1. **Background Information**

1.1. **Beneficiaries**

The Office of the EU Representative to West Bank, Gaza Strip and UNRWA (EUREP), international community, Palestinian civil society and Palestinian Authority.

1.2. **Contracting Authority**

The Office of the EU Representative to West Bank, Gaza Strip and UNRWA.

1.3. **Current State of Affairs**

1.3.1. **EU Policy towards Civil Society**

The European Commission has considered **participatory development as a general cooperation principle since the end of 1990s** and since then several communications have reiterated EU political commitment to ensure civil society participation in the five different stages of the development process (preparation of a national development strategy and of an EC country response strategy, policy dialogue in sectors of intervention, implementation and review) though different modalities that can be complementary, including support to and via the civil society.

In recent policy documents, the EU has adopted a new approach in its support of civil society, outlining civil society organisations (CSOs) not only as service providers or implementers of EU strategies, but also as **key actors in development process and democratization**. Engaging in a structured dialogue with civil society has become a specific priority for the EU in the years to come, as a way to contribute to the ownership of development strategies by the aid recipient countries, in line with the Aid effectiveness Agenda.

In 2011, the Communication "**A new response to a changing Neighborhood. A Review of a European Neighborhood Policy**" acknowledges civil society’s role to contribute to policy making, hold governments to account and commits EU to promote the role for non-state actors through a partnership with societies, helping non-state actors develop their advocacy capacity, the ability to monitor reform and their role in implementing, monitoring and evaluating EU programmes.

In 2012, the Communication "**Roots of Democracy and Sustainable Development: Europe’s Engagement with Civil Society in External Relations**" calls on the EU and its Member States to formulate EU roadmaps for engagement with CSOs in partner countries to ensure that through both structured dialogues and strategic cooperation consistency and impact of EU actions are increased, including triggering coordination with EU. Roadmaps are meant to put in practice the commitment to reinforce EU support to CSOs in policy engagement and accountability within the overall perspective of constructive relations.

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2. This regular dialogue is based on the results of a multi-stakeholder consultation launched in March 2010 by the European Commission, the “Structured Dialogue on the involvement of CSOs and Local Authorities in EC development cooperation”. The multi-stakeholder consultation aimed at addressing i) the roles, value added and complementarity of CSOs and LAs in EU external cooperation; ii) how to reconcile the aid effectiveness agenda and the right of initiative of CSOs; and iii) alternative aid delivery mechanisms.


4. COM (2012) 492
between states and CSOs. They should include three main components (knowledge base and operating context, structured dialogues, operational support) that should be based on a sound understanding of the CSOs arena and identification of relevant stakeholders. Their development is foreseen to take place in 2014.

1.3.2. Palestinian Civil Society: Recent Trends and Dynamics

The 2011 “Mapping Study on Civil Society Organizations in the Occupied Palestinian Territory” carried out by the EUREP, provides a full picture of the Civil Society dynamics including its legal regulatory framework and its relationship with the Palestinian Authority as well as identification of main issues and stakes for the Palestinian civil society (cf. annex 5 of the ToR).

While the legal framework has not changed much in the last 3 years, the operational environment of civil society has been exacerbated by the prolonged fragmentation of the Palestinian territories in Fatah-ruled West Bank and the Hamas-ruled Gaza – while East Jerusalem is directly controlled by Israel – as it entails the subjugation of CSOs to different legal and/or political contexts. The physical and legal separation of East Jerusalem puts excessive costs and difficulties to Palestinian civil society interventions and movement in the area and progressively isolates the Palestinian NGOs operating only in East Jerusalem. CSOs operating in the Gaza Strip are in their turn progressively subject to additional special requirements imposed by the Hamas de facto authority, such as to be registered and submit annual narrative and financial reports directly to the de facto Ministry of Interior in Gaza (in opposition to the contents of the NGO Law, and with consequence that line ministries are being marginalized in their relationship with NGOs). Their operational environment is further restricted by the blockage on the Gaza Strip imposed by Israel. In the West Bank, CSOs continue facing restrictions to effectively operate particularly in Area C due to the restrictive and intrusive measures imposed by Israeli Occupation (movement, military control, NGOs offices search), which hampers civil society ability to play effectively a role in development and political process.

