

# Constituency and Influence for Reform

Call for (Teams of) Experts for Training  
and Coaching of CSOs Ukraine

8/12/2020



Background	3
Objectives of the Call	3
Responsibilities and tasks	4
Required qualifications and skills	4
Confidentiality	5
Application and Selection Process	5

The Netherlands Helsinki Committee (NHC) is a non-profit, non-governmental organization located in The Hague. The NHC's mission is to build and secure justice and compliance with international human rights agreements within OSCE participating states. Established in 1987, the NHC represented Dutch civil society in the Helsinki Process, following the examples of sister Helsinki Committees from across the Organisation for Security and Cooperation in Europe (OSCE) area. Through our work, we contribute to wider international agendas such as the UN Sustainable Development Goals. Today we are recognised as one of the key non-governmental organisations contributing to dialogue and cooperation amongst actors in the areas of rule of law and human rights.

The present document defines the terms for the Call for Experts for the Netherlands Helsinki Committee's "*Constituency and Influence for Reform*" project, financed in part by the European Union<sup>1</sup>.

## Background

The objective of the *Constituency and Influence for Reform* project is to strengthen CSOs' communication, advocacy and crowdfunding capacity, good governance, and operational security in Ukraine. The project most directly targets, and immediately benefits, civil society organizations (CSOs) working on **women's rights, anti-corruption or environmental protection** in Ukraine.

The role of civil society in all target countries has proven to be critical in defending democratic progress and mending governance deficiencies in the past. Furthermore, stimulating greater appreciation of human rights issues by domestic constituencies, including financial contribution in the form of crowdfunding, is a vital yet little-applied long-term strategy for CSOs promoting women's rights, fight against corruption, and environmental protection. Through this project, the growing influence and leverage of society as a whole will be further strengthened in all target countries and the project will seek possible windows of opportunities for CSOs to safely engage with the government, either at national or local level, principally on issues of women's rights, anti-corruption, and environmental protection. To this end, in each country, the NHC will organize trainings, provide small grants, and arrange coaching support to enable a select group of CSOs to conduct campaigns and effectively reach broader audiences and political actors in Ukraine.

## Objective of the Call

The objective of this Call is to recruit a team of 3 qualified local experts in Ukraine to work with the dedicated NHC staff on this project. Local knowledge and expertise are crucial for addressing the context-specific needs of the CSOs who will be supported under this project, as well as for strategically adjusting activities where necessary in relation to developments on the ground. In this regard, the selected team of experts will serve a focal point for the NHC in the target countries and will play a strong role in the effective implementation of project activities.

---

<sup>1</sup> This publication was produced with the financial support of the European Union. Its contents are the sole responsibility of the Netherlands Helsinki Committee and do not necessarily reflect the views of the European Union.

## Responsibilities and tasks

The (team of) experts will be responsible for the following tasks in the target country:

- designing and delivering the first round of trainings on the topics of communication, advocacy, and good governance;
- providing feedback on the call for training participants and in the selection of participants for these trainings;
- playing a (strong) role in the sub-granting process (for which all CSOs participating in the trainings will be eligible to apply) including providing feedback on the call for proposals, participating in the evaluation of applications and awarding sub-grants;
- coaching of selected CSOs/sub-grantees, including through the possible provision of additional trainings on constituency-building, building crowdfunding skills, or good governance;
- supporting monitoring and evaluation of sub-granted projects, including reviewing reports from sub-grantees;
- supporting NHC project staff in drafting narrative reports to the donor;
- providing advice on, and where relevant, drafting local communications initiatives about the project (such as social media outlets and posts, interviews, success stories, press releases, etc.);
- providing advice on conducting opinion polls about the public's views of civil society, government reform, and human rights in Ukraine;

## Required qualifications and skills

Prospective applicants are required to have the following qualifications and skills and meet the following criteria:

- At least 5 years of experience and expertise of developing and implementing activities in one or more of the following disciplines: communication strategies, advocacy campaigning, crowdfunding, and/or CSO good governance, in particular in the field of women's rights, environmental protection, and/or anti-corruption;
- Experience in administering trainings;
- Familiarity, and preferably, experience, with administering trainings online (via platforms such as Zoom, MS Teams, etc.)
- Established knowledge and experience of the CSO environment in Ukraine;
- Demonstrable experience in supporting sub-granting processes, from preparation of calls for proposals through assessment and selection.
- Demonstrable experience in supporting the administration and implementation of small grants on the topics of communication, advocacy, and/or crowdfunding in Ukraine, through the provision of coaching, financial and administrative support, and/or monitoring and evaluation;
- Existing contacts or networks with local CSOs (desirable)
- Fluency in Ukrainian;
- At least intermediate level proficiency in English;
- A national of Ukraine.

# Confidentiality

Throughout the assignment, and for five years after the date of final payment for service, the expert must agree to keep confidential all data, documents, or other materials (in any format) that is disclosed (in writing or orally) concerning the project.

# Application and Selection Process

NHC will recruit 3 qualified local experts in Ukraine. Selected experts will be contracted for a period of one year, with the possibility of extension if deemed appropriate.

Interested candidates are requested to submit the following:

- Application Form
- CV (including an overview of trainings previously conducted and role therein)
- Proposed Daily Rate, for an anticipated workload of halftime per month.

Individual experts are eligible to apply, but we also welcome applications from teams/groups of experts. For applications submitted by a prospective team of experts, each team member must complete a separate individual application form and indicate therein the names of the other proposed team members. A description of how the team members will cooperate with each other along with a proposed division of tasks must be included in the application form below.

**The application package should be submitted in English or in Ukrainian to [hrd@nhc.nl](mailto:hrd@nhc.nl) no later than January 03, 2021.**

For questions regarding the project or the application procedure, please contact [hrd@nhc.nl](mailto:hrd@nhc.nl) by December 21, 2020.

Only full applications (consisting of a completed application form, CV, and rate proposal) will be assessed. Only applications receiving a minimum score of 70 points based on the below criteria will be shortlisted.

## Proposal Selection Criteria

	Criteria	Maximum score
1	Experience in designing and administering trainings on one or more of the following disciplines: communication strategies, advocacy campaigning, crowdfunding, and/or CSO good governance, in particular in the field of women's rights, environmental protection, and/or anti-corruption;	30
2	Knowledge of CSO environment and the situation of women's rights, environmental protection, and/or anti-corruption CSOs in Ukraine	25
3	Experience in developing and administering calls for proposals for small grants and supporting their implementation in Ukraine	25
4	Knowledge of local language and English	15
5	Cost-effective and realistic half-monthly rate	10
<b>Total:</b>		<b>100</b>