

TERMS OF REFERENCE

- A. Position:** Logistics Assistant
- B. Work place:** Bosnia and Herzegovina
- C. Reference on project:** 2018/400-876, EuropeAid/154836/DD/ACT/BA
- D. Duration:** February 15th 2019 – May 31st 2021
- E. Duration of mission and reporting:** Duration of the mission will be 255 days in total project duration which will be implemented through three service contracts with 10 months of maximum duration for the single contract.

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 Herzegovina¹ 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

¹ http://www.unece.org/fileadmin/DAM/env/epr/epr_studies/bosnia_and_herzegovina%20II.pdf

positions and general awareness rising on very important process and reforms of BiH towards EU integration.

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

Logistic Assistant will be assisting the project coordinator in overall project coordination and management, logistic support and communication among partners in the activities of the Eko

BiH project. This position is planned as external logistic support for Center for Environment and as it is not needed full-time, he/she will be hired with service contract.

This position provides assistance in organizing the project activities and events, overseeing logistics and administrative tasks.

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

TASKS AND DELIVERABLES

Tasks	Specific Deliverables
Task 1: Logistics for the Strategic Planning training and capacity building of the Eko BiH network members	Organized training and network workshop for 20 participants per event. Communication with Strategic Planning expert and technical assistance. Organized webinars for the beneficiaries of the Strategic Planning sessions.
Task 2: Logistics for the M&E training	Organized training for 10 participants. Communication and logistic assistance to the M&E expert and technical assistance.
Task 3: Logistics for fundraising and financial diversification strategy sessions/meetings	Organized sessions at Eko-BiH meetings to develop a joint fundraising strategy, and logistics for training and one-to-one mentoring.
Task 4: Logistics for Eko BiH network meetings	Organized two annual meetings of Eko BiH network members; four Board meetings and 10 online working group meetings; three meetings of the project team and at least 10 online meetings in coordination with overall project coordinator and project partner managers.
Task 5: Logistics for EU accession process meetings	Organized at least five advocacy meetings with decision makers for active involvement of CSOs in EU integration processes.
Task 6: Logistics for environmental campaigns and advocacy work	Organized at least two round tables and logistic support for the advocacy campaigns in cooperation with project partner managers.

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J: Reporting

The Logistics Assistant 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	February, 6 th 2019
Close of the Tender	CfE	February 11 th , 2019
Selection of the tenderer	CfE	February 14 th , 2019

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 payments will be periodically released by CfE upon completion of tasks and approved reports by the overall project coordinator.

A final balance payment to 10% will be released by CfE upon completion of the Final Report and approval by the Contracting authority.
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M: QUALIFICATIONS OF THE EXPERT

General professional experience:

- Experience in civic society events organizing of at least three public events;
- Relevant experience in commercial tendering, supply chain and business administration.

Qualifications and skills:

- High school degree in economics or equivalent;
- Knowledge on administrative and financial roles in the country;
- Knowledge on commercial and the business law.
- Excellent communication and organisation skills;
- Excellent command of spoken and written English;
- Excellent knowledge of local language;
- Computer literacy.

N: Method of submission and deadline

All interested applicants must submit the following documents no later than the February 8th 2019, at 4 pm.

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

- CV,
- two references 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 Logistic Assistant), or by mail at: viktor.bjelic@czzs.org