The Law of Charitable Associations and Community Organizations has continued to be subject to debate for its potential to be used by the PA Ministry of Interior as a tool of controlling and restricting CSO actions. In 2012, an NGO Affairs Commission was established by the PA with the aim to organize CSO relations with the government. However, its implementation is to date on hold with strong opposition faced from civil society for its potential of easily becoming a control mechanism of their work. Some abuses in the implementation of the law and regulations (e.g. application of security clearance to member for registration, confiscation of assets in case of forced closure, interference with nominations of NGO boards) have continue to restrict CS effectiveness and undermine their role in society.

At the same time, the absence of a functioning PLC has increased the need of a proper CS role in the process of political transformation and state-building. Since 2012, positive steps towards unity in the sector as well as on the relations with the authorities have been achieved.

Important coordination steps have been achieved at the level of the fourth level organizations, namely the Palestinian General Union of Charitable Societies (PGUS); the Palestinian NGO Network (PNGO); the General Palestinian Union for NGOs in Gaza (GPU), and the Palestinian National Institute of NGOs (PNIN). These four main platforms, together with third level specialized networks, are currently engaged in developing coordination and cooperation amongst themselves in order to formulate common positions towards public and donor policies. In December 2013, they have officially announced the creation of the Coordination Council, institutionalizing in this way their collaboration.

Parallel to this, the NGO Development Center (NDC), in which all four platforms are represented amongst others, has developed a Strategic Framework to Strengthen the Palestinian NGO Sector (2013-2017), aiming at increasing citizen participation in key policy-making mechanisms, including CSO involvement in the local governance sector and a focus of CSOs on the most marginalized geographical areas. It also addresses areas such as monitoring and evaluation within the strategic framework and the importance of NGO

5 The Law of Charitable Associations and Community Organizations 2000.
cooperation. The strategy, issued in March 2013, was made through an intensive consultation process with a wide range of NGOs in different regions of Palestine.

While the focus of CSOs has been for decades on service delivery, their engagement in policy dialogue with public authorities has improved considerable in certain fields. CSOs have been increasingly called upon to play a role in the framework of national policies and in 2013 they have participated to the development of certain sector policies, which will be part of the new PA’s National Development Plan (2014-2016), which is expected by end January. This has been the case for instance of local government which strategy has been developed during 2013 through a cross-sector group including the Ministry of Local Government, academics, the private sector, representatives from the civil society and representatives from municipalities.

Nonetheless the capacity of CSOs to contribute to social and economic development and to redress distortions in many policy sectors is limited; CSOs perform an important role in certain sectors, in particular at local level. On social protection for instance, public authorities such as the Ministries of Social Affairs or Health, are entering in partnerships with CSOs to promote a coordinated approach in planning and delivering services for the benefit of the populations – with a focus on the poor and vulnerable. These partnerships however tend to be informal and not systematic. Similar partnerships between the public authorities and CSOs exist in the sector of agriculture.

In parallel, new forms of youth-led activism is being developed outside the existing organized CSOs.

In addition, CSOs continue to play a significant role in resisting occupation, promoting national unity and dialogue and protecting and promoting human rights.

Finally, local authorities (LAs), with 135 municipalities and more than 250 local councils, have the potential of playing an important role in the development processes as the closest level of governance, representation and accountability to citizens. Although local authorities were so far not involved in the policy process, the sector has demonstrated significant progress in municipal and local development. In 2005, the PA established the Municipal Development and Lending Fund (MDLF) to address financing and capacity building of municipalities. Since then, the PA, through the MDLF and with the support of several international partners, has implemented several municipal reforms ranging from the effective provision of services to revenue collection, to those resulting from a tendency of re-centralization as well as the insufficient capacity in planning and management.

Following the local elections held in 2012 (which took place only in West Bank and with Hamas’ boycott), a new board of the representative body of the Palestinian municipalities, the Association of Palestinian Local Authorities (APLA), was elected creating the potential for an improved role for LAs in development at the local level. The representation in the board continues however to be an issue of discussion for APLA functionality. Recently, APLA has, with the international support, worked on the formulation of a strategy for its own work.

1.3.3. The EU and Civil Society in Palestine

Relations between the EU and the PA are based on the ENP Joint Action Plan, adopted in 2013. Within this framework, EUREP promotes the participation of CSOs in domestic policies, EU programming and for the development of national plans.

