

## TERMS OF REFERENCE

- A. Position:** Project Partner Manager
- B. Work place:** Banja Luka, Bosnia and Herzegovina
- C. Reference on project:** 2018/400-876, EuropeAid/154836/DD/ACT/BA
- D. Duration:** March 1<sup>st</sup> 2019 – May 31<sup>st</sup> 2021
- E. Duration of mission and reporting:** Duration of the mission will be 27 months 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.

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

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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)

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**

Project partner manager will be leading national campaign, assisting with the CSO needs assessment, participating in and leading capacity-building, performing specific activities outlined in the action plan. Some of these will also be responsible for Project Coordination Board and be represented on Eko BiH Steering Board.

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

## TASKS AND DELIVERABLES

Tasks	Specific Deliverables
Task 1: Coordination of the environmental information and public participation consultations	Conducted at least 100 legal and technical consultations with CSOs, grassroots and civic initiatives in close cooperation with CfE lawyer and other experts.
Task 2: Conduct specific mentoring for a number of CSOs in the Bosnia and Herzegovina to enable them to develop their own capacities and establish good strategic cooperation with international environmental networks	Coordination of capacity-building needs survey in details with at least 10 CSOs with at least 10 mentoring visits and 10 learning-by-doing internships.
Task 3: Closely cooperates with an external expert for strategic planning and organize the training and workshops for development of the strategic plans	Coordination of strategic planning process with at least 10 individual strategic plans and one network strategic framework developed.
Task 4: Closely cooperates with an external expert to develop the M&E methodology, develop the M&E plan and monitors implementation the each individual grant of Eko-BiH members	Ensures that Evaluation reports is written and that at least 10 representatives of the Eko-BiH network are trained on M&E; Ensures that monitoring and evaluation system (M&E) of the Eko-BiH strategic framework is developed. Coordinates training on M&E processes and methodologies.
Task 5: Coordinate the sub-grants programme and mentoring	Ensures that 6 to 10 sub-grants distributed in one call for proposals in Year 1 of the project. Work with and build the campaigning skills and knowledge of Eko BiH local groups from a diversity of backgrounds to enable them to campaign effectively on shared campaign issues and on issues that they are working on that may have the potential to become organizational priorities.
Task 6: Coordinate joint fundraising and financial diversification strategy development	Coordinate one joint Eko-BiH fundraising and financial diversification strategy developed and adopted, and at least three one-to-one mentoring sessions on fundraising for CSOs.
Task 7: Closely cooperates with the communication expert and ensures development of the communication plan, development of the Eko-BiH website and other communication tools	Ensures that Eko BiH communications and visibility plan is developed, adopted and implemented.
Task 8: Coordination of the Eko BiH network and Eko BiH Steering Board	Coordinates and participates at Eko BiH network's and Steering Board meetings and events.
Task 9: Coordination of the campaign River keepers of Bosnia and Herzegovina	Develop and implement a campaign strategy, using the best examples of campaigning and movement building and innovating new approaches, integrating fundraising into the strategy. Participation in public consultations processes for legislation, SEA/EIA etc.

The Tasks and deliverables gives an overview of the main responsibilities of the role. The day to day role will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.

## **I. COPYRIGHTS**

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## **J: Reporting**

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

## **K: Time schedule and Remuneration**

Launch Tender	CfE	February, 8 <sup>th</sup> 2019
Close of the Tender	CfE	February 18 <sup>th</sup> , 2019
Selection of the tenderer	CfE	February 25 <sup>th</sup> , 2019

A payment will be monthly released by CfE upon completion of tasks and approved reports by the Overall Project Coordinator in accordance with the Republic of Srpska Labor Law.

## **L: QUALIFICATIONS**

### **General professional experience:**

- At least 2 years of working experience in CSOs.

### **Qualifications and skills:**

- Bachelor degree of environmental science, social science or as equivalent more than 3 years proven working experience in CSO;
- Excellent interpersonal, management and negotiation skills proven through successful interaction with stakeholders, including government officials, experts and CSO/grassroots;
- Excellent relationship, training and facilitation skills, including collaboration, communications (digital and offline, 1:1 and group), and comprehension of working with civil society organizations and communities;
- Excellent skills in team management and collaboration;
- Excellent command of spoken and written English;
- Excellent knowledge of local language;
- Computer literacy;
- Good understanding of the socio-economic situation in the Republic of Srpska and Bosnia and Herzegovina;
- High tolerance and understanding of gender, religious and ethnic diversity.

## **M: Method of submission and deadline**

All interested applicants must submit the following documents no later than the February 18<sup>th</sup> 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,
- University diploma,
- Motivation letter
- Preferably but not mandatory, certificates or other documents proving your background or other qualified skills.

The application is to be submitted by e-mail to the following address:

The Centre for Environment,  
Miše Stupara 5

78 000 Banja Luka, Bosna i Hercegovina, or by mail at: [viktor.bjelic@czzs.org](mailto:viktor.bjelic@czzs.org)