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

**Senior expert for Monitoring the development of the NGO sector and for preparation of annual reports on the development of the NGO sector**

**Location:** Podgorica, Montenegro

**Expected duration:** up to 30 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 foressen in the action plan, two are:

1.2.3. Monitoring the development of the NGO sector, based on existing international practices and methodologies.

1.2.4. Preparation of annual reports on the development of the NGO sector

Under the Measure 1.2: Introduce strategic approach to cooperation with NGOs.

To ensure sustainable cooperation between the state and NGOs, the existing cooperation planning framework will be analysed and reviewed, while the current practices of short-term planning of financial support to NGOs will be upgraded by means of a strategic approach, i.e. long-term and mid-term planning. Such planning activities should be undertaken at the level of individual sectors, i.e. policy areas (social care, health, environment, etc). Priority will be given to the areas in which NGOs already play or reasonably should play the role of an important policy implementation partner. The existing planning framework in such areas will be analysed (i.e. the strategies in place will be reviewed to determine how much they envisage the role of NGOs in implementing relevant strategic goals) and, if necessary, upgraded. These activities intend to ensure that the state, at least in the most important areas, is able to define five to seven years in advance how the cooperation with NGOs should further develop and what is expected from the NGO sector in individual areas in the following mid-term period.

A system of periodic measurement of development of the Montenegrin NGO sector will be put in place, given that information about development and relevant trends in the sector is a precondition for efficient planning of the state support. The first step will be to identify, in cooperation with the Statistics Office, the statistical indicators to be monitored based on an analysis of good international practices. Efforts will be taken to ensure international comparability, i.e. that the level of development of the Montenegrin NGO sector can be compared to that of other countries based on national statistical analyses and internationally recognised methodology which must adhere to the principles of official statistics. In the following period, periodic annual reports on the situation in the NGO sector will be prepared based on such indicators.

Periodic monitoring of the development of volunteering will also be introduced in a similar manner. A volunteering monitoring methodology will be drafted first; as of 2023, this methodology will be used when preparing annual reports on the development of volunteering.

Given the absence of a systematic practice of measuring the effects of public funding for NGOs, and consequent absence of a systematic overview of the actual results of public support, i.e. which of the activities implemented have contributed to the quality of life in Montenegro, regular periodic evaluation of effects/results of public competitions and other public funding arrangements will be put into practice. Such an absence has so far limited the possibility of a high-quality, result-oriented planning of further support, while also causing doubts as to whether public financing of the NGO sector is justified. Regular evaluation will be based on the existing methodology, drafted in accordance with the previous strategy by the Ministry of Public Administration. To enhance the capacity of ministries to monitor and evaluate NGO projects, training will be delivered to their staff members to enable them to measure the effects of public financing of NGOs, and roundtable meetings will be held to raise awareness of the importance of such practice.

To ensure better information about the NGO sector and thus easier planning of cooperation with NGOs, the existing state registries and databases containing NGO data will be made

interoperable.[[1]](#footnote-1) At present, such registries and databases are not interoperable. This results in poor transparency of the existing NGO data. Registries will also be published on the Open Data Portal, given that publication in a machine-readable format makes it easier to use and analyse data.

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 deliverables of the senior expert will include expected deliverables per activities 1.2.3. and 1.2.4. of the Action plan 2022-2023, which are:

* Develop a monitoring methodology for the development of NGOs in Montenegro that includes clearly defined indicators
* Develop Annual report (2021 and 2022) on the development of NGOs in Montenegro

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 documents;
4. For the purpose of developing the documents, 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) and other EU-funded projects that support the development of CSOs;
7. Produce the initial structure of the two documents;
8. Ensure that the monitoring methodology is based on SMART indicators and is implementable;
9. 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
* 2 years of expertise/experience in the domain of establishing monitoring systems of projects, and/or policies, and/or sector development
* At least contributed to the development of 2 reports related to policy, law or sector development
* 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](mailto:tamara.radulovic.sofreco@gmail.com) and to [saradnja.nvo@mju.gov.me](mailto:saradnja.nvo@mju.gov.me) by 31 March 2023, COB indicating in the email subject: 'application for **Monitoring the development of the NGO sector and for preparation of annual reports on the development of the NGO sector'**.

1. For example, Registry of NGOs, databases of the Revenue and Customs Administration of Montenegro, Consolidated database on NGO projects and programmes funded from public sources. [↑](#footnote-ref-1)