At the policy level, EUREP holds consultations with CSOs in preparation of the EU/PA Sub Committees, both in West Bank and in Gaza. These consultations provide input from civil society to the policy dialogue

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6 See the study “Mapping of MoSA Local partners and the provision of Social Services in Jerusalem, Hebron and Nablus” undertaken as part of the ongoing EU-funded project “Technical assistance to improve and develop the Social protection system in Palestine through partnership planning and institutional capacity building ” (ENPI/2013/319-465)
7 Local council elections were held in 2012 in the West Bank.
8 Excluding East Jerusalem.
with the Palestinian Authority in a wide range of sectoral policies, such as human rights, rule of law and governance, as well as social affairs. In the sectors of gender, human rights and agriculture/rural development in particular, CSOs are most active. They are consulted for their specific inputs to the ENP progress reports.

EUREP also maintains a regular dialogue and direct consultations with civil society to discuss the priorities of the thematic programmes and other instruments, the conclusions and recommendations of external and in-house evaluations⁹ and to inform and/or discuss on any matter that is considered important for the Palestinian civil society (e.g. post-MDGs).

Civil society reports, studies and bilateral information are crucial for EU analysis and work, particularly related to HR and conflict related monitoring and work.

At the operational level, support to and through civil society has been provided by the EU for a long time, both through regional and thematic programmes following call for proposals (CIP). At local level, CIP are launched in an annual or bi-annual basis for the European Initiative for Democracy and Human Rights (EIDHR); Non-state Actors and Local Authorities in Development (NSA/LA Programme); Euromed Youth Programme; Cultural Programme; Food security, environment and natural resources. Additional civil society actions focusing on human development (women’s empowerment, culture, human rights, etc) receive also funds from global calls (Investing in People, NSA and EIDHR). Peacebuilding initiatives have been also supported through the Partnership for Peace regional programme and through the Instrument for Stability. A capacity-building support is provided to the four main platforms to improve their role and capacity in their engagement in policy dialogues with the national authorities and to consolidate their role in the national unity and democratization processes.

In addition, civil society is an important partner in different programmes of the bilateral cooperation (ENPI), especially under the East Jerusalem Programme which includes amongst its objectives important lev. This cooperation, which to date has been formulated on an annual basis, will become bi-annual covering 2014 and 2015 under the Single Strategic Framework (SSF 2014-15) ¹⁰. The SSF is expected to focus on three focal sectors: 1. Support to governance at local and national levels; 2. Support to the private sector and economic development; 3. Support to water and land development. Actions and civil society and programmes in support of civil society will be mainstreamed within the SSF. Furthermore, the special measures will encompass: 1. The East Jerusalem Programme, which will continue to provide support to East Jerusalem through a multi-sectoral intervention; 2. The temporary support measures (PEGASE Direct Financial Support and UNRWA interventions for Palestinian refugees) sustaining the delivery of essential public services to the entire Palestinian population and the development of the living conditions of the most vulnerable and isolate.

With regards to Local Authorities (LA), the local elections conducted in 2012, have paved the ground for EUREP’s support to the municipalities through the Municipal Development Programme¹¹.

1.3.4. Coordination with EU Member States and other Donors

The currently existing aid coordination structure in Palestine was set up following the decision made at the meeting of the AHLC on 14 December 2005 in London to improve the effectiveness of aid coordination structures in providing coherent technical assistance and financial support based on national priorities to the Palestinian people in line with the OECD-DAC Paris Declaration on Aid Effectiveness.

At the local level, the coordination structure currently comprises:

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⁹ Such as the findings and recommendations of the external evaluation of the NSA thematic programme in Palestine (2007-2012).

¹⁰ Pending approval.

¹¹ While MDP I (2009-2012) focused primarily on the credit-worthiness and strategic planning capacity of the municipality, MDP is also adding capacity development in social accountability, gender mainstreaming, environmental awareness and local economic development.
1. A Local Development Forum (LDF) which is open to representatives of the Palestinian Authority (PA) and all donor and aid agencies as well as to the representative of Association of International Development Agencies (AIDA). The LDF is co-chaired by the Ministry of Planning and Administrative Development (MoPAD), together with Norway, the World Bank and the Office of the United Nations Special Coordinator for the Middle East Peace Process (UNSCO). The Local Development Forum is supported by the Local Aid Coordination Secretariat (LACS).

