

TERMS OF REFERENCE

for Research Expert

I BACKGROUND

1.1. Beneficiary country

The action will be implemented in Bosnia and Herzegovina.

1.2. Project description

Title: 'EU for Civil Society (EU4CS) - Capacity building of Governments to include CSOs into the decision-making, Bosnia and Herzegovina'

The *overall objective* of this project is to address the problem of weak cooperation and dialogue between governments and civil society in Bosnia and Herzegovina and to extend support to inclusive social dialogue and social partners (employees, employers, governments) including in relation to legislation, collective negotiations, assessing the need for new legislation, drafting the laws and monitoring the implementation of reforms.

The *specific objective* is to target the problem of weak cooperation and dialogue between governments and civil society in Bosnia and Herzegovina and extend it in direction of support to social dialogue and social partners (employees, employers, governments) including on such issues as legislation, collective negotiations, assessing the need for new legislation, drafting the laws and monitoring the implementation of reforms.

Expected *outputs* to be achieved include:

- Strengthen capacity of the public institutions and CSOs for better cooperation on policy dialogue,
- Strengthen capacity of the CSOs for better cooperation on creating and drafting strategic, legal and policy framework,
- Improved social dialogue between social partners (employees, employers, governments) at all institutional levels,
- Ensure participations of CSOs in the public consultations process/public debates on different institutional levels,
- Improved transparency in financing of CSOs by public institutions and
- Improved CSOs programme and financial reporting system to relevant institutions.

Project '*EU for Civil Society (EU4CS) - Capacity building of Governments to include CSOs into the decision-making, Bosnia and Herzegovina*', is implemented by international consortium led by PCM Consulting, Igor Stojanovic sp, Voždovačka 4, 78000 Banja Luka, Bosnia and Herzegovina
Phone: +387 51 329560; info@pcm.ba

1.3. Relevant country background

Since 1995 and according to the Dayton Agreement the state of Bosnia and Herzegovina (BiH) has been divided into two political entities – the Republika Srpska (RS) and the Federation of Bosnia and Herzegovina (FBiH) – and the Brčko District (condominium). The RS covers 49 % of the territory and forms a semi-circle around the north and east, while the FBiH occupies the other 51%. Each Entity has its own political structure and administration. The BiH State government consists of a Parliamentary Assembly, which is divided into a House of Representatives and a House of Peoples, a rotating tripartite presidency (with one member from each of the constituent peoples – Bosniaks, Croats and Serbs), and a Council of Ministers with nine ministries. The political structure of the FBiH is divided into three levels: the Entity level, the Cantonal level and the Municipal level, with each municipality having its own municipal council and administrative structures. By contrast, the Republika Srpska (RS) has no cantons, only municipalities.

Therefore, in such a complex environment non-state actors (NSA) have difficulties in advocating for reforms in the above mentioned areas.

According to the latest data obtained from the BiH Ministry of Justice, for more details please consult <http://zborniregistri.gov.ba/> only accessible in Bosnia and Herzegovina's official languages, there are more than 27,000 organisations that can be considered as civil society non-profit

organisations. At the State and FBiH level, the Ministries of Justices are responsible for registration and for keeping the Registry Books for Associations and Foundations. According to RS's Law on Associations and Foundations, associations and foundations register at the Basic Court in the seat of the District Court in the area in which they have their seat.

1.4. Current state of affairs in the relevant sector

The Opinion's key priority 11 on ensuring an enabling environment for civil society still needs to be addressed, notably by upholding European standards on freedom of association and freedom of assembly. A framework for the transparent funding of civil society organisations still needs to be adopted¹.

Estimated annual amount of funds from public budgets allocated to CSOs during period 2018 – 2020 is 62.7 mil EUR per year (for 2018 approx. 65.3 mil EUR KM, for 2019 approx. 68.7 mil EUR and for 2020 approx. 54,1 mil EUR). This amount represents 0.36% of the average GDP in BiH for the mentioned three years, which is very modest compared to, for example, Slovenia, which allocated 0.89% of its GDP from 2020 to civil society organizations via public budgets. The average in EU countries is 2.2%².

In regards to the process of allocating budget funds for the work of CSOs, they are defined by the internal regulations of each institution individually, which consequently caused a rather motley practice of public institutions in granting support for the work of CSOs. More specifically, a transparent method of allocation (public call with a tender procedure) is applied by 23% of BiH institutions on levels, 34% of institutions use a hybrid model for allocating funds for the work of CSOs (in addition to the public call, they also use direct methods of allocating funds for CSOs) while 43% of institutions do not use a public call at all, but allocate funds through direct planning of funds in the budget for certain CSOs (51%), through individual decisions of governments/mayors (38%) etc.³.

II SCOPE OF THE ASSIGNMENT

2.1. Description of the assignment

Research Expert (hereinafter referred to as "Expert") will implement research in order to collect data regarding allocated funds to CSOs from budgets of local institutions⁴ during the years 2021, 2022, 2023, 2024, analyse those data and create report on annual financial support to CSOs provided from public budgets in BiH during 2021, 2022, 2023 and 2024.

