

TERMS OF REFERENCE

for selecting two experts to carry out a baseline study within the INSPIRED Moldova project, focused on assessing CSOs capacities in policy dialog, advocacy and digital capacities

Type of Request: Open Call

Issue Date: 13.12.2024

Deadline for Submission of Offers: 22.12.2024, 00:00

CONTEXT

About the Project

„INSPIRED Moldova” project aims to contribute to a conducive environment for civil society in Moldova by empowering civil society organisations (CSOs) to actively engage in policy discussions at all levels. Taking advantage of the momentum generated by the EU accession process, the action will facilitate policy dialogue processes on civil society, enabling the environment and relevant plans and programmes to be drawn from the accession negotiations. Recognising the importance of prioritising democracy strengthening in the EU's new fundamentals first accession methodology, the initiative will enhance CSOs' capabilities to act as catalysts of democracy at both national and local levels and in the digital sphere. Moreover, the Action will support collaborative efforts to nurture an inclusive and participatory environment that is conducive to improving public participation, including advancing underrepresented groups and women in Moldova.

The Project is financed by the European Union and implemented by a consortium led by the European Partnership for Democracy (EPD), and composed of CPR Moldova, CONTACT Center, People in Need, ALDA - the European Association for Local Democracy and Democracy Reporting International (DRI).

About the Study

The proposed baseline study aims to provide a comprehensive understanding of the capacities and challenges faced by civil society organisations (CSOs) in Moldova. This study combines both quantitative and qualitative methods to ensure a holistic view of CSOs' policy dialog, advocacy and digital capacities.

The call is open for two positions:

- 1. Policy Dialogue Expert**
- 2. Expert in digitization**



The experts will be selected to work on the following:

Position	Responsibilities	Deliverables
Policy Dialogue Expert	1. Qualitative Data Collection ● Focus Groups: - Two focus groups with regional CSOs to understand challenges and capacities at the local level (in the North and the South) and another one on digitalisation; ● In-depth Interviews: A maximum of 10 interviews will be conducted with key stakeholders (experts, authorities, CSOs leaders) 2. Desk Review ● An analysis of existing documents, policies, studies, and reports to complement the data collected from surveys and interviews. This will ensure alignment with ongoing research and avoid duplication of efforts. ● Expert will map existing dialogue mechanisms at the local and national levels and investigate how CSOs listed as “interested parties” on national-level policies work and their needs.	1. Baseline report: The basis of this study will be a detailed assessment report on the capacity of CSOs to engage in policy dialogue, with a focus on CSOs at the regional level. The basis of the report will include quantitative data collected by a sociological company as well as qualitative data collected by an expert. 2. Dialogue Mechanisms Catalogue: Another key deliverable will be the creation of a catalogue that maps existing dialogue mechanisms and initiatives facilitating engagement between CSOs and public authorities at the local level, notably regarding the implementation of national policies. This catalogue will play an instrumental role in identifying ongoing initiatives that could be supported by the project, as well as highlighting relevant CSOs that could be interested to participate in these processes. By detailing the current dialogue platforms, we aim to underscore best practices and pinpoint opportunities for collaboration among CSOs, government entities, and other stakeholders. This mapping will also aid in strategically selecting localities and CSOs for subgrants, ensuring resources are directed where they can create the most meaningful impact on governance and community engagement.
Expert in digitization	2.1. Qualitative Data Collection ● Focus Groups: - One focus groups with regional CSOs to understand challenges and capacities at the local level on digitalisation;	1. Baseline report: The basis of this study will be a detailed assessment report on the capacity of CSOs on digitalization, with a focus on CSOs at the regional level.