2. Four Strategy Groups (SGs) which deal with the main clusters of economic policy, governance, infrastructure development and social development and humanitarian issues. The SGs focus on policy formulation and programmatic coordination, and pursue better design of donor projects to support the PA's sector priorities as well as a higher degree of harmonization of donor procedures. The Strategy Groups, supported by 13 Sector Working Groups, largely mirror the structure of the key programmes set out in the Palestinian Reform and Development Plan (2008-2010), followed by the Palestinian National Plan (2011-2013).

There is no specific structure or mechanism to ensure donor coordination on civil society issues/sector.

Coordination among EU donors

EUREP holds regular meetings with EU Member States' Heads of Mission, Heads of Cooperation and Heads of Political Sections, including EU humanitarian office (ECHO) and EU missions present in Palestine such as EUPOLCOPPS. Civil Society is invited in ad hoc manner to discuss specific issues, both concerning civil society sector (ie restrictions to civil society in Gaza) or specific sectors (ie Area C, Arab Peace Initiative).

At operational level, the coordination with EU MS is framed by the EU Local Strategy on Development Cooperation (LDS), endorsed by the Head of Missions in October 2011 and updated in June 2013 as follow up of the May 2012 FAC conclusions (development aid). The strategy outlines the political and operational framework conditions for operating in Palestine, establishes the principles for the EU cooperation in Palestine and EU division of labor. It is an important step forward in terms of EU operational alignment in support of EU political objectives and towards EU joint programming.

It takes stock of discussions and commitments that have taken place in 2012 and 2013 at both a global and local level, including the Communication Roots of Democracy and Sustainable Development: Europe’s Engagement with Civil Society in External Relations. In 2013, several meetings of HoC have specifically addressed and discussed EU operational approach to better involve civil society.

2. Objectives and Scope of the Mapping Study

2.2.1. Global Objective

The overall objective is to strengthen the involvement of civil society in public affairs and in the elaboration implementation and monitoring of development strategies, in line with the forthcoming Palestinian Authority's National Development Plan (2014-16).

2.2.2. Specific Objectives

The specific objectives are: "to update/upgrade the existing mapping study of 2011 by expanding its scope in order to provide a comprehensive complete overview of the civil society state of play in Palestine, including its capacity-building needs and recommendations to better engage with CSOs in/through cooperation and policy dialogue."

2.2.3. Description of the Assignment

- **Update/Upgrade and Complete the 2011 mapping**

The mapping will upgrade and complete the 2011 mapping by considering the below:

- **Target groups**: The mapping shall focus on the following categories:
CSO networks, alliances and platforms (both formal and informal and at national/local or sectoral level)

- Unions and federations (active in various sectors and/or representing various societal groups such as teacher, workers, women, students, youth, university professors, agriculture, disables, industries)
- Cooperatives
- Professional associations (non-profit)
- Representatives bodies of the private sector, including Chambers of Commerce
- Foundations, academia/university and research institutions
- Association of Palestinian Local authorities (APLA)
- New youth initiatives outside organized CSOs
- Not-for-profit media

**Geographic areas:** The mapping shall be carried out in the West Bank, including East Jerusalem, and the Gaza Strip, focusing on the specificities and characteristics of each of these areas. This should also be reflected in the suggested methodology. Particular attention shall be paid to CSOs operating in remote and marginalized areas, using the *Atlas on Poverty* for suggesting particular geographic target areas\(^\text{12}\).

**Content/Scope of the Update:**

1. **The legal and institutional context:**
   - assess the recent legal and institutional frameworks and developments that may influence and govern the effectiveness of civil society role and their interaction with the authorities and the donor community, outlining the constraints and taking into account the specificities of the West Bank, Gaza Strip, and East Jerusalem;
   - identify and analyze the dynamics within each sector and group of actors, the relationship of these actors with other CSOs (all levels) and with the authorities as well as with the donor community, including in particular mechanisms/tools of structured/regular dialogue;
   - identify and assess within specific sectors new emerging partnerships and schemes between civil society organizations and the public sector and/or the private sector taking existing regulatory frameworks into account (this could apply to the provision of social services, such as social assistance, social protection, or services in the health or education sectors etc. using the recently-published "Atlas on poverty" (2013, PCBS) and identifying gaps\(^\text{13}\).

