

## TERMS OF REFERENCE

- A. Position:** Strategic Planning Services
- B. Work place:** Bosnia and Herzegovina
- C. Reference on project:** 2018/400-876, EuropeAid/154836/DD/ACT/BA
- D. Duration:** March 15<sup>th</sup> 2019 – June 30<sup>th</sup> 2019
- E. Duration of mission and reporting:** Duration of the mission will be 12 days in total.

### **F: BACKGROUND**

The Centre for Environment (CfE) with support of the European Union implement the action entitled "Eko BiH".

The UNECE Environmental Performance Review: Bosnia and Herzegovina<sup>1</sup> noted that: "information on environment is limited, while prominence is given to issues that are often opposed environmental interests". This Action is aimed at building capacities of the Eko-BiH civil society organization (CSO) members to become relevant partners to decision makers and at increasing network capacities for articulation and presentation of the its joint positions on environmental policy making and EU integration processes. The representation of BiH environmental CSOs in different entities, national or international consultations or initiatives is still inadequate and without sufficient coordination and influence, as noted in Bosnia and Herzegovina Progress Report 2016.

Capacity building of environmental CSOs and grassroots in BiH represents a direct response to the global objective of the program to support involvement of the CSOs in development of environmental strategies and EU integration processes. The focus of capacity building in the first part of the action will be on internal structure, human, financial and technical capacities of the individual organization as well as a network in order to consolidate network and its members. The second part of the capacity building will be committed to development and improvement of knowledge about EU environmental acquis (Chapter 27), process of transposition of EU directives into domestic legislation and methods for monitoring and evaluation of enacting and implementation of environmental strategies.

The consolidation of environmental CSOs and grassroots will build network to become an inevitable factor and empower it with know-how to respond on environmental and climate change issues which is directly responding to the specific objective of the program.

Member organizations of Eko-BiH with less developed capacities will get a chance to learn from experienced experts from strong environmental CSOs within the network about organizational management, strategic planning and communicating, fundraising and sustainability. Besides, this action is focused to build their knowledge on their possibilities to access environmental information and participate in decision-making using different methods of advocacy work. With that knowledge and skills, Eko-BiH CSOs will represent a relevant actor in decision making on environmental matters and authorities-CSOs dialogue at entity/district/state level. By engaging CSOs resources through the network, supporting CSOs and grass-roots initiatives that work on environmental issues for policy work and public advocacy campaigns, we are expecting to have a meaningful influence on environmental policies in B&H. All these actions will contribute to visibility of the environmental CSOs positions and general awareness rising on very important process and reforms of BiH towards EU integration.

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<sup>1</sup> [http://www.unece.org/fileadmin/DAM/env/epr/epr\\_studies/bosnia\\_and\\_herzegovina%20II.pdf](http://www.unece.org/fileadmin/DAM/env/epr/epr_studies/bosnia_and_herzegovina%20II.pdf)

In terms of technical and management capacity, the action will strengthen CSOs' knowledge and coordinated efforts to provide analysis, advocacy and monitoring of key environmental reforms at the local and entity levels and development of policies for environment and climate change, including through much-needed human resources for co-ordination of national work and increased visibility. It will also aim to improve the environment for civil activism and structured dialogue with local, cantonal, entity and national authorities and other stakeholders like experts, business and media. Ultimately, the project will boost the legitimacy and visibility of environmental CSOs in Bosnia and Herzegovina through strengthened coordination and sustainability of Eko-BiH.

The project will also position active and knowledgeable Eko-BiH members to serve as hubs for capacity-building of other Eko-BiH members. They will provide training to smaller CSOs and grassroots initiatives that can improve their understanding of, and access to decision-making processes, e.g. building effective advocacy and communication strategies, mobilizing resistance to corrupt practices and poor management, engaging in legal cases and using grievance mechanisms. Their ability to manage funds and carry out local initiatives will be improved through the sub-granting scheme of this project. Partners will also offer guidance and assistance to local grassroots groups in monitoring and influencing EU environmental approximation. Specific project activities will focus on environmental leaders in Bosnia and Herzegovina to provide education tailored to their needs and interests.

The project will also help journalists to better understand the issues highlighted by environmental CSOs. It will focus on training exchanges and building strong relationships with particular journalists who will give more detailed and accurate coverage to environmental issues, locally, nationally and internationally. The activities aimed at journalists will filter through to citizens in Bosnia and Herzegovina, making sure that they are not only better informed about environmental issues but also proactively seeking solutions and gradually building their belief that they can contribute to bringing change.

As a result of the project activities, governments in Bosnia and Herzegovina should improve their understanding of environmental problems through inputs from affected individuals and communities as well as other CSOs. In order to lead to more efficient governance, the project partners will consistently and pro-actively participate in consultation procedures in decision-making and push for their improvement. The project's advocacy campaigns can also help Bosnia and Herzegovina officials to get citizens' perspectives about the structural issues and state of policy reform in the country and identify the ways forward for its EU integration in the fields of environment and climate change.

#### **G: OBJECTIVE OF THE PROJECT**

*Overall objective* of the Action is to strengthen the involvement of CSOs in the formulation, implementation and monitoring of environment and climate change sector strategies, policies and decision making processes with regards to EU integration.

