

**Call for the Selection of Independent Assessors for the Evaluation of Grant Proposals within the Framework of**

**Civil Society Support Programme III and**

**Civil Society Dialogue Programme VI**

**Background**

The European Union has been supporting civil society organisations (CSOs) in Turkey for many years. Currently, two calls for grant proposals are under implementation within the framework of the following initiatives: Civil Society Support Programme III - CSSP III (EuropeAid/165466/ID/ACT/TR) and Civil Society Dialogue Between EU and Turkey VI – CSD VI (EuropeAid/166483/IH/ACT/TR). The binding grant documents (Guidelines for applicants with annexes) are available on the following website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&userlanguage=en> (please use the relevant EuropeAid reference numbers provided in the brackets above) or at the Contracting Authority websites: <http://www.cfcu.gov.tr/tender/65624> for CSSP III and <http://www.cfcu.gov.tr/tender/65653> for CSD VI.

The calls have restricted character and the first phase (evaluation of concept notes) has been completed. Now, the pre-selected lead applicants are invited to submit full application forms.

The Central Finance and Contracts Unit (CFCU) of the Republic of Turkey Ministry of Treasury and Finance is the Contracting Authority for the both grant schemes while Evoluxer SL. is a Technical Assistance contractor, which is planning to recruit approximately up to 5-6 new independent assessors, who will join the existing assessor teams in order to evaluate full grant applications under both grant programmes.

**Duration and Location**

The anticipated indicative working period is as follows:

* Civil Society Support Programme III: 7 September through 24 October 2020
* Civil Society Dialogue Programme VI: 21 September through 24 October 2020

The candidate should consider their full availability for the periods contemplated above and shall submit her/his Statement of Exclusivity and Availability.

The contracts with assessors will be concluded by Evoluxer SL (not by the CFCU).

Location: Mostly home-based with few short visits to the premises of the CFCU in Ankara. For details, please see information on the Scope of Work below.

**Scope of Work**

The assessors will perform technical evaluation of the full grant applications with the use of the prescribed evaluation grids. The grid templates are a part of the Guidelines for applicants (section 2.3), which can be found at the website contemplated in the Background section of this announcement. Assessor candidates are recommended to take note of those grids.

The assessors will use online evaluation platform to evaluate the proposals. Thus, they will be able to perform their work either from home or at the CFCU premises. However, the assessors will be requested to come to the CFCU offices, if deemed necessary by the Evaluation Committee and to sign their evaluation grids.

Max. 2 applications can be evaluated in one working day to ensure quality evaluation process. The filled-out evaluation grids will be presented to the Secretary of the Evaluation Committee. The assessors will work under guidance and supervision of the Evaluation Committee’s Chairperson.

A debriefing meeting with all the assessors will be held at the CFCU office before the start of their assignment in order to explain the evaluation process, policy context and how to use the software (platform) for the online evaluation of grant proposals. **The selected assessors will be requested to attend the meeting**. The assessors will also be required to fill out separate declarations of confidentiality and non-disclosure before the use of the online platform. In this declaration, they must declare that they will be impartial in the process of project evaluation and selection, are not in direct or indirect relation with a project proposal and does/did not participate in the preparation of any project under the respective grant scheme. Assessors should immediately inform the CFCU and Evoluxer SL regarding a situation that may harm their impartiality. Also, they will declare that they will keep all the information or documents confidential and will not share it with third parties.

The working language of the assignment is English. All evaluation grids must be filled in English. For that, the independent assessors must have good command of the English language. Each evaluation mark shall be substantiated by narrative justification which must be clear, concrete, provided in a concise manner, and give objective reasons for the score.

Please, note that the assessors will be paid based on the quality of their work and the number of applications assessed.

**Conflict of Interest**

Each assessor candidate shall remain impartial, independent and objective. Also, she/he undertakes to comply with all confidentiality and non-disclosure policies for the work of this nature. She/he shall also refrain from conflict of interest issues that may arise from the assignment. To this effect, specific Declaration of Impartiality and Confidentiality is required from the assessor candidates.

