



CALL FOR OFFERS Desk research on the Western Balkans Summits part of the Berlin Process

Terms of Reference
December 2019

Deadline for applications: 5 January 2020

Expected start date for this consultancy: 20 February 2020.

Completion date: 20 April 2020.

1. Introduction:

The Balkan Forum, on behalf of the [Civil Society Platform for Democracy and Human Rights](#), comprised of 35 civil society actors in the Western Balkans (WB), is seeking to recruit a Civil Society Organization, an individual consultant or a team of consultants, to serve as a lead researcher and undertake an analysis of the progress made by WB countries towards implementing their pledges/commitments since the London and Poznań Summits held in 2018 and 2019.

2. Background:

Berlin Process and related Summits in London and Poznań

The Berlin Process launched in 2014, is an initiative aimed at stepping up regional cooperation in the Western Balkans and aiding the integration of these countries into the European Union (see <https://berlinprocess.info/about/>). The next WB Summit expected to take place in 2020, will be the seventh yearly Summit since Berlin (2014), Vienna (2015), Paris (2016), Trieste (2017), London (2018), and Poznań (2019).

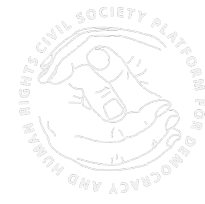
Civil Society Platform for Democracy and Human Rights (CSP)

In the lead up to the London Summit held on 9 and 10 July 2018, the Civil Society Organizations (CSOs) from the Western Balkans (WB) put together and shared with the CSOs and government officials from the WB as well as with Summit organizers and participants, a platform for a regional civil society organization that will assume greater responsibility for monitoring Berlin Process agendas and holding our governments accountable for implementing recommendations from the Berlin Process Summits and meeting EU integration criteria.

The CSP is a self-organizing platform of currently 35 CSO actors from the six WB countries who share the values and aspirations for their countries/region. They are driven by the mission of the platform, not by projects or funding. The organization and functioning of the CSP, and the common position built on important issues since the London Summit, including on the Berlin Process and Annual Summits, serve as a model - and a clear demonstration of our commitment - to advancing dialogue, reconciliation and accountability in our region.

Key CSP activities since its establishment:

- participation at the WB Summit in London (2018);
- country meetings held in Albania, Kosovo, Macedonia and Montenegro to identify country and regional priorities for the platform;



- participation at the conference held in Arad, Romania, entitled “Western Balkans and Romania’s Presidency of the Council of the European Union”;
- meetings with the EU Delegation, US, UK, Italian, and German Embassy representatives in Albania, Bosnia and Herzegovina, Kosovo, and Serbia to discuss future plans and identify potential synergy;
- organized its first regional conference in Tirana, Albania, on 21 - 22 March 2019, entitled “Civil Society Contribution in Berlin Process and EU Integration: A Positive Agenda Focused on Action”. As a follow up, participants shared a joint Manifesto with key organizers and participants of the Poznań Summit, as well as media, and donors in Poland and WB6;
- participation at the WB Summit in Poznań (2019).

Ahead of the next WB Summit expected to take place in 2020, the CSP is undertaking this research with the aim of sharing the key findings and engaging in advocacy with actors involved in the Berlin Process.

3. Objective of the consultancy

To undertake research, primarily desk research, drawing on existing and available documents and the expertise of the consultant to analyse the progress (and challenges), by six countries of the WB since the London Summit (2018), and Poznań Summit (2019), against the pledges that governments have made. The consultancy may include 7-10 semi-structured, Key Informant Interviews (KII), to be conducted online. The consultant will serve as a lead researcher and will work with two research assistants, members of the CSP.

4. Role of the consultant

Conduct desk research (and 7-10 online interviews, as far as possible), and analyse the progress since the London and Poznań Summits.

In view of the above consultant will undertake the following tasks:

- Collate existing sources of information and determine key progress areas, and related challenges, for each of the six countries of the WB.
- Outline the key actors involved in the Berlin Process, and their role.
- Based on the desk analysis outline conclusions and recommendations for civil society, governments of the six WB countries, and international actors involved in the Berlin Process (EU institutions, EU Member States, donors, diplomatic presence in WB countries).

Additionally, the research will attempt to identify existing research gaps to inform areas that require further analysis and review. Information for the research will be drawn from publicly available documents/ reports, and may include 7-10 semi-structured KII’s with key national and international actors involved in the Berlin Process.

5. Deliverables

Consultant will deliver:

- A maximum twenty pages research report written in English language, including a two-page executive summary.

Consultant will also be available after the delivery of the above for purposes of clarification.



6. Consultancy period

The duration of the consultancy is a maximum of 15 days – between 20 February – 20 April 2020.

7. Required experience

Interested CSOs/consultants should have:

- solid knowledge of the Berlin Process, key actors involved and their roles.
- demonstrated research experience. Interested consultant(s) will be requested to share previous research/analysis that they have undertaken.
- previous research on the Berlin Process and/or on the progress made by the countries of WB will be considered an asset.
- excellent knowledge of English language.
- strong communication and interpersonal skills, sensitivity and attention to detail.
- ability to deliver high quality work, within the agreed time-frame.

8. Interested applicants are requested to submit

- An offer which includes a gross cost estimate (number of days for the consultancy and daily fee), and a detailed plan for the required consultancy (i.e. activities and time-frames to deliver this consultancy).
- Curriculum Vitae for individual(s). A statement on relevant previous experience.
- At least one example of previous research/analysis undertaken by the consultant(s).

Application procedure and selection criteria

Applications should be sent electronically to info@thebalkanforum.org

The deadline for applications is 5 January 2020.

We regret that only short-listed candidates will be contacted.

Donor:

