



CSOs for Making Local Democracy Work
This project is funded by the European Union



According to the Grant Contract for external actions of the European Union concluded between the Delegation of the European Union in Skopje and the European association of Local Democracy Agencies – ALDA (Skopje), the European Movement and the Association of Finance Officers of the Local Government and Public Enterprises, with reference number IPA/2016/38139, for the implementation of the Action “CSOs for Making Local Democracy Work”, on behalf of the project partners

the European association of local democracy (ALDA) Skopje
is publishing a call for selection of senior experts to conduct a research

“GOOD PRACTICES FOR COOPERATION BETWEEN CIVIL SOCIETY AND LOCAL AUTHORITIES”

1. Project Background

The project “CSOs for Making Local Democracy Work” is designed as a set of measures to empower civil society to be credible, accountable and independent stakeholder in the EU accession processes. The three-year project is expected to develop actions to encourage networking and exchange of best practices between civil society organizations and local authorities.

This project is financially supported by the European Union through the IPA Civil Society Facility and Media Programme 2015 – Support to Civil Society Organizations under the Civil Society Facility Action 2015.

The overall goal of the initiative is to strengthen the role of local civil society organizations to effectively contribute to public policy making on local level.

The specific goals of the project are:

- To create conditions for civil society organizations more enabling legal and financial environment on local level;
- To establish and develop sustainable mechanism for partnership building and cooperation between the civil society and the local public authorities;
- To develop local capacities of civil society organizations in order to become relevant stakeholder in civil dialogue and public policy making on local level;
- To encourage best practice exchange, networking and partnership at national, regional and European level.

The project activities are organized in 5 work packages (WPs):

WP1: Project management, coordination and visibility;

WP2: Policy making and advocacy (research, forums and advocacy activities)

WP3: Capacity building (trainings and mentoring)

WP4: Sub-granting (grants for more than 10 CSOs)

WP5: Networking and awareness raising (conferences, forums and publications)



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The project target groups are:

- Local civil society and grassroots organizations
- Local self-government units
- Centers for Regional Development

2. Objectives

The working package "Policymaking and advocacy" comprises an in-depth (desk and field) research on LAs' financial and non-financial support to CSOs, and identification of cooperation practices between LA-CSOs in the country, Balkans and EU. The research aspect will be followed by series of local and national meetings, consultations, forums and debates for promotion of the researches and best practices as well as creation of tools that will facilitate participatory approach on policymaking and an increase in information flow and exchange of knowledge between local authorities and the civil sector.

The present research will focus on existent mechanisms and practices of cooperation between local authorities and civil society in the Balkans and Europe and highlight trends, challenges and opportunities.

The main output will be the preparation of a research study with practices for cooperation between local authorities and civil society in the Balkans and Europe which will be published, promoted and disseminated widely within this project.

3. The scope of work

a. The research study will be created on the basis of:

- 1) Desk research on Macedonian legislation and other relevant document on local governance;
- 2) Desk research on practices in Europe and the Balkans;
- 3) Online questionnaire and interviews with CSOs on the state of art concerning the cooperation with LAs and pointing out good practices across the country.

b. The researchers-experts are expected to:

- Structure the research methodology:
 - further definition of the project research and methodology to be shared with the ALDA team (max 4 pages);
- Conduct desk research on local governance:
 - Analyze the Macedonian legislation and other relevant literature in regards to the topic;
- Conduct desk research on practices in Europe and the Balkans:
 - Analyze of key documents on local governance in EU;
 - Identify practices of good cooperation between local governments and civil society in EU and the Balkans;
- Conduct online questionnaire and interviews:
 - Structure the online questionnaire to be submitted to CSOs and local government institutions;
 - Conduct online interviews with the relevant stakeholders;
 - Analyze the data gather through the desk research, online questionnaires' and interviews



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- Prepare the Publication with practices for cooperation between local authorities and civil society in Macedonia, Balkans and Europe;

4. Deliverables

The publication should consist of the following information:

- 1) Overview of Macedonian legislation regulating decentralization, system of local self-government, the right to association, CSO and citizens' participation in local public life;
- 2) Information on European standards regulating the system of local self-government, citizen participation in local public life (including the European Charter for Local Self-Government and the Code of good practice for civil participation in decision-making process);
- 3) Outline guidelines on rules, procedures and practices for establishment of good cooperation between LA and CSOs;
- 4) Overview of good practices in the country, the Balkans and EU for cooperation between CSO and LA.

The Publication should be approximately 30 pages. The publication will be prepared in English language, edited by ALDA and translated in Macedonian and Albanian language.

5. Period of execution of activities

The international experts are expected to be contracted for 35 days within the period of 6 months between September 2017 and February 2018. The deliverables must be submitted by the experts by the end of February 2018.

6. Criteria and qualifications

The international experts, need to fulfil the following academic and professional criteria:

- Academic qualifications:

- At least University Education (preferable social, political science, or with similar education background to the research topic). The higher education will be considered as an asset.

- Professional experience:

- At least 10 years of professional experience in the field of local democracy, civil society development, local government system and substantial expertise in EU integration processes, EU standards on local self-government and participatory democracy;
- At least 5 years of working experience as expert;
- Experience in similar publications, research analyses, reports etc. at least 2 (two);
- Certificates of diplomas similar to the research topic will be considered as an asset;
- Extensive knowledge of the topic of local governance in the Balkans and EU.

- Language:

- Excellent knowledge of English language. Knowledge of one language from the Balkan region (Macedonian, Bosnian, Croatian, Serbian) will be considered as an asset;



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- Other criteria

- Already proved ability to work with tight schedule and delivering the services with the given time frame;
- Availability of the expert to work in the particular time frame for the realization of the project activity;
- Ability to analyze and systematize relevant data through desk research, online questionnaires, and online interviews.

Public servants are not eligible to apply for this call.

7. Application procedure

Interested international senior experts need to submit the following documents:

- Motivation Letter (max.1000 word) where they can state their relevant expertise for the research, and why they are considered to be the most relevant to deliver this activity;
- CV with info on previous relevant working experience related to the topic of the research;
- Proposed methodology and timeline for delivering the research/publication on time;
- Referent list with similar conducted researches, analyses, reports with contact details 2 references;

All the applications that are not delivered will all the necessary documents, will be considered as incomplete.

Please, submit the requested documents on the following e-mail address: csو.democracy@aldaintranet.org no later than **11 August 2017** by 17:00 PM.

Commission composed from the project partners will make the selection of the most suitable candidate for this position among the received applications.

8. Expert's fees and other relevant information

For the expert's fees ALDA – Skopje will pay gross amount of 200 Euros per day per expert. In total, there are foreseen 35 days. The fee for the expert day includes all the time, materials, meetings, review of documents that will include one expert day. Other costs are not included in this fee. The experts are obliged to complete the research within the foreseen time frame and to deliver the prepared Publication on time.

The expert will be obliged to complete the Time Sheet document for each expert day, with detailed description regarding the activities that he had undertaken during one day. The expert will need to deliver the Time Sheet document to ALDA (Skopje) after the completion of the service.

The expert's fee will be payed upon the final approval of the prepared Publication and the Time Sheet prepared by the experts. All the prepared documents need to be delivered on English language, in a written format.