



# CALL FOR EXPRESSION OF INTEREST

**Intended recipients:** individuals/organisations **interested in providing an individual expert to fulfill a backstopping mandate for the Croatian Government Office for Cooperation with NGOs.**

The mandate activities will be distributed over the period between **now and mid-2029**, for a total of estimated **50 working days**. The modality will mainly be remote, with some trips to Croatia.

## **Background :**

In the framework of the [Second Swiss contribution to selected EU member states](#), Switzerland (through SDC) is co-financing a Programme in Croatia targeting civic engagement.

The Programme's formalised goal is to strengthen democratic processes through civic engagement.

The initiative, which has a budget of around 9 mio CHF (including the Swiss contribution), just launched and will last until 2029.

The responsibility of managing and Steering the Programme towards its success is with the Government Office for Cooperation with NGOs (NGO Office)

The Programme will be implemented through:

>Components 1 to 4: a number of calls for proposals (managed by the NGO Office) for the financing of small initiatives by civil society organizations in collaboration with partners from local communities (e.g. educational institutions, local governments);

>Component 5: a set of activities directly organized by the NGO Office, contributing to reach the goal of the Programme

## **Objective of the Mandate, type of services, expertise required:**

The Mandate is to provide technical thematic assistance (hereafter "backstopping") to the NGO Office for the duration of the Programme implementation.

The specific objective of the backstopping is to support the NGO Office:

(1) to implement Component 5, in other words **to play an active role in enabling civic space in Croatia**, based on the activities and results of the financed CSOs initiatives.

In this active role, it is expected that the NGO Office will:

- a) Conceptualize and facilitate processes in Croatia for the Capitalisation of the results of the Programme (e.g. peer learnings, activities that increase visibility of CSOs' work etc.)
- b) Implement own analytical activities and on this basis develop own products (e.g. publications, policy recommendations, events, new processes/tools)

(2) (secondary objective, if needed) to **refine its administrative and operative processes and tools.**

**The type of services** to be provided to the NGO Office in the framework of the backstopping will consist in (non exhaustive list):

>provision of advice/recommendations

>ad hoc (if necessary) direct facilitation of internal processes

>provision of ad hoc trainings/coaching to staff of the NGO Office

>provision of inspiration/examples with regards to the development of processes, tools, products, etc.

>identification and facilitation of other Swiss partners (e.g. NGOs, Cantonal entities) that could come into play for some knowledge exchanges etc. (financed directly by the NGO Office)

If relevant and necessary, the backstopper can sub-contract other Swiss experts to provide specific services.

### **Type of expertise required**

The expertise required for the implementation of this mandate should include:

- >Strong expertise/experience in accompanying/coaching institutions in strategic processes and organisational development;
- >Strong ability to connect strategic issues on civic engagement with concrete actions;
- >Strong political and public policies analysis competencies;
- >Thematic knowledge in democratic processes, good governance, civic participation, civil society organisations;
- >Contextual knowledge of Western Balkans, ideally Croatia as an advantage;
- >Strong English language skills, Croatian a plus.

### **Process :**

SDC plans to assign the mandate on the basis of the following process:

- 20<sup>th</sup> of March:** publication of the call for expression of interest,
- 4<sup>th</sup> of April:** the interested consultants/organizations submit to SDC the CV (and supporting documentation demonstrating the competencies/qualifications to carry out the mandate) of the individual expert who is proposed;
- mid-April:** SDC pre-selects three experts, who will be invited for individual meetings , and afterwards be requested to provide an indicative budget and a short methodological concept for the execution of the mandate
- mid-April:** organisations/individuals not considered in the pre-selection will be informed accordingly
- May:** SDC awards the mandate to the selected organisation/expert

### **Additional relevant information:**

>SDC is interested in having an individual expert assigned to this mandate, and not an organisation which would utilise multiple experts for different tasks/periods of time. Naturally, if the individual expert is part of an organisation, he/she can rely on other expertise for some specific tasks, but shall remain the main counterpart to the NGO Office.

>Criteria of selection: for the first stage of pre-selection, a good balance between thematic expertise and methodological expertise will be essential; for the final selection, in addition to the expertise, the outcome of the meeting and the quality of the methodological concept will be the main criteria for the awarding.

We remain available in case of questions and look forward to your expression of interest.

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