

Terms of Reference

Consultant for the development of a Grant Award Scheme

Thursday, 2 June 2016

I. Context of Assignment

WWF – Turkey is the coordinator of the EU funded project titled **Civil Society Acts for Environmentally Sound Socio-Economic Development**.

The project aims to engage civil society organizations in the five countries as equal stakeholders with Public authorities and Professional companies in their national processes of legislative revisions and decision making on Environmental Impact Assessments (EIAs) and Strategic Environmental Assessments (SEAs) through inter alia increased media attention.

The project, which involves five beneficiary countries; namely Albania, Bosnia and Herzegovina, Montenegro, Serbia and Turkey, has officially started in February 2016 and has a duration of 36 months.

Within the project, capacity building of civil society organizations (CSOs) from each of the five countries is aimed via awarding them financial support. Consequently, beneficiary CSOs will increase their knowledge and technical background to provide sound comments in the EIA/SEA public consultations and strengthen their capacity to lobby and stand constructively for their views. The beneficiary CSOs will form a regional network together with the project partners while attending the main project activities.

II. Objectives and scope of assignment

The objective of the consultancy assignment is to design a grant award scheme within the context of the project, in order to formalize the awarding of the financial support to CSOs in each of the five countries. The grant awarding scheme will cover all five countries where applications will be invited on the national level.

The consultant will design the whole grant making process: prepare guidelines for application including general conditions, eligibility, selection criteria, application procedures and reporting requirements (including programmatic and financial reporting templates) as well as the development of an application form, budget template and a checklist. The consultant is also required to include the evaluation strategy for the grant award scheme and the assessment form template for scoring the applications. .

The grant scheme will fully be designed in line with the EC grant making principles and rules, with starting parameters defined by the Project partners.

The final deliverable of the consultant will be an approximate 20 pages document in English language.

III. Profile of consultant

The consultant should have the following educational background, qualifications and expertise:

Education:

- University degree or equivalent

Experience:

- Experience in designing/developing /managing grant award schemes and assessment of grant applications
- Preparing reports and designing project proposals;
- Experience working with CSOs;
- Professional experience in nature conservation, environmental protection, public participation, rule of law, civil society or relevant areas;
- Familiarity with WWF's mandate and activities;
- Excellent communication skills;
- Ability to write clearly and concisely in English;
- Familiarity with the working cultures of Albania, Bosnia and Herzegovina, Montenegro, Serbia and Turkey.

Language: Fluency in English.

Other:

- Computer skills and ability to use information technology as a tool and resource.
- Initiative, strong conceptual and analytical abilities and sound judgment.

IV. Duration and work setting

The consultancy work is to be completed within 17 -30 June 2016.

The consultant can partly work home-based while ensuring regular communication with the Project Coordinator and WWF-Turkey's program team based in WWF – Turkey's İstanbul office. The Consultant will report directly to the Project Coordinator, who provides direction and guidance, detailed information on the project and certifies the delivery of the output.

V. Delivery and timeline

The consultancy contract is expected to start on 17 June 2016.

The consultant is expected to deliver the draft document on 27 June 2016. The project coordinator will review and may request revisions and/or additions to the draft version.

The final grant award scheme document will be submitted in electronic format on 30 June 2016 to the Project Coordinator.

The consultant will receive the fixed lump sum for the provision of the deliverable in good quality, upon acceptance by WWF Turkey Project Coordinator at the end of the assignment.

VI. Application procedure

The deadline to submit applications for the consultancy assignment is **Monday, 13 June 2016**.

Please submit your application to agemci@wwf.org.tr including your CV, cover letter and financial proposal. The financial proposal should indicate the total lump sum amount requested in order to complete the assignment.