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

**Position:** Senior expert for analyzing the best practices in the region and the EU member states for monitoring, evaluation and reporting of the public funding of NGOs

**Location:** Podgorica, Montenegro

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

**Expected duration:** up to 15 days during approximately two months period (June – July 2021)

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.

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 Governmental support to NGOs is defined in the Law on Non-Governmental organisations. The Law stipulates that the state will provide funding for programmes and projects of public interest in a minimum of 0.3% of the current annual budget and 0.1% to the project regarding persons with disabilities. Also, 0.1% will be allocated for the co-funding of programmes and projects funded from EU funds.

The new funding system is rooted in the amendments of the Law on NGOs in 2017. This system requires all ministries to implement consultations with CSOs on yearly priorities for funding, publication of open calls, decide on projects to be supported (with the support of external evaluators). The Ministry of public administration, civil society, and the media coordinates the programming process and gives opinions and recommendations on Law's implementation.

To support the new process of amending this Law, the Ministry formed an inter-sectoral working group. Its task is to prepare Information on the implementation of the Law on NGOs, based on comments, proposals and experiences of NGOs and state administration bodies, and the Council's recommendations for cooperation between state administration bodies and NGOs.

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

The main tasks of senior expert will include:

* provide the support for the Ministry of Public Administration, Digital Society and Media and for the line ministries in the proces of preparation their annual reports
* conduct analysis of the best practices related to the monitoring, evaluation and reporting of the public finding to the CSOs/NGOs
* review all documents or activities done to ensure that they meet analytical standards for creating public policy paper, the focusing on the monitoring process
* propose and recommend solutions for improvement of the annual report

**Professional requirements:**

* 5 years of working experience in enabling environment for NGOs in Montenegro or the countries in the Western Balkan region
* 3 years of working with government institutions and NGOs
* expertise/experience in the domain of public funding of NGO projects/programmes, preferably in EU countries, focusing on the monitoring process

**C. APLICATION PROCEDURE**

Please send following documents in English:

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

to: Suzana.Kontic@sofreco.biz, Anastasia.PASTUKH@sofreco.com, by 15 June 2021, COB.