	● In-depth Interviews: A maximum of 5 interviews will be conducted with key stakeholders (experts, authorities, CSOs leaders) 2.2. Desk Review ● An analysis of existing documents, policies, studies, and reports to complement the data collected from surveys and interviews. This will ensure alignment with ongoing research and avoid duplication of efforts.	The basis of the report will include quantitative data collected by a sociological company as well as qualitative data collected by an expert.
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Note* All deliverables should be presented in English

Based on the findings from the assessment and the identification of blind spots, the experts will offer a comprehensive set of strategic recommendations. These recommendations will be tailored to address the identified gaps in advocacy skills, technical expertise, and organisational capacity within CSOs (with a focus on policy dialogue capacity eventually), ensuring that the support provided is both relevant and practical. The recommendations will also offer a pathway for developing more effective advocacy initiatives.

Terms and Conditions

- **Contract Duration:** The study will commence immediately after the contract is signed, with the total duration estimated to be approximately 2 months. A detailed work plan will be presented within the first week of signing the contract.
- **Confidentiality:** All data collected and analysed during this study will remain the property of Centrul CONTACT.
- **Payment:** Payment will be made in instalments, according to a schedule agreed upon by both parties, based on the delivery of key tasks and meeting the quality criteria specified in the contract.

Instruction for application

- Candidates are invited to apply for one of the following positions
 1. **Expert in policy dialog**
 2. **Expert in digitalization**
- Applications can be submitted either individually for each position or in a team of two experts for both positions.
- Candidates may also be submitted on behalf of a legal entity*

*The experience and background of the entity will not be considered in the selection process.



Interested experts are invited to submit:

- A technical proposal detailing the proposed methodology and a work schedule;
- A financial proposal in Moldovan lei, VAT0, according to the table below*:
- CV of the expert;
- Letters of recommendation from the last two years or references;
- Links to relevant documents and research previously conducted.

Note* If two experts participate in the competition as a team, it is sufficient to submit a joint application.

* A financial proposal in Moldovan lei, VAT 0:

For position of Policy Dialog Expert

Deliverables	Number of days	Price in EUR Net per day (VAT 0)	Total price EUR Net (VAT 0)
2 Focus groups organized in the field of policy dialog	3		
10 in-depth Interviews	4		
Desk Review	4		
Preparation of the draft report on policy dialogue	7		
Dialogue Mechanisms Catalogue	4		
Preparation of the final report on policy dialogue	2		
Total	24		

Note: If you think that you need more days for the realization of tasks, please make changes in the table.

For position of Digitalization Expert

Deliverables	Number of days	Price in EUR Net per day (VAT 0)	Total price EUR Net (VAT 0)
1 Focus group organized in the field of digitalization	2		
5 In-depth Interviews	3		
Desk Review	3		
Preparation of the draft report on policy dialogue and digitization	5		



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Preparation of the final report on policy dialogue and digitization	2		
Total	15		

Note: If you think that you need more days for the realization of tasks, please make changes in the table.

Proposals should be sent by email to concurs@contact.md, by **December 22, 2024, 00.00** with the subject line **"INSPIRED Moldova Baseline Study. Position _____"**.

SELECTION CRITERIA

Proposals will be evaluated against the following criteria:

- Understanding of the proposed task and approach;
- Experience of the experts;
- Proposed price;

Evaluation criteria and maximum marks:

Evaluation Criteria	Expectations	Maximum Score
Understanding of the Terms of Reference and Proposed Methodology	Demonstration of a clear understanding of the proposed tasks. The methodology should be well-defined and include all necessary research stages and techniques.	30
Experts' Experience	Relevant experience of at least 3 years in conducting studies and qualitative research.	20
Quality of Previously Developed Materials	Quality of deliverables previously developed within other studies presented in the application.	20
Financial Offer	Offers will be evaluated based on the lowest price criterion.	30*
TOTAL		100

*The evaluation of the financial offer is carried out according to a formula as follows:

Variables:

Σ offer = amount proposed in the financial offer;

Σ min = the amount proposed in the lowest financial offer;

Score offered for the financial offer $P_{fin} = 30 * \Sigma min / \Sigma offer$.

Any additional questions regarding these Terms of Reference can be sent to info.ong.contact@gmail.com, with the subject **Questions INSPIRED Moldova Baseline Study by December 19 2024**.

CONTACT Center reserves the right to extend the submission deadline and to request further clarifications from applicants if necessary.