**Terms of Reference: *Concept Development for European Union***

***(31st December 2014)***

**Context:**

WWF Pacific – Fiji Country office is responding to the *call for proposals* as per below specifications*.*

WWF has been working at many communities in the Great Sea Reef (GSR) region in the past 8 years working on addressing natural resource management, food security, community livelihoods/income, community governance issues and industry related threats and drivers of resource loss and degradation affecting the marine ecosystem in this region.

WWF is seeking a consultancy who will assist the core WWF EU team to respond to the specific objectives of the EU call under Lot 1 as per below. This consultancy is to turn the concept into a high quality proposal that gets approved to receive EU funding

Extract from the document *Strengthening the Civil Society in Promoting Human Rights and development in Fiji; EuropeAid/136-491/DD/ACT/FJ*

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| The Delegation of the European Union for the Pacific is seeking proposals for strengthening the civil society and promoting Human Rights and development in Fiji with financial assistance from the thematic programme ‘civil society organizations and local authorities’ and European Instrument for Democracy and Human Rights (EIDHR). The full Guidelines for Applicants are available for consultation on the following internet sites: [https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome](https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome%20) and <http://eeas.europa.eu/delegations/fiji>.  |  |

The deadline for submission of proposals is 13 February 2015. An information session on this call for proposals will be held on Thursday 15 January 2015 at 10:00am at the Delegation of the European Union for the Pacific, Level 6, Tappoo City Complex, corner of Scott & Usher st, Suva.

WWF Pacific wishes to submit a restricted concept note pertaining to EU priority under Lot 1 as below:

Lot 1: “Civil Society Organisations and Local Authorities” (CSOs LAs)

The thematic programme “Non-State Actors and Local Authorities in Development” was introduced in 2007, as a successor to the “Co-financing for NGOs” budget line. It is an “actor-oriented” programme aimed at strengthening the Non-State Actors (NSAs) and local authorities as a pre-condition for a more equitable, open and democratic society through support to these actors' “own initiatives”.

In the Communication entitled "The roots of democracy and sustainable development: Europe's engagement with Civil Society in external relations"[[1]](#footnote-1) dated October 2012, the European Commission declared an empowered civil society is a crucial component of any democratic system as it represents and fosters pluralism and can contribute to more effective policies, equitable and sustainable development and inclusive growth. It further acknowledges that "associations of cooperatives, foundations and NGOs are particularly active in promoting entrepreneurship and job creation by mobilising grassroots communities, delivering services and stimulating income generating activities for the poor and marginalised."

As a follow-up programme to the NSA/LA programme, the CSO-LA programme has been adopted. The legal basis of this thematic programme is Regulation (EU) No 233/2014[[2]](#footnote-2) of the European Parliament and of the Council of 11 March 2014, establishing a financing instrument for development cooperation for the period 2014-2020. In accordance to the Strategy and Multi-Annual Indicative Programme of the Thematic Programme “Civil Society Organisations and Local Authorities 2014-2020”[[3]](#footnote-3) and Commission’s implementing decision on the Annual Action Programmes for 2014 and 2015 Part 1 "Civil Society Organisations and Local Authorities", Annex I as adopted in 28 October 2014[[4]](#footnote-4), the implementation of country-level initiatives aimed at supporting CSOs' contributions towards reinforced governance, accountability and inclusive policy-making. Furthermore, CSOs will be supported as:

a. Actors in governance and accountability,

b. Partners in promoting social development

c. Stakeholders in promoting inclusive and sustainable growth.

* 1. Objectives of the programme and priority issues

**Lot 1: “Civil Society Organisations and Local Authorities” (CSOs LAs)**

The **global objective** of this lot is to strengthen civil society organisations and local authorities. This will be articulated around the core pillars of the Agenda for Change, acknowledging that governance and sustainable and inclusive growth are deeply intertwined and mutually reinforcing.

Accordingly, the programme will pursue the objective of improving governance and accountability by empowering citizens and facilitating the structuring and the expression of their collective demands to tackle social and economic issues.

**Specific objectives:**

1. Improve governance and accountability through inclusive policy-making by creating an enabling environment for CSOs to engage with public authorities.
2. Support CSOs' role to promote democracy and sustainable development by enhancing their oversight functions (monitoring and reporting) in support of relevant national processes.
3. Enhance CSOs' capacity to support inclusive and sustainable growth through initiatives focused on marginalised and vulnerable groups and communities.

**Financial support to third parties (grassroots organisations or groups of natural persons) is compulsory under this lot (see section 2.1.4).**

All proposals must clearly identify **at least one type of priority activities** in order to be eligible for funding. Under this Lot, these priority activities are:

* Support CSO capacity building and advocacy programmes to reinforce sector based networking and coordination. This include developing the capacity of the civil society at national and grassroots' levels to build and sustain networks and to share lessons learnt and good practices.
* Support CSOs capacity building actions to monitor and report on democratisation and development issues and to engage with the public authorities on relevant policies and programmes.
* Support capacity building initiatives for civil society to promote sustainable growth through private sector development and to effectively advocate for policy reforms in support of job creation, entrepreneurship and decent work conditions for all.
* Support the strengthening of CSOs capacity to assist the country in meeting its international commitments with regards to democratization and sustainable development.
* Support CSO initiatives for gender equality and measures to strengthen women's participation in decision-making processes, and their role in politics and economic empowerment.

**Specific activities for the consultancy:**

**Phase 1: Restricted Call for Proposals**

1. *Getting Updated & Started:*
* Read up on the EU Restricted Call for Proposal documentation to get familiar with the requirements of the concept note template, and the specifics of how it should be filled, deadline etc.
* With Supervisor, develop a schedule starting from submission date to date, detailing when Team needs to meet, when drafts will be sent out, when the review comments are to be received by the consultant; when the second draft is to be sent out etc.
* At least 2 meetings (in person or via skype where appropriate) by the Team to discuss, develop and finalize activities must be convened
* At least three drafts should be circulated before the final version is signed
* Make a list of accompanying documentation that needs to be attached to the proposal and send to the Supervisor who will work with you to assemble the documents
1. *Drafting the Concept Note*
* Given your knowledge of the EU requirements (the development perspective, templates, Logframe), the information shared and discussions during the concept preparation, the concept note, start to write the proposal by filling in the proposal template
* Given the need for a Logframe, build a draft logframe as part of the concept process based on the Team’s thinking as reflected in the concept note.
* Organize a meeting with the Team to brainstorm and revise the content of the draft Logframe you have developed
* Queries and questions to be presented at the Team meeting for clarifications and confirmations etc
* Continue to work and refine the Logframe and proposal from the result of Team discussions, own research and meetings with external contacts you feel will add value
* Undertake own research on internet if you feel this is needed to get new ideas
* Ensure the proposal meets the requirement of EU; identify gaps, queries for clarifications and suggestions on how to improve the concept

*3. Meet With the Team:*

* Arrange for a meeting with the Team to discuss the details of the activities and to start to cost activities weaving and fitting it tightly to the goals and objectives as well as other requirements of the donor.
* With the Team prioritize the actions and locations to comfortably fit the activities into the 3 year timeframe, as well as the funding allocation.
* Refine the activity plan to accommodate the result of the discussions
* Provide the Supervisor the activity plan: *Supervisor and the Finance team will develop a budget to reflect the needs of the activities*

*4. Pulling together a high quality proposal:*

* After the 3nd review, the proposal should be moving into the final version. Review and revise , constantly matching it against the requirements that it does not digress. Ensure clarity of issues/problems and solutions/answers, and that our references and sources are clearly noted.
* Send out for a final review by the Team and organize a meeting for a final round of discussion, then refine and submit for final review by the Conservation Director. The number of reviews/revision will depend on the feedback from the Team and your sense of how the proposal is shaping up.
* Finalize and submit to the Representative for final approval and sign off before submitting to EU.

*5. Submission of the Concept:*

* Ensure the document is submitted at least one week before the deadline, 9th of February
* By this date, there should have been thorough consultation with staff and agreement on the content and quality of the proposal

Timeline for activity completion:

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| Task | Date | Description |
| 1 | 6-Jan-15 | Prepare Contract for consultant  |
| 2 | 9-Jan-15 | Consultant to sign and work |
| 3 | 12-Jan-15 | Work on refining the concept note |
| 4 | 15-Jan-15 | Attend information session at the EU office  |
| 5 | 19-Jan-15 | Consultants 1st draft  |
| 6 | 21-Jan-15 | Review Consultants 1st draft |
| 7 | 26-Jan-15 | Consultants 2nd draft |
| 8 | 28-Jan-15 | Review Consultants 2nd draft |
| 9 | 30-Jan-15 | Consultants Final and Sign-off |
| 10 | 3-Feb-15 | Review Consultants final and sign-off |
| 11 | 6-Feb-15 | Submission to EU following guidelines and procedure |

Budget for activity completion: TBA

1. COM(2012) 492 final - <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2012:0492:FIN:EN:PDF> [↑](#footnote-ref-1)
2. <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2014:077:0044:0076:EN:PDF> [↑](#footnote-ref-2)
3. <https://webgate.ec.europa.eu/fpfis/mwikis/aidco/images/2/2b/CSO_LA_MIP_CSO_LA_2014_2020_EN.pdf> [↑](#footnote-ref-3)
4. <http://ec.europa.eu/europeaid/sites/devco/files/decision-aap-cso-la-2014_en.pdf> [↑](#footnote-ref-4)