*Specific objectives* of the action are:

- a) To improve transparency and strategic planning of environmental CSOs and grassroots in BiH;
- b) To support financial autonomy by encouraging cooperation, exchange of experiences and resources for common actions;
- c) To enable effectiveness, reliability and visibility of Eko-BiH network's activities and impacts.

#### **H: SCOPE OF WORK**

The strategic planning process conducted by external expert should contribute to improved transparency and strategic planning skills of 10 environmental Eko-BiH members (CSOs and grassroots in BiH) and Eko BiH network itself.

The planning and delivering of strategic planning process will be based on previously conducted needs assessment survey amongst "Eko BiH" members. The mentioned needs assessment will identify capacity building interventions which will allow cross-fertilizing of ideas

between CSOs, as also critical areas/needs that should be addressed by strategic planning and adequate project proposals for its implementation. Therefore, aiming to reach desirable impact CfE seek for external expert that will support Eko BiH members in these efforts.

In that sense, following tasks and deliverables needs to be conducted/delivered by the external expert:

#### **TASKS AND DELIVERABLES**

<b>Tasks</b>	<b>Number of days planned</b>	<b>Specific Deliverables</b>
Task 1: Participation in development of the Need Assessment Survey	1	Written inputs for the survey+
Task 2: Developing methodology for strategic planning process.	2	Methodology proposal and Training agenda
Task 3: Delivering training to members of the network on Strategic planning processes and methodologies	1	Supporting materials for participants
Task 4: Workshop on strategic plans and strategic framework development.	3	Successfully developed drafts of 10 strategic plans and draft of one strategic framework including concrete tasks for its finalization.
Task 5: On-line support and guidance on finalization of strategic plans/framework	2	11 consultations/webinars that supported finalization of 10 strategic plans and one strategic framework.
Task 6: Training for development of project proposals based on strategic plans/framework	2	Developed 6-10 project proposals suitable for purposes of the sub-grant programme
Task 7: Report on compatibility of project proposals with strategic plans and assessed needs.	1	Report as an input to the sub-grant evaluation committee.
$\Sigma$	12 days	

#### **I. COPYRIGHTS**

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#### **J: REPORTING**

The Strategic Planning Expert shall draw up reports and documents in accordance with the scope of the ToR and agreement with the Project Manager. S/he will present her/his time sheets to the Project Manager. All the reports shall be elaborated in English language.

#### **K: Value of the bid and payment**

The value of the bid must be presented in Euros gross. Any costs required to pay tax and related fees needs to be included in offered price.

## L: Time schedule and Remuneration

Launch Tender	CfE	January, 21 <sup>st</sup> 2019
Close of the Tender	CfE	February 5 <sup>th</sup> , 2019
Selection of the tenderer	CfE	February 18 <sup>th</sup> , 2018

Prices must be fixed amounts in Euro and will not be subject to revision. Cost incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.

A first payment corresponding to 30% of the contract value agreed with the winning tenderer will be released by CfE upon completion of Task 1 and approval of Deliverable Evaluation Plan by CfE.

An interim payment corresponding to 40% of the contract value agreed with the winning tenderer will be released by CfE upon completion of Task 2 Deliverable Interim Evaluation Report.

A final balance payment will be released by CfE upon completion of the Final Evaluation Report.

The following deliverables shall be submitted to CfE:

Delivery	Indicative deadline
Methodology proposal and Training agenda	20 <sup>th</sup> March 2019
Supporting materials for the training to members of the network on Strategic planning processes and methodologies	20 <sup>th</sup> March 2019
Finalized 10 strategic plans and one strategic framework.	30 <sup>th</sup> June 2019
Finalized 6-10 project proposals	30 <sup>th</sup> September 2019
Report on compatibility of project proposals with strategic plans and assessed needs.	15 <sup>th</sup> October 2019

## L: QUALIFICATIONS OF THE EXPERT

### General professional experience:

- At least 15 years of experience in civic society and PCM;

### Specific professional experience:

- Record on delivered at least 5 successful strategic planning processes (strategic planning processes delivered to networks will be an asset);
- Record on delivered at least 5 successful trainings on project development;
- Knowledge of the Bosnia and Herzegovina actuals in EU integration processes and civic society engagement in them.

### Qualifications and skills:

- Bachelor's degree (where a degree has been awarded on completion of 3 years of study in a university or equivalent institution) or equivalent of at least 15 years of professional work in civil society sector on organizational and/or project management positions conducted at least at the local and national level;
- Excellent communication and organisation skills;
- Excellent command of spoken and written English;
- Excellent knowledge of local language;
- Computer literacy.

## F. Method of submission and deadline

All interested applicants must submit the following documents no later than the February 5<sup>th</sup> 2019, at 4 pm.

To be considered for this service, tenderers with the required profile shall submit the following documents in envelop:

- CV of the evaluator,
- 2 reference with full contact details;
- Financial offer for the service delivery (detailed list of estimated costs);

The bid is to be submitted by mail to the following address:

The Centre for Environment,  
Mise Stupara 5

78 000 Banja Luka, Bosna i Hercegovina (Note: Application for the position of Strategic Planning Expert), or by mail at: [viktor.bjelic@czzs.org](mailto:viktor.bjelic@czzs.org)