



Call for Consultant (Junior Short-Term Expert) on the following programme:

EU Scheme for Young Professionals in BiH

Date:	29 July 2020
Overview of the British Council	<p>The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.</p> <p>We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.</p> <p>Further information can be found at www.britishcouncil.org</p>
Context and environment	<p>The British Council in the Western Balkans is part of the Wider Europe region of fifteen countries which borders the Middle East to the south, Asia to the east and EU Europe to the west. The region's population is currently around 335 million, with the majority living in an urban environment. In the Western Balkans we create friendly knowledge and understanding between the people of the UK and other countries. We have more than 75 years of experience in the Western Balkans and six offices across the region. We work with local, UK and international partners. We design and implement programmes, deliver donor funded contracts, offer advice and consultancy to governments, deliver training programmes, administer international exams, advise UK companies on market opportunities and provide information about the UK.</p> <p>The Western Balkan countries have some of the highest rates of youth unemployment in the world, over 50 per cent in some countries. This is largely due to young people leaving formal education without skills required by employers and the related economies, while in some sectors including ICT, vacancies go unfilled. This environment represents a potential risk to stability and security through increased economic instability, increased risks of conflict and radicalisation.</p> <p>To help ensure a secure and prosperous future for the people of the Western Balkans, we work with governments, international organisations, businesses and other partners on institutional reform and capacity building. We enable professionals and young people to gain international skills and qualifications that will help them prosper and build a better future. Our key area of focus is on vocational education, entrepreneurship and core skills, with English as a key skill which supports this objective. We work in visual arts, film and music to build trust and understanding between people in the UK and the Western Balkans. Through our digital platforms, over 2 million people each year discover more about UK culture and education.</p>
Background /Objectives /Scope of work /Specification	<p>The consultancy is based in Sarajevo and will support business delivery of the EU funded project "EU Scheme for Young Professionals in BiH".</p> <p>The project is designed to provide support to institutions in Bosnia and Herzegovina at various levels in order to address specific needs identified in the course of the European integration process. To achieve this, a variety of technical assistance and other types of support to institutions in Bosnia and Herzegovina is provided in order to enable them to respond swiftly to challenges</p>

and requirements of the European Union integration process and better prepare and implement IPA programmes/Actions.

This project represents the continuation of the process of capacity building of young civil servants in Bosnia and Herzegovina involved in the process of EU Integration. The project builds on the success of a regional programme implemented in Western Balkans in the period 2016-2020, which now directly focuses on the needs of civil servants in BiH. Eligible beneficiaries for this Action are line-ministries and government institutions/agencies at various levels of government and staff directly involved in the EU accession process.

The overall objective of the project is to support Bosnia and Herzegovina in developing a professional, de-politicised and merit-based service system by providing professional development and mobility to the next generation of civil servants who will be in charge of the EU accession process and lead change during the enlargement process.

The specific objectives of the project are:

- to build the professional capacity of civil servants and instil their commitment to EU oriented civil service through their increased knowledge and understanding of the EU accession process.
- to foster mutual connections and mobility between these agents of change through facilitating intra-BiH exchange programme and Western Balkans mobility scheme.

The project aims to strengthen the capacities of young civil servants engaged on EU integration matters and to connect respective EU integration departments at all levels of government in BiH. During the project, 50 young civil servants (25 per year) will have the opportunity to participate in an intensive training programme, professional development and exchange. The project offers to selected civil servants a tailor-made training programme in academic institutions in Europe, to suit both the profile of the participants and the needs of the BiH administration, as well as Western Balkans mobility programme and an intra-BiH exchange programme. There are three significant areas of impact as a result of the intervention: 1) increased knowledge and understanding of the EU policies and accession, 2) increased motivation to work for public administration resulting in the new organisational attitude and 3) increased commitment towards EU-oriented civil service.

Overview

The British Council is seeking a consultant to work with us on the “**EU Scheme for Young Professionals in BiH**” project. The consultancy will be based in Sarajevo and will be working closely with the project team and beneficiaries across BiH.

The duration of consultancy is 68 days over two years.

The job holder will be responsible for supporting the implementation of the project in the following areas:

- *Providing support to selected civil servants in the development of thematic papers*

1a. Facilitating an online (and if possible face-to-face) community of cohort of selected scholars engaged in EU integration processes

1b. Providing support in the identification of EU accession related topics for a joint assignment

1c. Providing mentoring and content-related support in assignment preparation and finalisation (40 days over two years in agreement with project management).

This activity entails coordination with government stakeholders regarding the needs of various BiH institutions and civil servants on EU integration matters and providing support to selected candidates among civil servants in drafting and finalising thematic papers. Selected candidates are expected to develop thematic papers during the training programme, based on guidance and support on content, structure and methodology, in line with international standards. Guidelines on common assignment topics will be prepared and delivered to all participants.

