**TERMS OF REFERENCE FOR A NON-KEY EXPERT**

**Senior expert for Drafting the Analysis of the development of the non-governmental sector by region with an analysis of regional needs and opportunities, including recommendations for measures to reduce differences**

**Location:** Podgorica, Montenegro

**Expected duration:** up to 29 days during 2023 (April – June 2023)

1. **PROJECT OVERALL OBJECTIVE**

The Technical Assistance project was programmed under the EU IPA II financial assistance (2014-2020) for Montenegro, under Civil Society Facility and Media Programme 2018-2019 and in line with the European Commission guidelines for EU support to CSOs in enlargement countries 2014-2020.

In various strategic and policy documents, the European Commission has continued to underline the importance of civil society actors' role in participatory democracy, particularly the added value it brings to enlargement countries. This phase of the project will continue to empower and build the capacities of the Ministry of Public Administration, relevant line ministries and public entities and CSOs. Also, it will promote a more enabling legal, institutional and financial environment for CSOs development, supporting the public authorities in their readiness to take on the responsibilities of managing EU and state-funded project and programmes.

The European Union considered the Government and the CSOs as one of the most important partners in the accession process and has welcomed the decision of the Government of Montenegro to include CSOs into the negotiation working groups and public consultation with other Governmental bodies dealing with the EU accession process.

*The overall objective of the project is:*

*To strengthen participatory democracy and empower civil society to actively participate in policymaking by stimulating an enabling legal, institutional and financial environment for civil society development.*

The expected project's results are:

R1 Strengthened capacities of Montenegrin public administration bodies from effective consultation and cooperation with CSOs on sectoral policies by supporting implementation of relevant legal framework and strategy

R2. Enhanced role of the Council for cooperation between public administration bodies and NGOs in developing policies affecting civil society

R3 Government financial and administrative support to CSOs is provided in a transparent, accountable, fair and non-discriminatory manner, with establish practice of monitoring and evaluation of CSO projects funded form State budget

R4 Project Implementation Unit (PIU) well-functioning and capable of following civil society support in the country

Under the identified result R2, the project supported development of the Strategy for Cooperation of State Administration Bodies and Non-Governmental Organisations 2022-2026 which contains Action plan for 2022-2023. Among numerous activities foreseen in the action plan, one is:

2.2.1. Analyse the level of development of the NGO sector across regions, including regional needs and opportunities, and recommend measures to reduce disparities

Under the Measure 2.2.: Support regionally balanced development of NGOs to reduce regional NGO development disparities

The first step will be to analyse regional disparities in the development of the NGO sector and identify their causes and recommend measures to ensure more balanced regional development. Analysis of recommended measures will consider good international practices concerning state support to more balanced NGO development. The second step will include formulation of measures to be implemented in the framework of the Strategy, based on the recommendations. Additional funding will be required for implementing the suggested measures. More precisely, the experience with incentivising more balanced regional development (economic development, for example) shows that simple reallocation of existing funds from the centre to other regions is less than optimal as it stops the development in the centre; on the other hand, less propulsive centre tends to affect negatively the development of underdeveloped regions.

The objective of the assignment is to support implementation of the mentioned activities by fulfilling bellow mention tasks and responsibilities .

**B. RESPONSIBILITIES AND TASKS OF THE NON KEY EXPERT**

The main deliverable of the senior expert will include expected deliverable per activities 2.2.1. of the Action plan 2022-2023, which is:

* Develop analysis of the NGO sector across regions in Montenegro, including regional needs and opportunities, and recommend measures to reduce disparities

In order to produce desired deliverables, the expert will:

1. Closely cooperate with relevant representatives of the MPA and other relevant public institutions;
2. Conduct desk study of necessary documents;
3. Develop instruments to be used during the process of data gathering and developing of the document;
4. For the purpose of developing the document, design and organise multistakeholder participatory process including:
	1. Set of meetings and interviews with relevant stakeholders based on the approach agreed upon with the representatives of the MPA and TA;
	2. Set of online focus groups including regional and local NGOs, Union of Municipalities of Montenegro and local governments
5. Liaise with the representatives of the EUD;
6. Coordinate with other relevant stakeholders such as Council for cooperation between public institutions and NGOs (if established), other EU-funded projects that support the development of CSOs;
7. Produce the initial structure of the document;
8. Produce draft and final version of the two expected deliverables.

**Professional requirements:**

* 5 years of working experience in enabling environment for civil society in Montenegro and/or the countries in the Western Balkan region and EU countries
* 3 years of working experience with government institutions and or civil society
* At least contributed to the development of 2 analytical reports related to CSOs
* Understanding of the Montenegrin civil society sector
* EU experience in the development of the civil society sector will be regarded as an asset
1. **APPLICATION PROCEDURE**

Please send following documents in English:

* Curriculum vite in the EU format
* Motivation letter
* Financial expectation

to: tamara.radulovic.sofreco@gmail.com and to saradnja.nvo@mju.gov.me by 31 March 2023, COB indicating in the email subject: 'application for **Drafting the Analysis of the development of the non-governmental sector by region** '.