Failure to declare a conflict of interest or respect confidentiality and impartiality may lead to the termination of her/his contract. The expert may also be held responsible for misconduct and all its consequences, including possible sanctions.

**Assessor’s Profile Requirements**

| **Civil Society Support Programme III** | **Civil Society Dialogue Programme VI** |
| --- | --- |
| Qualifications and Skills:  At least Bachelor’s Degree, preferably in social studies. In the absence of the required degree, equivalent professional experience of minimum 15 years  Good command of written and spoken English  Turkish will be an asset  General Professional Experience:  At least 7 years of professional experience  Specific Professional Experience  At least 5 years of experience in one or more of the following areas/subjects:  1. One or more of the following areas/subjects concerning CSOs:   * Capacity building * Active citizenship * Participation in public-CSO cooperation process * Communication * Administrative and financial sustainability * Advocacy * Transparency and accountability   2. Experience as programme/project manager, expert, trainer, etc. in programmes/projects targeting CSOs (including grant projects)  3. Experience in the field of project development, monitoring and evaluation in actions implemented via international or national financial assistance (including grants)  4. Experience in the evaluation of proposals submitted within the scope of grant programmes implemented via international or national financial assistance | Qualifications and Skills:  At least Bachelor’s Degree, preferably in social studies. In the absence of the required degree, equivalent professional experience of minimum 15 years  Good command of written and spoken English  Turkish will be an asset  General Professional Experience:  At least 7 years of professional experience  Specific Professional Experience  At least 5 years of experience in one or more of the following areas/subjects:  1. One or more of the following areas/subjects concerning CSOs:   * Capacity building * Active citizenship * Participation in public-CSO cooperation process * Communication * Administrative and financial sustainability * Advocacy * Transparency and accountability * Organisation and networking   2. Experience as programme/project manager, expert, trainer, etc. in programmes/projects targeting CSOs (including grant projects)  3. Experience in the field of project development, monitoring and evaluation in actions implemented via international or national financial assistance (including grants)  4. Experience in the evaluation of proposals submitted within the scope of grant programmes implemented via international or national financial assistance |

NB: all assessor candidates must also include in their CV specific references to their past experience which should clearly illustrate their understanding and knowledge of general issues regarding the EU, EU accession process or one or more chapters of *Acquis* *Communautaire*.

**How to apply**

Interested candidates meeting the criteria communicated above are invited to send their application consisting of the following documents (forms/templates provided as Annexes to this announcement):

1. Their CV in the EuropeAid format (Annex 1) together with:
2. Signed and scanned Statement of Exclusivity and Availability (Annex 2.a for CSSP III **and/or** Annex 2.b for CSD VI candidates) (full time must be indicated) and
3. Signed and scanned Declaration of Impartiality and Confidentiality (Annex 3.a for CSSP III **and/or** Annex 3.b for CSD VI candidates).

Applications must be submitted via email to the following address: [step@evoluxerprojects.eu](mailto:step@evoluxerprojects.eu) by 28 August 2020, 15:00 Ankara time. The filled-out forms (CV, Statement and Declaration) must be sent as three separate attached files. **Candidates must clearly indicate in the subject of their email which grant scheme(s) they apply to as assessors**.

**Selection of Assessors**

Evoluxer SL will perform prior evaluation of candidates, who will subsequently undergo specific ex-ante approval process by the CFCU and the Delegation of the European Union to Turkey. Only successful candidates will be informed via email and will be invited to sign a contract with Evoluxer SL based on competitive remuneration for the work of this character.

The successful candidates will also be required to provide original documents of the Statement and Declaration submitted with their CV, sign a Declaration of Confidentiality for Utilisation of Evaluation Software alongside Working Principles and Practices for the Assessors document.

Kindly note that the actual start and end date of the assignment may slightly vary from the provided in the section on Duration and Location.

**Annexes:**

1. CV Template
2. Statement of Exclusivity and Availability-CSSP III
3. Statement of Exclusivity and Availability-CSD VI
4. Declaration of Impartiality and Confidentiality-CSSP III
5. Declaration of Impartiality and Confidentiality-CSD VI