2. **The contribution to development processes/Targeted Sectors:**

The Mapping Update shall focus on the three focal sectors of EU bilateral cooperation (e.g SSF 2014-15). In this regard, it will:

- identify actual and potential contribution of the above actors to sustainable development processes and identify constraints and challenges faced by them, taking into account the role played in a specific sector, highlighting innovative and solution oriented approaches employed by the civil society sector to address certain development issues, including cross-sectoral approaches applied to improve synergies;
- assess actual and potential contribution of CSOs with regards to the three focus areas of the SSF 2014-2015 as highlighted below:

   1. **Support to governance at local and national levels**

   Special attention should be paid to the initiatives undertaken in the Rule of Law sector as both, Justice and Security sectors have been strongly supported these last five years by the EU and other EU donors. There is a need for further progress as regards as accountability and oversight. Further reforms must be pushed at institutional level, but this will be subject to deeper policy


dialogue with the PA. Partnership with CSOs shall be enhanced and possible ways of collaboration and support must be assessed in view of strengthening transparency, public accountability, civilian oversight mechanisms, and information channels towards citizens. Monitoring of institutional reforms, in particular regarding the mandate of the justice and security institutions and the reorganization of the security services ensuring appropriate pursuit of complaints, as well as monitoring of the courts’ compliance with international standards is essential for population confidence and reliability.

Special attention shall be paid to identifying synergies with human rights initiatives and mechanisms, namely at the level of dialogue and advocacy, taking into consideration in particular the work developed by the HR Council and the joint support provided by the Dutch, Danish, Swiss and Swedish cooperation. Furthermore, attention shall be paid to identify needs and gaps and assess initiatives that focus on increasing citizens’ participation, oversight mechanisms and social accountability as well as the capacity of civil society to interact with local government bodies for better planning and service delivery and the capacity of APLA as the main representative body of local authorities to play an effective role in the governance sector.

The potential for public/private/CSO partnerships in the delivery of basic services (such as health, education and social protection) shall be assessed, with particular reference to the ongoing EU funded capacity building project with the Ministry of Social Affairs aiming at improving social protection services with increased community and private sector involvement. This is also in line with the EU support to the PA budget which seeks to maintain the functioning of the administration and the delivery of essential to the Palestinian population. The application of new approaches shall be assessed, with particular view of strengthening the ties between larger and community based organizations as well as the ties between CSOs and the communities (constituencies) they serve.

(2) Support to the private sector and economic development

The role and contribution of the Chambers of Commerce in economic development and the contribution of cooperatives and their effectiveness in job creation shall be traced, with focus on job creation that market needs, with focus on women and youth as well on poor and marginalized areas using the Atlas of Poverty and identifying gaps.

The potential contribution of CSOs and the latter cooperation private sector in economic development shall be assessed, taking into account programmes recently launched or planned by international donors, such as the Swiss, Danish, DFID or the GIZ.

(3) Support to water and land development

This relates to the identification and assessment of the actual and potential involvement of CSOs in water projects and land development initiatives, taking into account ongoing and planned initiatives with focus on Area C, the agricultural sector and economic empowerment of/support to farmers.

- assess the CSO strategy (Strategic Framework to Strengthen the Palestinian NGO Sector (2013-2017) and the existing constraints/challenges for its implementation;
- identify and assess the contribution to development of new forms of youth-led actions organized outside existing CSOs;
- identify and assess actual and potential contribution of APLA to facilitate partnerships between CSOs and LAs.

iii) The engagement in policy dialogues (covering the influencing of policy formulation, monitoring of policy implementation and the evaluation of policies):

- identify and assess key CSOs and mechanisms for engagement of above actors in local and national policy dialogues, including the existing constraints for such engagement, distinguishing
between the different categories of CSOs. In the case of LAs, the actual and potential role of the Association of Palestinian Local Authorities in policy making should be assessed.