Envisaged activities include but not limited to:

A: Researching financing of CSOs from public budgets on local level in BiH:

1/ Preparation phase:

- Finalization of the questionnaire based on existing draft to be provided by EU4CS,
- Developing the list of target public institutions and with their contacts (email and phone) based on input from EU4CS,
- Creation of data base for extracting information from received filled questionnaires by target public institutions,.

2/ Conducting research:

- Sending a survey to all earlier identified target institutions with follow up phone contact to all target public institutions in BiH (a brief introduction to the project and research, checking the status of receiving the survey, reminder to respond on questionnaire in due time, offering potentially needed support for clarification survey and similar),
- Monitoring process of collecting questionnaires and providing weekly reports on number of received filled surveys with included info about target institutions which didn't deliver filled

¹ https://neighbourhood-enlargement.ec.europa.eu/bosnia-and-herzegovina-report-2023_en

² Report on allocated public resources to CSOs during 2018 – 2020 created by EU4CS during 2022 created by EU4CS

³ Ibid

⁴ Indicative list of cities/municipalities on all level with 145 target institutions in BiH is drafted and will be provided by project EU4CS

questionnaires ,

- Extracting data from the received questionnaires into data base (continuously during the assignment) ,
- Realizing second round of telephone reminders, after suitable time, to the institutions that did not submit requested data
- Identifying other available means for acquiring data from target institutions (including but not limited to research of other potential sources of data related to this assignment available on the internet - e.g. annual reports of budget realization of target public institutions, legal actions etc.).

B: Creating report

- 1/ Analysing data from received questionnaires/data base according to target variables,
- 2/ Creating draft report about findings from conducted research on local level,
- 3/ Creating draft comprehensive report for all levels in BiH with included data received from UNDP⁵
- 4/ Presenting draft report to EU4CS and other stakeholders,
- 5/ Addressing received comments on draft report and creating a final report.

Number of required experts: One (1) Non-Key Short-Term Expert

Duration of the assignment: 20 working days

Period of the assignment: October 2025 – December 2025

Working language: Official languages in BiH

2.2. Geographical area

The geographical area to be covered by the project is entire BiH.

2.3. Target groups

- Public institutions on local level in BiH (but not excluding public institutions on other administrative levels too),
- UNDP,
- EU4CS.

2.4. Tasks and deliverables to be provided by the Expert

Tasks description:

- Preparation phase (finalizing questionnaire and list of target institutions with their contacts, development data base)
- Conducting research
- Data analysing
- Creating Report.

Expert will provide the following deliverables:

- Lists of targeted public institutions with their contacts,
- Questionnaire for data collection,
- Data base created during the research,
- Research Report.

2.5. Payment

The payments will be completed upon the full completion and acceptance of the contract's obligations and upon the approval of the Experts' time and log sheets from the EU programme manager.

III REQUIREMENTS

3.1. Expert's profile

Qualifications and skills

⁵ UNDP is conducting research on financing CSOs from public institutions' budgets in 10 cantons, two entities and level of Council of Ministries and should make available collected data for the purpose of creation a compiled report on financing of CSOs from public budgets on all levels in BiH

- University degree in political/social/technical sciences, public administration, statistic or similar, relevant to this assignment,
- Computer literacy,
- Fluency in BiH languages,
- Fluency in written and spoken English is an advantage.

Professional experience

General professional experience:

- Minimum 5 years of postgraduate professional experience in area(s) related with this assignment,

Specific professional experience:

- At least 3 years of post-graduate professional experience in area of research or similar related with purpose of this assignment,
- Experience in working in IPA countries (Croatia, The former Yugoslav Republic of Macedonia, Turkey, Albania, Bosnia and Herzegovina, Montenegro, Serbia, and Kosovo (under UNSCR 1244)) will be considered an advantage

Please note that, civil servants and other staff of the public administration of the beneficiary country cannot be recruited as experts, unless prior written approval has been obtained from the European Commission.

IV EVALUATION

Received applications from the experts will be evaluated against evaluation criteria developed in line with required qualifications and experiences of the experts, as presented within the section 3 of this ToR.

V DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

5.1. Applicants shall submit the following documents:

- Personal CV including information on experience in similar projects / assignments
- Application letter to EU4CS confirming interest and availability for the expert with Financial Proposal, indicating fee per working day.

5.2. Application Procedure

Applicants interested in applying should submit documents from 5.1. (EU format CV and application letter, both in English) by e-mail to info@eu4cs.ba with a copy to teamleader@eu4cs.ba a not later than 16:00 hrs, October 10th, 2025, titled:

**Application for the position:
“Research Expert”**

References must be available on request.

Only short-listed candidates will be contacted.

All applications will be considered strictly confidential.

For more information, please contact Igor Stojanovic, Team Leader EU4CS: teamleader@eu4cs.ba