By working jointly on the assignment and production of thematic papers, the candidates, divided into five groups of five civil servants in each round, will generate in-depth research on concrete EU accession policies and deliver recommendations for policy reform and improvement of practice. Assignments and topic papers will be focused to address priorities in BiH. In addition, the selected candidates will have a chance to spend a week in a host institution in the WB region and get familiar with how similar issues are addressed in a different country. Lessons learned will be integrated into their work on thematic papers. The cohort will also gain access to a broader group of WB alumni.

2. Quality review of papers submitted by civil servants (20 days over two years in agreement with project management)

This activity foresees a quality review of individual inputs and joint thematic papers produced by groups of civil servants in preparation for the presentation of recommendations at the final project conference.

3. Reporting on lessons learned and proposals for ensuring the sustainability of the initiative via transferring EU-related knowledge in BiH (8 days over two years in agreement with project management)

Main challenges for this role include:

- Gaining motivation and engagement of civil servants to produce quality thematic papers, monitoring progress and keeping the cohort on track in order to produce high quality relevant thematic papers.
- Liaising successfully with numerous stakeholders from the BiH governments in order to maximise engagement and relevance of civil servant participation in the programme.

Scope of work:

Specific responsibilities and duties include but are not limited to:

- Consultation with governments' coordinators to ensure the needs of civil servants and targeted line ministries/intuitions are met through the project
- Eliciting and helping identification of topics and priorities for thematic papers
- Liaison with government institutions and appointed contact points from line-ministries regarding thematic paper development
- Drafting of guidelines for host institutions for intra-BiH civil servant exchange
- Liaison with host institutions in BiH regarding the intra-BiH exchange programme
- Facilitation of an online community of two cohorts of scholars, including facilitating regular group and/or individual meetings as necessary
- Providing input and guidance in paper development, setting deadlines and monitoring the thematic paper drafting process
- Quality review of papers submitted by civil servants and provision of feedback
- Final approval of submitted thematic papers
- Preparation of quarterly reports, lessons learned upon completion of each Round, recommendations for the sustainability of the programme and replication of the learning impact.

	<table border="1" data-bbox="258 226 1549 327"> <tr> <td data-bbox="258 226 678 271">Reports to:</td><td data-bbox="678 226 1549 271">Project Director and Project Manager</td></tr> <tr> <td data-bbox="258 271 678 327">Place of delivery:</td><td data-bbox="678 271 1549 327">Sarajevo, Bosnia and Herzegovina</td></tr> </table> <p data-bbox="258 398 391 432">Expertise</p> <p data-bbox="258 465 1549 533">The consultant must possess the relevant expertise through knowledge and experience gained to deliver the required services, including:</p> <ul data-bbox="354 566 1549 1137" style="list-style-type: none"> • Advanced university degree or equivalent preferably in public administration, law, EU integration or social science (sociology, political sciences, etc.) or related field. • Minimum of five years of professional experience explicitly related to EU integration. • Understanding of the complexity of the governance in BiH, including practical experience of working with different governments in BiH and the region. • Substantive experience in planning and policymaking, and analysis capacities in the EU accession negotiation and integration context. • Excellent analytical and writing skills. • Facilitation and reporting skills. • Minimum of two years of experience in an academic context. • Excellent communication skills (written and oral). • Sensitive relationship development skills. • ICT skills including facilitating remote and online working. • Experience of working with a diverse and dispersed team. • Fluency in English (level C1), both written and spoken. • Fluency in B/H/S language. <p data-bbox="258 1167 502 1200">Key relationships</p> <p data-bbox="258 1234 359 1267">Internal</p> <ul data-bbox="354 1267 762 1447" style="list-style-type: none"> • Project Director • Project Manager • Project Officer • Senior Expert • Delegation of the EU to BiH <p data-bbox="279 1480 391 1514">External</p> <ul data-bbox="354 1514 1549 1682" style="list-style-type: none"> • Project partners (Directorate for European Integration, PARCO, agencies for civil servants at state and entity levels) • Project beneficiary organisations (line-ministries and government institutions/ agencies at various levels of government in Bosnia and Herzegovina and staff directly involved in the EU accession process.) 	Reports to:	Project Director and Project Manager	Place of delivery:	Sarajevo, Bosnia and Herzegovina
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<p data-bbox="46 1749 199 1816">Evaluation Criteria</p>	<p data-bbox="258 1749 1348 1783">The award criterion for this Call for Consultants is relevant experience and interview</p> <p data-bbox="258 1816 1549 1883">The CV evaluation will be fair and transparent. Only the shortlisted CVs will be evaluated, based on the following matrix:</p>				

	Points	Requirement
	4	Advanced university degree or equivalent preferably in public administration, law, EU integration or social science (sociology, political sciences, etc.) or related field relevant to the job.
	6	Minimum 5 years relevant experience explicitly related to EU integration.
	4	Substantive experience in planning and policymaking, and analysis capacities in the EU accession negotiation and integration context.
	4	Sensitive relationship development skills.
	2	Fluent written and spoken English (minimum C1) and B/H/S language