- identify those policy areas in which above actors are/or could successfully engage in policy dialogues, on the basis of their existing capacity, distinguishing between the different categories of CSOs.

iv) The needs assessments for capacity building:

- assess the needs of the above actors with regards to their organizational capacity in order to contribute to sustainable development in an effective manner providing a SWOT analysis;
- assess the needs of the above actors with regards to their capacity to engage in policy dialogues at local and national levels providing a SWOT analysis;
- identify local capacity building resources for CSOs, with regards to organizational development and their engagement in policy dialogue (among academia/university institutions, NGOS, etc.), providing a SWOT analysis;
- assess the needs of APLA, with regards to organizational development and their engagement in policy dialogue, providing a SWOT analysis.

v) The strategies of and coordination among donors and EU Member States:

- assess current strategy/engagement of EUREP and EU MS with civil society with focus on the 3 priority areas laid out in the EC Communication of September 201214: i) the promotion of a conducive environment for CSOs in partner countries; ii) to promote a meaningful and structured participation of CSOs in domestic policies of partner countries, in the EU programming cycle and in international processes and; iii) to increase local CSOs’ capacity to perform their roles as independent development actors more effectively;
- provide an overview of other donor strategies and support programs towards civil society, in particular those focusing on the 3 focal sectors of EU bilateral cooperation and those addressing in particular capacity building and policy making gaps, with view of identifying potential cooperation areas for improved synergies;
- identify and assess existing coordination mechanisms amongst donors on civil society issues and qualitative consultations/dialogues, including opportunities for improved coordination in particular at EU level;

vi) The update of the database

- Update and upgrade the existing database in excel and add new active actors to the list accordingly ensuring alignment with the on-line regional database of CSF-South.
- examine new developments with regards to the 79 CSOs/NGOs contained in the database.

vii) The recommendations

- identify key policy priorities for promoting in a long term perspective (2014-17): i) a conducive environment for CSOs; ii) a meaningful and structured participation of CSOs in policy processes at local and national levels and; iii) the local CSOs’ capacity to perform their roles as independent development actors more effectively;
- formulate a strategy for engagement to promote the priorities (roadmap), including actions and measures to consider for achieving the priorities and indicators to measure the change/achievement of priorities, taking into consideration in particular at all measures and instruments at the disposal of EUREP and EU MS and focusing on opportunities for mainstreaming a more strategic engagement within

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the targeted sectors of EU cooperation. This includes policy dialogue and facilitation as well as funding opportunities in both geographic and thematic instruments.

a. Methodology

Desk study: This includes a review of relevant documents and literature of both "primary" and "secondary" sources, existing national and sectoral studies as well as databases.

Field work: The methodology shall include a mix of focus group, interviews (individual and collective ones), structured questionnaires and restitution seminars with key actors. For the study on the Gaza Strip no contacts should be taken with the de facto government or any institutions affiliated with it.

Qualitative and quantitative analysis shall be applied in the methodology. The different contexts for civil society that exist in the West Bank, Gaza Strip and East Jerusalem shall be taken into account.

Sampling: The Consultant shall use a representative sample, selected on the basis of clearly defined criteria.

Database: The update/upgrade of the existing database while ensuring addition of new CSO key actors and alignment with the on-line regional database of CSF-South.

Roadmap: The strategy shall identify priorities and present actions needed for improved civil society role to enhanced development and governance outcomes. The strategy shall emphasize sector specificities in geographical terms and in the three target area of the EU bilateral cooperation. The strategy shall include a brief problems and needs analysis based on the information collected for the mapping study and the database. It shall include action tables per priority with detailed list of measures (studies, mappings and database update, and research; dialogue, consultation and facilitation and; operational support including mainstreaming) with suggested indicators of achievements, sources of verifications, and assumptions and risks. It shall also present a dashboard with an indicative timeline.

b. Deliverables

Inception report, including the methodology for the mapping study, the selection of CSOs and the organization of seminars with suggested invitees.

Mapping Study (update/upgrade), including an executive summary and recommendations, based on the methodology outline in the TOR. The study should be comprehensive containing unchanged and relevant parts of the Mapping Study of 2011.

Update of the existing database of relevant CSOs. The update of the database should also be presented as a digital map, to make it easy to identify CSOs working in each target area and should be aligned to the on-line database of CSF South.


4 Seminars to present study results to EU and MS (in East Jerusalem) and CSOs (in the West Bank and Gaza Strip) and get feedback to consider in the finalization of the study.

c. Location and duration of the assignment

Starting date (indicative): March/April 2014

Finish date (indicative): July/August 2014

Location: West Bank, including East Jerusalem and Gaza Strip.
<table>
<thead>
<tr>
<th>Schedule and number of days for the assignment per expert</th>
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<tbody>
<tr>
<td><strong>PHASE I:</strong></td>
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<tr>
<td>Expert I Team Leader</td>
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<tr>
<td>8</td>
</tr>
<tr>
<td>Desk Review (home-based)</td>
</tr>
<tr>
<td>-Draft Inception Report</td>
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<tr>
<td>-Field Mission 01 including briefing EUREP/MS on inception report.</td>
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<tr>
<td>-Final Inception Report</td>
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<tr>
<td><strong>PHASE II:</strong></td>
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<tr>
<td>-Field Mission 02- Collection of Data.</td>
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<tr>
<td>-Draft Mapping Study (home-based)</td>
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<td>-Final Draft Study incorporating EU comments</td>
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<tr>
<td><strong>PHASE III:</strong></td>
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<td>-Field Mission 03 including:</td>
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<td>-Presentation of Results - CSOs - GS</td>
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<td>-Presentation of Results - CSOs - WB</td>
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<td>-Presentation of Results to EUREP- MS</td>
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<tr>
<td>-Finalization of Study-DATABASE/roadmap.</td>
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<td><strong>TOTAL</strong></td>
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d. **Experts team and profiles**

Experts Team: 1 senior expert and 2 civil society experts/field researchers

Working language: English

**Team Leader – Category I**

**Required profile:**

- University degree in social or political sciences, development studies or other relevant subjects
- At least 15 years of relevant professional experience, with track-record of conducting mapping studies of CSOs at local and/or national levels
- At least 7 years of specific experience in the field of capacity building, support to civil society, governance
- Thorough knowledge and experience of the CSO sector
- Knowledge of EU policy with civil society and EU programmes to support civil society
- Sound knowledge of EC programmes and procedures
- Work experience in the Middle East is an asset
- Fluency in oral and written English is compulsory
- Knowledge of Arabic is an asset

**Civil Society Experts/Field Researchers – Category II:**

Expert 1 (West Bank and Jerusalem)

Expert 2 (Gaza Strip)

**Required profile:**
Expert I

- University degree in Social Sciences or relevant subject relevant to the assignment
- At least 10 years of work experience in the OPT, in fields relevant to civil society
- In depth knowledge of the policy and legal framework for civil society in the OPT
- In depth knowledge of government/civil society dialogue and consultation mechanisms
- Knowledge of government/civil society dialogue and consultation mechanisms
- Fluency in oral and written Arabic
- Fluency in oral and written English

Expert II

- University degree in Social Sciences or relevant subject relevant to the assignment
- At least 8 years of work experience in the OPT, in research, analysis, evaluation or assessments in fields relevant to a study of civil society
- Sound knowledge of institutional and political context in which civil society operates in the OPT
- Sound knowledge of government/civil society dialogue and consultation mechanisms
- Fluency in oral and written Arabic
- Fluency in oral and written English

e. Administrative information

Reporting: All reports shall be submitted in English. The required reports are:

a) An Inception Report: reflecting the methodology and the details of the logistical arrangement for the study, to be submitted within 12 days following the start of the assignment. The EUREP shall approve the Inception Report before the desk phase begins within 12 working days of its submission. The inception report shall be submitted in 5 copies and electronically.

b) A Progress report will be submitted in mid June 2014 in one copy.

c) Draft final report/study: The draft of the final report shall be submitted electronically at least two weeks before the end of the period of execution of the contract in order for the EUREP Office to make comments and for the experts to include them in the final report version.

d) Final Report/study accompanied by an invoice of the implementation of the projects shall be submitted in English to the EUREP Office within two weeks after receipt of the EUREP’s Comments. The final report shall be in English, translated into Arabic and submitted to the EUREP office in 500 hardcopies of each language version, and electronically.

Additionally, a concise mission report, summarizing the study process, difficulties, constraints, problems and other issues shall be submitted with the final mapping study in 5 copies and electronically.

e) Four Seminars with CS and key stakeholders including donors to present the findings of the study, including one at the EUREP, one for EU member states and other donors, one in the West Bank and another one in the Gaza Strip. The workshops are to be organised in close coordination with the EUREP. The Consultant shall use a PowerPoint presentation with the final findings, the recommendations and the conclusions of the review.

Other: Reimbursable fees are the costs of travel, translation and interpretation costs, printing of mapping study, 4 seminars. Per diems for field work in East Jerusalem, Gaza and the West Bank.

f. References

1. Methodological Guide for implementing a mapping of civil society actors in Latin American Countries


10. PNDP (2014-16)