistical support to the Consultant necessary for the realisation of the task, other than travel logistics (travel and accommodation costs for the field work envisaged should be included in the Consultants' bid).

Methodology

The Consultant will base their work on participatory principles: all plans and other strategic documents within this consultancy will be designed through participatory approaches, which may include brainstorming sessions, self-learning exercises and analyses, presentation of the social trends of importance for functioning of the particular organisation and similar tasks.

All consultancy tasks will be undertaken respecting the official preventive measures regarding the COVID-19 pandemics.

The basis for all planning will be detailed acquaintance with the history, plans, strategies and capacity of the targeted organisations, which will be provided by CARE and partner CSOs.

The outputs for CSOs will be presented in a user-friendly manner, with clear and concrete tasks, goals, objectives and based on the real capacity and possibility of the organisations. All documents created for targeted CSOs should be in local language.

The final Consultancy Report should be in high standard English, up to 10 pages plus annexes, with all consultancy outputs attached.

Project partners:

Schedule

The Consultant will be engaged for 45 full consultancy days, as of 01 October until 04 December 2020, according to the following timetable:

Action	Responsible	Date
Submission of bid (electronically)	Consultant	28 Sept, 2020
Contract signing, initial agreements	CARE, Consultant	01 Oct, 2020
Realisation of the task	Consultant	01 October - 04 December 2020
Submission of the Consultancy Report	Consultant	07 Dec 2020

Payment schedule

Final payment (100% of contracted amount), not later than 15 th of December	Upon the approval of the Consultancy report by CARE
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The detailed payment schedule will be outlined in the Consultancy Contract and will be made upon the work completion and the approval of the final consultancy report by CARE. The Payment will be carried out in line with all necessary documentation as per CARE's administrative procedures (time sheets, consultancy report, etc).

Required qualification of the Consultant:

CARE invites teams of experts, NGOs and agencies, familiar with the type of work required in the context of supporting partner CSOs, especially those qualified for and experienced in strategic planning processes and organisational management issues, to submit their bids and present their expertise, experience, division of work and responsibility levels/responsible person (in case of teams or agencies) in detail.

The successful candidate will have:

- Relevant University degree in social sciences or similar.
- Excellent knowledge of civil society in Bosnia and Herzegovina, with a minimum of 5 years experience in working with the civil society sector in BiH.
- Demonstrated experience (minimum 5 years) in strategic planning processes, particularly for civil society organisations.
- Strong analytical skills and knowledge of self-learning and brainstorming techniques.
- Good time management and ability to meet deadlines.
- Excellent command of English and local language, both oral and written.

Consultants' bid:

The Consultant's bid/application should be written in English and should consist of the following:

1. **The Consultant's bid/application should consist of the following:**
 1. Consultant's CV(s) (preferably in EU Format) or portfolio, with detailed information relevant to the required qualifications.

Project partners:

2. Draft consultancy plan – implementation plan (schedule) for the consultancy.
3. Bid – financial offer: The Consultant shall suggest a daily fee/rate in BAM per consultancy day. (Transportation, food and accommodation costs should be included). There is no standard format for the bid.
4. Appendix 1- filled identification form (form provided by CARE)

Received applications will be evaluated against the following criteria:

REFERENCE/EXPERIENCE (experience in similar tasks /subject)	METHODOLOGY/ APPROACH (effectiveness of the suggested methodology for the task)	KNOWLEDGE /SKILLS (relevant to the task)	BID (value for money)
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Interested candidates are invited to apply by post to:

CARE International, Balkans, Hasana Kaimije 11, 71000 Sarajevo,

or by e-mail: shalkic@care.ba

Closing date for applications is September 28, 2020, 15:00h (CET)

We thank all applicants for their interest. Only selected applicants will be contacted. For any additional information concerning the application, please contact:

Branislav Tanasijevic, Project Manager

E-mail: btanasijevic@care.ba

Sarajevo, 08 September, 2020

Project partners: