

eurAC

european network
for central africa

Call for tenders

Terms of Reference

July 2022

EurAc is looking for an experienced consultant with expertise in EU funding to **identify concrete opportunities** among the portfolio of EU calls and support EurAc in the **drafting and submission of a proposal**.

1. Introduction

1.1. About EurAc

Created in 2003, the European Network for Central Africa (EurAc) is the advocacy network of European NGOs working in and on Central Africa. **EurAc aims for peace, security, justice and democracy towards a sustainable development in Central Africa, and especially in Burundi, the Democratic Republic of the Congo (DRC) and Rwanda.**

The network gathers 36 European organisations from 11 different European countries (European Union Members States - *Belgium, Finland, France, Germany, Ireland, Italy, the Netherlands, Spain, Sweden*- as well as *Norway and Switzerland*).

EurAc benefits from a solid and multi-faceted expertise and from long-standing relations with policy and decision-makers in EU capitals and with key partners in the Great Lakes region. Therefore, EurAc is in a unique position to play an important role in monitoring EU's relations with the Great Lakes region and sending clear and fact-based messages to shape the EU agenda in accordance with EurAc's principles.

EurAc's mission is to carry out advocacy towards the EU to contribute to the development and the implementation, by the EU and its Members States, of strong and coherent policies promoting peace, inclusive political participation, the sustainable and equitable management of natural resources and the full respect of human rights in the Great Lakes region.

To reach these goals, EurAc member organisations advocate towards EU Member States, the EU institutions, and their relationships with multilateral organisations - such as the United Nations (UN), the African Union (AU) and regional organisations.

EurAc works to push European countries to act with one voice with regards to the coherence of their political and economic relations with the region.

1.2. Vision and objectives

EurAc's member organisations work together to foster policies by the EU and its Member States that promote **human rights** and **inclusive political participation**, the **equitable and sustainable management of natural resources**, as well as **peace and security** in Central Africa.

In order to do this, the network has identified four strategic objectives:

- The EU adopts meaningful policies, legal and political instruments to minimise the adverse environmental, social and economic impact of the exploitation of **natural resources** in the Great Lakes region.
- The EU supports democratic, civil-society-led efforts from the people of the Great Lakes region to promote **human rights and democratic participation**.
- The EU engages in foreign relations that promote **peace and security** for the citizens of the region, and particularly for the most vulnerable groups.
- **European Member States act with one voice** with regards to their political and economic relations with the region, which are rooted in human rights and prioritise the wealth and well-being of its people and the environment.

2. Call for consultant

2.1. Purpose of the consultancy & objectives

The European Network for Central Africa is looking for an experienced consultant with expertise in EU funding to 1) identify concrete opportunities among the portfolio of EU calls; 2) support the collaborative and participative construction and design of a relevant project proposal within the network; 3) support EurAc in the drafting and submission of a proposal.

Indeed, Eurac wishes to widen its financial resources to support and develop its European advocacy work regarding the Great Lakes region. The network has therefore decided to open up for the first time to EU funding opportunities and needs external support to achieve this objective. The consultant will bring his/her expertise in the functioning of European funding mechanisms.

- EurAc would like to target in priority a call of the "FFPA" type (Framework Financial Partnership Agreement), but remains open to any other opportunities that might be suggested by the consultant.

The methodology and process to achieve the expected results will be based on an initial proposal from the consultant. It will then be discussed and agreed upon with the Secretariat for joint and concerted implementation. This consultancy will include consultation and coordination with the network members.

This consultancy includes three main components:

- PART 1 - Firstly we seek to **identify concrete mechanisms, instruments and/or calls for proposals** issued by the different funding entities of the European Union, which match the specific work of a European advocacy network on external EU policies;
- PART 2 - Secondly, the consultant will support EurAc to **gather, shape and build**, together with its members, **a project proposal** matching the funding opportunities identified previously;
- PART 3 - Thirdly, the consultant will be closely supporting the Secretariat during the process of **writing the proposal and its submission to the donors.**

Please note that respondents to this offer may, based on their respective expertise, apply separately for the following lots:

- Part 1 only,
- Part 2 and 3,
- Parts 1, 2 and 3

For the purpose of efficiency, phases 1 and 2 can be carried out in parallel.

2.2. Deliverables :

The detailed expectations v-à-v the consultant will be further discussed and agreed upon the contractor and EurAc. On the basis of the consultant proposal and the discussions among the consultant and EurAc, the precise deliverables will be set out. Depending on the EU call identified, the deliverables are subject to change – in agreement with the consultant.

PART 1 includes:

- **An inception report** for an assessment of EU fundraising opportunities :
 - Including the consultant's understanding of EurAc's purpose, advocacy work as a European network and needs;
 - Understanding of the funding needs and matching opportunities;
 - describing a methodology on how to identify and scope respective EU funding opportunities ;
 - outlining requirements and recommended steps for a successful application to funding opportunities ;
 - including recommendation on possible options for the network to enter into a long-term strategic partnership with the EU ;
 - Giving a clear overview of the next steps and requirement for the application process;
 - Offering a timeline for the delivery of the individual work streams.

- **A succinct report** on the result of the scan realized by the consultant on available funding opportunities offered by the various EU funding mechanisms and instruments, and identify one or more applicable concrete opportunities for EurAc. This synthesis will include:
 - Summary description of the call identified and specific requirement;
 - Different scenario (size of the project; including or not member organizations as co-applicant...);
 - Advise on needed administrative and financial capacities and required due diligence to apply for and administer potential grant amounts ; This may include, but is not limited to, an overview of the basic governance issues, policies and procedures necessary for the preparation of funding proposals and the administration of the respective grants. (depending on the concrete opportunities identified by the offeror, this advice should preferably be provided per identified funding opportunity);
 - Recommendation and evaluation of the chance of success among the proposed scenario;
 - Identification of the main next steps of the application process.

PART 2 includes:

- **Initial methodology proposal** : the elaboration of a methodology to facilitate the participatory process with network members in order to reach our objectives by the strengthening and development of EurAc's Theory of Change (ToC);

- **The set-up and facilitation of workshop with members** in close collaboration with EurAc secretariat;
- **Production of a report to synthesize the outputs of the workshops.** The report will include:
 - A summary of the main conclusion of the workshop;
 - A detailed narrative on the main axes of the ToC ;
 - Developed and designed activities to implement the ToC;
 - Recommendations to fulfil properly the call for proposal by EurAc to be in line with EU priorities and call's criteria;

PART 3 includes:

- **Support the writing proposal process in close collaboration with EurAc by:**
 - Translate the ToC in a 1st draft of logical framework canvas according to the criteria of the UE requirements ;
 - Support the preparation of the writing of the project's narrative, its plan and the ideas to be emphasized;
 - Review on the narrative
 - With a specific attention to:
 - its relevance and overall coherence with the priorities established by the EU in the call for proposals;
 - The global coherence of the action, the budget and the narrative.

Throughout the consultancy, the consultant will work closely with the EurAc Secretariat and in particular with the director.

3. Practicalities

3.1. Timeline and duration of the assignment

The general schedule and duration of the consultancy will be decided jointly between the consultant and EurAc, depending on the opportunities identified and the methodology chosen.

Ideally, the consultant would be available from September to define the methodology and do the process planification in order to start the work as soon as possible.

The timelines will also depend on the open funding opportunities and their respective deadlines.

3.2. Indicative calendar :

18th July 2022 – 12 September 2022 : **publication** of the call

Monday 12th September 2022 at 12.00 (Brussels time) : **deadline** to send the offer by the consultant

16th – 23rd September 2022 : **selection** of candidate and exchange between EurAc and the selected candidate to precise the terms and conditions.

October – December 2022 (*depending on the call requirement and deadline; Considering the usual functioning of EU project submissions in two phases, there is a possibilities to spend some of the working day as well in **January/February 2023***) : Consultancy for about **15/20 working days** depending on the proposition made by the consultant.

☞ **Don't wait to apply, EurAc reserves the right to stop the recruitment process before the final deadline if one of the offers is suitable.**

3.3. Location of the assignment

No specific location as this is primarily a desk-based piece of work. Meetings can be hold online.

3.4. Budget

For the entire consultancy, EurAc has a global budget of 8.000 to 12.000 euros.

Please note that respondents to this offer may, based on their respective expertise, apply separately for the following lots:

- Part 1 only,
- Part 2 and 3,
- Parts 1, 2 and 3

If the respondent apply for the 3 lots, he/she will preferably distinguish the price offer for the part 1 (identification of relevant European calls) and parts 2 and 3 (creation and submission of the project).

The respondent should include a proposed price offer including all costs (taxes included).

This is primarily a desk-based piece of work. Additional costs should be agreed upon before undertaking any non-desk-based work.

4. Required qualification

The consultant should be able to justify:

- Master's level studies in relevant field or commensurate years of experience in relevant field;
- Strong track record in identifying and applying for matching EU fundraising opportunities for European Advocacy Network;
- Experience in working with/understanding European policies and institutions (with CSOs/NGOs);
- Knowledge and experience of working in the thematic of peace, security, human rights, democratisation and natural resources management and of the geographical scope of EurAc's advocacy (Burundi/Rwanda/DRC);
- Excellent written and oral communication in English – Proficiency in French is an additional asset.

5. Application

▶ Application must be sent **by Monday 12th September 2022 at 12.00 (Brussels time) at the latest** by email at: clara.debeve@eurac-network.org

The interested applicant should submit a proposition including technical and financial offer which include:

- Relevant experiences:
 - A description of your level of knowledge and expertise with EurAc's main topics,
 - Resume or CV of individual or principals, in the case of a consulting firm,
 - List of past and current clients and successful EU funding applications the offeror has been involved in.
- Written proposal:
 - Describe your overall approach and methodology (max 5 pages)
 - Include a general timeline of key activities
- Budget: price offer and financial detailed proposal

Should you have any question regarding this call, please do not hesitate to contact:
clara.debeve@eurac-network.org (available during summer break from 14th July to 27th July included – and then from 30th August 2022).