**Position:** Senior expert for preparing the Strategy for cooperation between public administration bodies and NGOs 2022-2026

**Location:** Podgorica, Montenegro

**Project:** Technical assistance project *Improving cooperation between the Government and CSOs in Montenegro*

**Expected duration:** up to 30 days during approximately five months period

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.

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 main project beneficiaries are:

- Ministry of Public Administration, Digital society and Media;

- Line ministries: Government authorities in implementing the Strategic document in the field of an inter-sectoral cooperation;

- Government Council for Cooperation between public administration bodies and NGOs.

1. **BACKGROUN INFORMATION**

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. Technical assistance project will continue to empower and build the capacities of the Ministry of Public Administration, Digital society and Media, 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 government of Montenegro already demonstrated a strong commitment to support the strategic measures and activities for creation of enabling environment for NGOs (adoption of Law on NGOs, creation of the Council, creation by the by-laws on criteria and procedures for public funding of NGOs, etc.).

According to the annual work plan of the Government and of the Ministry, new strategic document is to be prepared by the end of 2021. Based on the results of implementation and evaluation of the Strategy for improving enabling environment for functioning of NGOs 2018- 2020, and as needed responding to new and changing challenges in the functioning of the NGO sector and purposefulness of intersectoral cooperation, it is necessary to define new strategic paths and goals that will upgrade the quality of the mentioned cooperation and the environment in which the NGOs develop and work.

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

**The main tasks of senior expert will include:**

* Supporting the Ministry of Public Administration, Digital Society and Media in developing new strategic document related to enhancing conducive environment for functioning of NGOs and inter-sectoral cooperation
* prepare internal plan of public consultations on new-coming strategy
* facilitate internal and external consultations with all stakeholders
* provide support in the analysis of data gathered and facilitate workshops for the purpose of elaboration of the new strategic planning process (organise working meetings with CSOs, interviews, online survey and if needed additional questionaries)
* prepare a draft of the strategy in collaboration with the inter-sectoral Working group, which is formed by the Ministry.

It is foreseen that the expert will spend up to 30 days over the period May – September 2021 for this assignment.

**Professional requirements:**

* a level of education which corresponds to completed university studies attested by a diploma in a field relevant to this contract such as: Economics, Management, Law, Public administration, Public relations, Political science, Social science, or similar
* at least 8 years of working experience
* working experience related to policy planning and development of strategic documents with national institutions
* working experience in the fields of inter-sectoral cooperation (working with government institutions and NGOs)
* experience in organising, conducting and reporting on working groups, focus groups, public consultations and surveys
* experience in the EU funded projects.
* understating of the EU accession process

*All experts must be independent and free from conflicts of interest in the responsibilities they take on.*

1. **APLICATION PROCEDURE**

Please send following documents in English:

* Curriculum vitae in the EU format
* Motivation letter
* Financial expectation
* A brief proposal on how the experts anticipate organising the process of developing a new strategic document related to enhancing a conducive environment for the functioning of NGOs and inter-sectoral cooperation

to: Suzana.Kontic@sofreco.biz by 19 May 2021, COB.