

## Terms of Reference

### Consulting services for developing cities' capacities in EU fundraising

#### 1. Summary of requirements

The Network of Associations of Local Authorities of South-East Europe (NALAS), within the project “*Pathways of Partnership: Strengthening Local Cooperation for Ukraine’s Recovery and EU Integration*”, seeks to engage one (1) expert to support the delivery of EU fundraising and project development capacity building activities.

The assignment aims to strengthen capacities of Ukrainian municipalities and partner cities in accessing EU funding and developing quality project proposals.

#### 2. Background and context

Local governments, particularly in Ukraine, play a key role in recovery, reconstruction, and EU integration processes but face constraints in accessing EU funding due to limited capacities and experience.

The *Pathways of Partnership* project supports municipalities through:

- Capacity development activities (training and workshops)
- Coaching Clinics (intensive in-person training)
- Follow-up mentoring sessions for proposal development

The Coaching Clinics methodology combines:

- Theoretical inputs (EU programmes, Project Cycle Management, Project Logframe)
- Practical group work on project concepts
- Continuous mentoring and peer learning

#### 3. Objectives of the Assignment

The overall objective is to provide **expert support in EU fundraising and project development** through training and coaching of representatives of Ukrainian municipalities and partner cities.

Specific objectives:

- Strengthen participants’ knowledge of EU funding opportunities
- Support development of **high-quality project concepts and proposals**
- Facilitate **hands-on learning through Coaching Clinics**
- Contribute to **knowledge products, training materials and promotion**

#### 4. Scope of Work

The expert will work under the coordination of and in close cooperation with the NALAS Secretariat.

##### 4.1 Preparatory Phase

- Contribute to the design and refinement of the workshop and training agendas (based on draft agenda)
- Review background materials and project context
- Identify relevant EU funding calls and opportunities
- Support preparation of workshop and training materials and exercises

##### 4.2 Delivery of Preparatory Workshop and Coaching Clinics Training

- Contribute to the online 1-day Preparatory Workshop

- Deliver selected sessions during the 4-day Coaching Clinics training
- Provide expert inputs on:
  - EU funding programmes and calls
  - Project Cycle Management (PCM)
  - Logical Framework Approach
  - Proposal writing and evaluation criteria
- Facilitate group work and practical exercises
- Support participants in:
  - Developing project concepts
  - Drafting logical frameworks
  - Structuring project proposals
- Provide on-the-spot mentoring during training sessions
- Provide post-workshop and post-training mentoring support (online and via email)
- Conduct ex-post evaluation and brief summary of the findings

#### 4.3 Communication and Coordination

- Maintain regular communication
  - Coordinate with the NALAS Secretariat
  - Coordinate with other trainers/experts and other project partners (as relevant)
  - Coordinate and follow-up with municipalities participating in the capacity development
- Provide timely feedback and inputs
- Participate in coordination meetings (online or in-person)
- Provide expert support to communication and promotion activities regarding the Project

#### 4.4 Reporting

- Prepare and submit the relevant reports, including:
  - Summary of activities from the Preparatory workshop, Coaching Clinics, communication and visibility
  - Summary of the ex-post evaluation following the Coaching Clinics

*All deliverables shall be subject to approval by NALAS.*

Activity	Deliverables	Expert days
1. Preparatory Workshop	Support to the delivery of the workshop, contribution to materials/guidance tools, participation in coordination meetings with other experts and NALAS Secretariat, and delivery of the post-workshop report	5 days
2. Coaching Clinics delivery	Delivered sessions, supported group work and drafting of project concepts, supported preparation of materials / presentations, supported preparational activities for the event,	12 days

	participation in coordination meetings with other experts and NALAS Secretariat, delivery of the report following the event	
<b>3. Co-ordination and communication with municipalities and project partners</b>	Co-ordinated with participating municipalities and project partners through online meetings and emails exchange. Follow-up communication with the participating municipalities on the mentoring process, report on the status of project development	4 days
<b>4. Ex-post Evaluation</b>	Develop and disseminate ex-post evaluation. Prepare brief summary of findings with recommendations.	4 days
<b>5. Promotion activities of</b>	Prepared promotional materials, social media posts and website articles. Promoted the Coaching clinics event and the follow-up	5 days

## 6. Duration and Timeframe

The assignment is expected to take place over a period of March – May 2026, including:

- Preparatory workshop (1-day online training)
- Coaching Clinics (4-day in-person training)
- Co-ordination and communication and promotion of capacity-development activities
- Follow-up and reporting after each event

(Exact dates to be confirmed in line with project schedule.)

## 7. Required Qualifications and Experience

Interested candidate must meet the following criteria:

### Mandatory Requirements

- Minimum **5 years of professional experience** in EU or other donor-funded projects, governance, or international cooperation
- Minimum Bachelor's Degree (or higher) in the field of social sciences
- Proven experience in:
  - Designing and delivering capacity development activities
  - Facilitating trainings, workshops, or peer-learning processes
- Demonstrated experience in:
  - Project proposal development (EU or donor-funded)
  - Concept development and programme design
- Experience in working with local governments and/or international organisations
- Strong experience in:
  - Stakeholder coordination and communication
  - Reporting and drafting project documents
- Excellent command of English (written and spoken)

### Assets

- Experience with diverse EU Programmes (co-ordination and proposal development) - CERV, Horizon, Interreg, etc.

- Experience in South-East Europe and/or Ukraine
- Experience in proposal development and /or coordination of multi-country or regional projects

## 8. Application Procedure

The proposal shall contain the following sections:

- CV in pdf format
- Cover Letter in pdf format.

Within the Cover Letter, please provide relevant information for each of the requirements requested in the section above (6. Required Qualifications and Experience).

- Financial Offer separately provided in pdf format.

The Financial Offer shall **specify the gross amount per expert day**, as well as the total amount. The fees should be gross and stated in euros. The gross amount should include the personal income taxes and other taxes obligatory under the laws of the Republic of North Macedonian (at the moment 10% of the gross amount) and will be calculated and paid by NALAS. The expert will receive the amount reduced for the paid personal income tax.

The expenses related to the transportation for in-person training shall be covered by the Expert. The location of the training will be in Rzeszow, Poland.

Only personal income taxes under the Laws of North Macedonia will be calculated and paid by NALAS.

The applications shall be submitted to [info@nalas.eu](mailto:info@nalas.eu) not later than **27 March 2026 by 11.00h**.

## 9. Evaluation Criteria and Scoring

The selection of the Trainers will be made following the quality-cost based selection method (70 % expert/competency component and 30% financial component)

## 10. Reporting and Supervision

The expert will report directly to the NALAS Secretariat / Programme Manager and will work in close coordination with the project team and other stakeholders.

## 11. Payment Modalities

Payments will be made based on provided monthly timesheets, invoice/request for payment, after delivering and approval of deliverables. In addition, for the last payment, a brief final narrative report should be provided and approved.

## 12. Ownership of Results

All materials, documents, and outputs produced under this assignment shall remain the property of NALAS.

## 13. Modification of Terms

NALAS reserves the right to modify the terms of the Terms of Reference at any time at its sole discretion.